



GULF COAST EXPO

317-838-9828-ph

317-838-9835-fax

ORDERS@GULFCOASTEXPOSITIONS.COM

INDUSTRIAL & CONSTRUCTION SUPPLIES CUSTOMER EXPO
THE GAYLORD OPRYLAND HOTEL • NASHVILLE, TN
APRIL 18-20, 2017

**THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING
ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE AND SHIPPING TO AND
FROM THE SHOW. PLEASE FORWARD THIS KIT TO THE PERSON RESPONSIBLE FOR
ARRANGING THE DETAILS OF YOUR PARTICIPATION IN THE SHOW.**

Dear Exhibitor:

We are pleased to announce that **GULF COAST EXPO** has once again been chosen as the "Official Service Contractor" for the **FASTENAL EXPO 2017** to be held **APRIL 18-20, 2017** at the **GAYLORD OPRYLAND HOTEL** located in beautiful **NASHVILLE, TN**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. We have developed a service kit so you may order in advance at discounted rates. Please look through the service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

SHIPPING INFORMATION – PLEASE READ

GULF COAST EXPO is proud to announce that **ABF FREIGHT** is the official freight carrier of **GULF COAST EXPO**. Special show rates can be arranged for this event. See the special insert for more information. Using **ABF FREIGHT** is the most convenient method of transportation to and from the show.

Your exhibit materials are the most important part of a successful event. **GULF COAST EXPO** is the official Drayage Contractor for this event and will handle all freight in and out of this show. Using our **MATERIAL HANDLING** service, your shipment may be received at our **ADVANCE WAREHOUSE** location up to 4 weeks prior to the event. Make sure to give yourself plenty of transit time to track any lost shipments. All shipments sent to **SHOW SITE** must be sent **c/o GULF COAST EXPO** and be delivered on the dates specified within this kit. Shipments are delivered to your exhibit space. The empty cartons are stored during the event and returned back to you after the close of the show. Bill of ladings and shipping labels are provided and your shipment is then sent to the location you choose. When all information is provided to us, this special material handling service provides a priceless guarantee of a successful event.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last minute requirements with a staff that is extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in.

If you have any questions, please do not hesitate to contact customer service at the number below or contact me anytime via e-mail at Christine@gulfcoastexpositions.com.

Thank you and we'll see you at the show,

Christine Hughes

Christine Hughes

CEO

GULF COAST EXPO

317-838-9828-customer service

317-838-9835-fax

PARTNERS IN YOUR SUCCESS!!

GULF COAST EXPO

Experts in Convention & Trade Show Services



FASTENAL CUSTOMER EXPO 2017 INDUSTRIAL & CONSTRUCTION SUPPLIES

APRIL 18-20, 2017

THE GAYLORD OPRYLAND HOTEL • NASHVILLE, TN

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

Gulf Coast Expositions, Inc.

Christine Hughes
594 Northfield Road - Plainfield, IN 46168
317-838-9828 – phone 317-838-9835 - fax
orders@gulfcoastexpositions.com

ABF Freight

Official freight carrier of GULF COAST EXPO at the FASTENAL EXPO 2017 INDUSTRIAL & CONSTRUCTION SUPPLIES

The most convenient way to ship your materials. Call 1-844-560-2527 to get your competitive quote to and from this event. See insert for more information.
(recommended)

ADVANCE FREIGHT WAREHOUSE ADDRESS

SHIP IN EARLY TO AVOID POTENTIAL DELAYS & OFF TARGET CHARGES

ABF FREIGHT
GULF COAST EXPO / FASTENAL-TN 2017
890 VISCO DRIVE
NASHVILLE, TN 37210

Target Receiving From: March 17 – April 7, 2017

Off-Target Receiving On: April 10 – April 14, 2017
Receiving hours: MON-FRI 9am-4pm

DIRECT TO SHOW SITE SHIPPING ADDRESS

THE SHIP-TO ADDRESS IS DIFFERENT FROM THE HOTEL ADDRESS

GAYLORD OPRYLAND HOTEL & CONVENTION CENTER
GULF COAST EXPO / FASTENAL-TN 2017
RYMAN "C" DOCK (different from hotel address)
2815 OPRYLAND DRIVE
NASHVILLE, TN 37214

Receiving On: Saturday, April 15th From 8am - 4pm
Sunday, April 16th From 8am - 4pm

You may send in additional materials during the show as needed

Truckload shipments, dedicated VanLine shipments, or shipments weighing over 5,000 must be shipped directly to show site.

COMPLETE THE MATERIAL HANDLING FORM AS SOON AS YOUR SHIPMENT IS IN TRANSIT AND FAX OR EMAIL TO GULF COAST EXPO

DISCOUNT PRICE DEADLINE DATE:

In order to receive advance order discount rates listed on the price sheets, we must receive your order and payment by **MARCH 31, 2017**. This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.
All Exhibitors must supply Gulf Coast Expo with the Payment Authorization form in advance of the discount deadline date.

BOOTH EQUIPMENT:

- ▶ 10' x 10' exhibit spaces will be set with 8' high back drape, 3' high side dividers, 1 – 6' Skirted Table, 2 – Chairs (per Exhibitor's assigned space), 1 - 7" x 44" Standard Booth ID Sign with Company Name and Booth Number & 1 – Wastebasket (per Exhibitor's assigned space).
- ▶ The DEMO area spaces assigned with letters A-Z **do not** contain furnishings.

THE EXHIBIT HALL IS NOT CARPETED THE FLOORS ARE BARE CONCRETE

SHOW SCHEDULE:

EXHIBITOR MOVE-IN:

Sunday April 16th 12:00 pm – 8:00 pm
Monday April 17th 8:00 am – 8:00 pm

All exhibits must be set prior to 8:00 pm on Monday April 11th

EXHIBIT HOURS:

Tuesday April 18th 9:00 am – 4:00 pm
Wednesday April 19th 9:00 am – 4:00 pm
Thursday April 20th 9:00 am – 3:00 pm

EXHIBITOR MOVE-OUT:

Thursday April 20th 3:00 pm – 10:00 pm
Friday April 21st (DEMO AREA ONLY) 8:00 am – 10:00 am

FREIGHT PICK UP SCHEDULE:

Carriers Check in Schedule:

Thursday April 20th 6:00 pm **NO EARLIER**
Friday April 21st 8:00 am **NO EARLIER**

NOTE: Carriers are loaded in order of check in or if the freight is ready.

Multiple shipment pickups may result in longer wait times.

Carrier Pick-up Schedule:

Thursday April 20th 6:00 pm - 10:00 pm
Friday April 21st 8:00 am – 10:00 am

Freight Force Time:

Friday April 21st 10:00 am

SPECIAL INFORMATION

All freight left on show floor without a bill of lading given to GULF COAST EXPO will be shipped ABF FREIGHT SYSTEM collect and charged a \$25.00 administrative fee.

ALL EXHIBITORS MUST TURN IN THEIR BILL OF LADING AT THE CLOSE OF THE EVENT AT THE GULF COAST EXPO SERVICE DESK.

All freight carriers must check in no later than 10:00 am on Friday, April 21st with a valid bill of lading or alert including company name, booth number and final destination before shipment will be released. If paperwork is not presented, the shipment will be forced ABF Freight.

NO EXCEPTIONS

SMALL PACKAGE OUTBOUND SHIPMENTS

FEDEX & UPS shipments are not recommended. All small package shipments must be taken to the FEDEX office in the hotel by the Exhibitor. Gulf Coast Expo will not handle these types of shipments.

FASTENAL EXPO 2017 INDUSTRIAL & CONSTRUCTION SUPPLIES EXHIBITOR KIT CHECKLIST

QUICK FACTS PAGE:

CONTACTS, DEADLINES, A LIST OF BOOTH EQUIPMENT PROVIDED AND THE COMPLETE SHOW SCHEDULE

PAYMENT POLICY:

- READ GULF COAST EXPO'S PAYMENT POLICY

FILL OUT PAYMENT AUTHORIZATION FORM-REQUIRED

- ALL EXHIBITORS MUST HAVE A PAYMENT AUTHORIZATION FORM ON FILE - EVEN IF PAYING BY CHECK - REQUIRED
 MAKE SURE YOUR CREDIT CARD NUMBERS, EXPIRATION DATE AND SECURITY CODES ARE CORRECT
 USE THE ADDRESS YOUR CREDIT CARD STATEMENT IS MAILED TO
 USE THE CONTACT PERSON WHO SHOULD RECEIVE THE CONFIRMATION & THE FINAL PAID INVOICE AFTER THE SHOW

FURNISHINGS ORDER FORM:

BOOTHS IN THE REAR DEMO AREA ASSIGNED WITH LETTERS **DO NOT** CONTAIN FURNISHINGS

1 - 6' SKIRTED TABLE IS PROVIDED FOR EACH 10' X 10' EXHIBIT SPACE IN THE REMAINING AREA

IF YOU HAVE 2 - 10' X 10' SPACES, YOU WILL RECEIVE 2 TABLES

2 - CHAIRS ARE PROVIDED FOR EACH ASSIGNED EXHIBIT SPACE

IF YOU HAVE 2 - 10' X 10' SPACES, YOU WILL RECEIVE 2 CHAIRS

1 - WASTEBASKET IS PROVIDED FOR EACH ASSIGNED EXHIBIT SPACE

- IF YOU ARE ORDERING CARPET MAKE SURE YOU CHOOSE YOUR CARPET COLOR

CUSTOM PRE-SET ORDER FORM:

- SEE FORM FOR DETAILS - CUSTOM BOOTHS CAN BE DESIGNED FOR ANY TYPE OF DISPLAY AREA

MATERIAL HANDLING FORM: THE SHOW SITE SHIPPING ADDRESS IS DIFFERENT FROM THE HOTEL ADDRESS

INBOUND SHIPMENT SECTION:

- TRUCKLOAD SHIPMENTS, DEDICATED VANLINE OR SHIPMENTS WEIGHING OVER 5,000 MUST BE SHIPPED DIRECTLY TO THE SHOW SITE
 SHIP YOUR MATERIALS EARLY AND FILL OUT THIS FORM ONCE YOUR SHIPMENT LEAVES YOUR FACILITY
 FILL IN WHERE YOUR SHIPMENT IS GOING TO: ADVANCE WAREHOUSE OR SHOW SITE
 FILL IN ALL THE INFORMATION FOR THE INBOUND SHIPMENT
 FILL IN THE TOTAL PIECES SHIPPED WHICH SHOULD MATCH THE BILL OF LADING YOU ARE USING
IF YOU ARE SHIPPING 1 PALLET WITH 20 PIECES, THIS WOULD BE 1 PIECE
WE UTILIZE THE TRACKING OR PRO NUMBERS TO CHECK INBOUND SHIPMENTS
 PLEASE PROVIDE US ALL THE TRACKING NUMBERS FOR EACH SHIPMENT

OUTBOUND SHIPMENT SECTION:

- ORDER SHRINKWRAPPING OR BANDING IF NEEDED
 FILL IN WHERE THE OUTBOUND SHIPMENT IS GOING TO
 SELECT YOUR OUTBOUND CARRIER
 USE THE LABELS PROVIDED AND FILL IN YOUR BOOTH NUMBER, COMPANY NAME AND PIECE COUNT

TARGET RECEIVING:

WE ENCOURAGE YOU TO SHIP IN EARLY TO AVOID LAST MINUTE OFF TARGET CHARGES

OFF TARGET RECEIVING:

RECEIVING SHIPMENTS THE WEEK BEFORE THE SHOW IS CONSIDERED OFF TARGET SHIPMENTS

DISPLAY LABOR ORDER FORM:

WE CAN SET UP OR TAKE DOWN YOUR DISPLAY FOR YOU WHETHER YOU ARE THERE OR NOT

A STANDARD POP UP DISPLAY WOULD BE 1 MAN FOR 1 HOUR

YOUR DISPLAY WILL BE UP AND READY FOR YOU WHEN YOU ARRIVE

WE HAVE EXPERIENCED SET UP PERSONNEL. WE CAN HANDLE ANY SIZE BOOTH.

- WHEN ORDERING THIS SERVICE, MAKE SURE A COMPLETE SET OF INSTRUCTIONS ACCOMPANY THE ORDER

BOOTH CLEANING ORDER FORM:

THE EXHIBIT FLOOR IS ON BARE CONCRETE. CARPET IS RECOMMENDED

ORDERING THIS SERVICE WE WILL VACCUUM/BROOM CLEAN YOUR BOOTH ONCE OR DAILY FOR A FRESH SPACE EACH MORNING

PORTER SERVICE WILL ENSURE YOUR BOOTH SPACE STAYS CLEAN THROUGHOUT THE SHOW

WE EMPTY WASTEBASKETS EACH NIGHT AFTER THE CLOSE OF THE SHOW AT NO CHARGE IF THEY ARE PLACED IN THE AISLE

WE DO NOT LOOK UNDER TABLES OR TAKE ANY EMPTY BOXES THAT ARE INSIDE YOUR BOOTH SPACE

ON SITE INSTRUCTIONS:

YOUR ON SITE REP WILL RECEIVE INSTRUCTIONS FOR SET UP-PLEASE READ CAREFULLY AND PROMPTLY LABEL ALL EMPTY CONTAINERS

IF YOU ARE SHIPPING OUT AFTER THE SHOW, A BILL OF LADING WILL BE PROVIDED AT THE CLOSE

OF THE SHOW ALONG WITH INSTRUCTIONS ON HOW TO COMPLETE THE PAPERWORK

MAKE SURE EACH PIECE IS LABELED WITH OUTBOUND SHIPPING LABELS

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

PAYMENT POLICY

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY FAX TO: 317-838-9835

OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM

BY: **MARCH 31, 2017**

A CREDIT CARD MUST BE ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furnishings and carpet rentals, material handling, labor and other services provided.

1. Advance payment by company check:
Checks must be in U.S. funds drawn on an U.S. bank and made payable to GULF COAST EXPO. Attach check to order forms. Faxed in copies of checks will not be accepted as advance payment.
A credit card must be in file for all Exhibitors even if paying by check.
Any additional show site fees/orders will be charged to the credit card on file. Checks are not accepted after the event.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3 digit security code for Visa and MC and the 4 digit security code for AMEX that is listed on the card. Funds are received in US currency.
NOTE: We guarantee security of credit card transactions with address verification security. **The address listed must be the address the credit card statement is mailed to. No P.O. Boxes please unless that is the exact mailing address of the card.**
3. A confirmation email will be sent for all orders received. If you didn't get an email, please contact us via email to confirm we received your order before the discount deadline date. If you do not receive a confirmation, the order has not been received.
4. All final invoices will be emailed within 7 days after the event to the credit card holder email listed on the Payment Authorization Form.

SHOW SITE ORDERS

A credit card must be in file for all Exhibitors even if paying by check.

Orders received after the advanced pricing discount deadline or made at the GULF COAST EXPO Service Desk during the show will be billed at the **STANDARD RATE** listed on the order forms. Payment must be presented at the time of order before order can be filled. No substitutions are allowed. Furnishings provided in your booth space that are included with your participation fees can not be traded out for other sizes or types of furnishings. Items taken from other booths is not permitted. If this happens, we are permitted to charge the Exhibitor the standard rental rate.

To make the show more cost effective for you, take advantage of the **DISCOUNTED PRICES** by ordering as many of your requirements prior to the advanced pricing deadline as possible. Items marked ► on the order forms may not be available on show site.

PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, GULF COAST EXPO must receive your order forms and form of payment prior to the opening of the show. **We do not invoice after the event.** Freight will not be delivered to the exhibit space until a form of payment is on file. All items ordered are placed in the booth and a double check is performed. Check all items promptly upon your arrival and notify us immediately if something is missing. We will replace the missing items. No credits are given for items ordered that are removed from your booth space by other Exhibitors. All payment/order discrepancies must be resolved prior to show opening. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized. **NO CREDITS WILL BE ISSUED AFTER THE OPENING OF THE EVENT.**

ADDITIONAL FEES TO EASILY AVOID

- Make sure funds are available to cover expenses in the checking account or on the credit card provided:
\$25.00 fee on all returned checks.
- Make sure to provide complete and accurate credit card information on the Payment Authorization Form:
- Fill out your outbound Bill of Lading form after the event:
All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped with **ABF FREIGHT SYSTEM** collect and charged a \$25.00 administrative fee.

CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 BUSINESS DAYS PRIOR TO SHOW OPENING

**TO ELIMINATE MISUNDERSTANDINGS, ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
YOUR COOPERATION IS APPRECIATED**

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

**ALL EXHIBITORS MUST FILL
OUT THIS FORM**

PAYMENT AUTHORIZATION

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY FAX TO: 317-838-9835

OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM

BY: MARCH 31, 2017

A CREDIT CARD MUST BE ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK

ADVANCE ORDERS

Payment in full of rental items and all services, including applicable sales tax must accompany order prior to **GULF COAST EXPO** move-in. Payment must be received by the deadline to qualify for **DISCOUNTED RATES** and to insure availability of rental items. **GULF COAST EXPO** accepts payment by check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the **STANDARD RATE**. All orders received at the show must be paid in full before items are delivered to exhibit area. Prices include delivery of merchandise to designated space prior to show opening and removal at close of exhibit. Any additional show site fees/orders/drayage will be charged to the credit card on file. Checks are not accepted after the event. All materials are to remain the property of **GULF COAST EXPO**. Prices quoted cover rental only. \$25.00 fee on all returned checks (see *Payment Policy* for complete details)
Items taken from show site or damaged will be billed at the prevailing retail replacement price.

PLEASE INDICATE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED BY GULF COAST EXPO.

COMPANY CHECK

MAIL CHECKS TO:
GULF COAST EXPOSITIONS, INC.
594 NORTHFIELD ROAD
PLAINFIELD, IN 46168

**IF PAYING BY CHECK A CREDIT
CARD ON FILE IS REQUIRED**

CREDIT CARD

Payments must be by check drawn on a U.S. funds account, VISA, MASTERCARD or AMERICAN EXPRESS. All charges are in U.S. funds.

IF YOU ARE PAYING BY CHECK DO NOT FAX IN THE ORDER – PLEASE SEND ALL ORDER FORMS WITH THE CHECK

CREDIT CARD AUTHORIZATION

IF YOU WISH TO AUTHORIZE GULF COAST EXPO TO CHARGE THE AMOUNT OF YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR SHOW REPRESENTATIVE TO YOUR CREDIT CARD ACCOUNT, COMPLETE THE INFORMATION REQUESTED BELOW. SIGNATURE NOT REQUIRED TO PROCESS.

PLEASE PRINT CLEARLY

CREDIT CARD NUMBER



EXPIRATION DATE:



3 OR 4 DIGIT SECURITY CODE:

(3 NUMBERS FOR VISA AND MC – 4 NUMBERS FOR AMEX)

CREDIT CARD STATEMENT MAILING ADDRESS

P.O. BOXES NOT ACCEPTED UNLESS IT IS THE ACTUAL MAILING ADDRESS OF THE CREDIT CARD STATEMENT

SIGNATURE OF CARD HOLDER _____

PRINT CARD HOLDER NAME _____

BILLING ADDRESS _____ CITY _____ STATE _____

MUST BE THE ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO

ZIP _____ PHONE NUMBER (_____) _____ FAX NUMBER (_____) _____

EMAIL ORDER CONFIRMATION TO: _____

EMAIL FINAL RECEIPT TO: _____

PLEASE PROVIDE THE EMAIL ADDRESS OF THE CREDIT CARD HOLDER OR PERSON YOU WANT TO RECEIVE THE FINAL RECEIPT

ALL FINAL INVOICES WILL BE EMAILED WITHIN 7 DAYS AFTER THE EVENT

WE GUARANTEE ALL EMAIL ADDRESSES ARE KEPT CONFIDENTIAL AND WILL NOT BE SUPPLIED TO ANYONE FOR TELEMARKETING PURPOSES

NAME OF EVENT **FASTENAL EXPO-TN 2017** BOOTH # _____

COMPANY NAME _____ PHONE (_____) _____

E-MAIL ADDRESS _____ FAX (_____) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PRINT NAME _____

SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
 317-838-9828-phone
 317-838-9835-fax

FURNISHINGS


TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY FAX TO: 317-838-9835

OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM

BY: MARCH 31, 2017

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY	SKIRT COLORS	UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide	\$88.00	\$98.00	_____	<input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$78.00	\$88.00	_____
6' long x 2' wide	\$98.00	\$108.00	_____		6' long x 2' wide	\$88.00	\$98.00	_____
8' long x 2' wide	\$108.00	\$118.00	_____		8' long x 2' wide	\$98.00	\$108.00	_____
Make Table 40" Tall	\$25.00	\$35.00	_____		To Make Table 40" Tall ADD	\$20.00	\$25.00	_____
TO INSURE AVAILABILITY-SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE						TABLETOP DISPLAY RISERS-FOR TOP OF TABLES		
Make The Show Table Provided 40" Tall	\$30.00	\$35.00	_____		4' long x 11" wide	\$35.00	\$45.00	_____
Additional 30" Skirt to Skirt Table All Sides	\$30.00	\$35.00	_____		6' long x 11" wide	\$45.00	\$55.00	_____
Additional 40" Skirt to Skirt Table All Sides	\$40.00	\$45.00	_____					

FLOOR COVERING	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLOR	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
CIRCLE CARPET COLOR								
PADDING				 CARPET COLOR CIRCLE ONE	40" Tall Round Table	\$75.00	\$85.00	_____
10' x 10'	\$120.00	\$145.00	_____		40" Round Table Cover	\$25.00	\$35.00	_____
10' x 20'	\$240.00	\$290.00	_____	Easel	\$25.00	\$35.00	_____	
10' x 30'	\$280.00	\$435.00	_____	Waste Basket	\$25.00	\$30.00	_____	
SPECIAL SIZE				Peg Board 4'x8' (hooks not included)	\$175.00	\$225.00	_____	
PADDING NOT LISTED _____	Will be priced out in 10' increments			<input type="checkbox"/> VERTICAL <input type="checkbox"/> HORIZONTAL	Bag Rack	\$48.00	\$58.00	_____
CARPET				BLACK	Literature Rack	\$48.00	\$58.00	_____
10' x 10'	\$140.00	\$165.00	_____	RED	Fish Bowl	\$25.00	\$30.00	_____
10' x 20'	\$280.00	\$330.00	_____	GRAY				
10' x 30'	\$420.00	\$495.00	_____	PURPLE				
SPECIAL SIZE								
CARPET NOT LISTED _____	Will be priced out in 10' increments							

CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY	ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
Folding Chair	\$35.00	\$45.00	_____	Stock 8' Drape	\$6.00	\$7.50	_____
Padded Side Chair	\$45.00	\$55.00	_____	Per running foot			_____
High Stools	\$65.00	\$75.00	_____	Stock 3' Drape	\$3.50	\$4.50	_____
				Per Running Foot			_____

SUB TOTAL	\$ _____
ADD SALES TAX 9.25%	\$ _____
TOTAL THIS PAGE	\$ _____
ITEMS MARKED WITH ► MAY NOT BE AVAILABLE ON SHOW SITE	

Above prices include delivery of merchandise to designate spaced prior to show opening and removal at close of exhibit. All materials to remain the property of **GULF COAST EXPO**. Prices quoted cover rental only. Payment of rental items, including applicable sales tax, must accompany your advance order to qualify for **DISCOUNT RATES**. **GULF COAST EXPO** accepts company check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and prior to the deadline will be charged the **STANDARD RATE**. All orders received at the show must be paid in full before items are delivered to exhibit area. Cancellations with refunds are only accepted 5 days prior to show date.

NAME OF EVENT	FASTENAL EXPO-TN 2017	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____	FAX ()	_____
BILLING ADDRESS	_____		
CITY	STATE	ZIP	_____
SIGNATURE	TITLE	DATE	_____

GULF COAST EXPO

FINAL DESIGN DEADLINE
MARCH 24, 2017

CUSTOM PRE-SETS

DISCOUNT PRICES

REMIT ORDER BY FAX TO: 317-838-9835

OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM

BY: MARCH 24, 2017

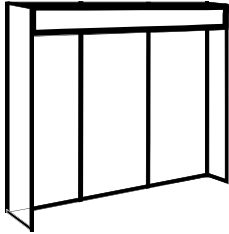
QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

ANY DISPLAY CAN BE
MADE INTO LARGER
SIZES

CUSTOM PRE-SET DISPLAYS

SAVE MONEY!! SAVE TIME!! WE MAKE IT EASY!!
LET US DESIGN THE BOOTH THAT IS RIGHT FOR YOU

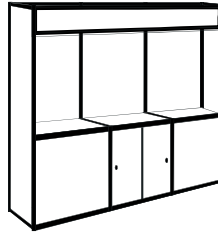
YOU SEE IT.....
WE CAN BUILD IT
WE CUSTOMIZE FOR YOU



QTY _____

10' x 10' Basic \$875.00 - Advance
\$975.00 - Standard

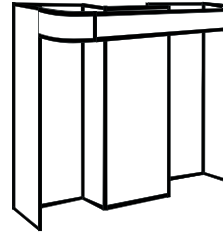
*Designed with white PVC panels
*3 meter plexi header with company name



QTY _____

10' x 10' w/Back Counter \$1000.00 - Advance
\$1200.00 - Standard

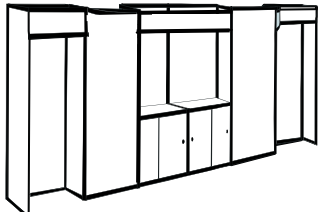
*Designed with white PVC panels
*3 meter counter with storage
*3 meter header with company name



QTY _____

10' x 10' Pop Out \$925.00 - Advance
\$1025.00 - Standard

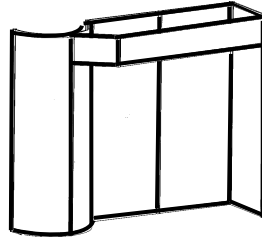
*Designed with white PVC panels
*2 meter panel header with company name



QTY _____

10' x 20' w/Back Counters \$2385.00 - Advance
\$2585.00 - Standard
\$2585.00 - Standard

*Designed with white PVC panels
*2 meter counter



QTY _____

10' x 10' Basic Rounded Side
\$925.00 - Advance
\$1020.00 - Standard

*Designed with white PVC panels
*2 meter panel header with company name

Standard Header Copy:

ACCESSORY PRICING:

42" Tall 1 Meter Counter
42" Tall 2 Meter Counter
42" Tall Rounded 1 Meter Counter
Lighted Display Case - 60" L x 20" D x 42" L
Display Shelf - For Pre-set displays only
Lights for custom booths w/75W Bulbs

	ADVANCE	STANDARD
42" Tall 1 Meter Counter	\$275.00	\$375.00
42" Tall 2 Meter Counter	\$650.00	\$750.00
42" Tall Rounded 1 Meter Counter	\$325.00	\$425.00
Lighted Display Case - 60" L x 20" D x 42" L	\$475.00	\$575.00
Display Shelf - For Pre-set displays only	\$75.00	\$95.00
Lights for custom booths w/75W Bulbs	\$25.00 ea	\$35.00 ea

MUST HAVE FINAL APPROVED GRAPHICS 3 WEEKS PRIOR TO SHOW
Digital Printed Graphics - Print Ready \$18.00 sq ft \$25.00 sq ft
Send Us Your Graphics - We Design Your Panels \$200.00 \$250.00

Electrical, cleaning and AV are not included.

Price of any custom pre-set display Includes installation, dismantle and standard block letter header.

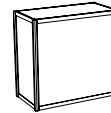
Custom digital printed graphics will be quoted upon request after graphics are approved and received and Pre-Set Display order is received
Graphic files must be in a high resolution format sized to fit the panels.

CONTACT US FOR SPECIFIC CUSTOM DESIGNS

Peg Board, Slat Wall and Fabric Panels Available - Email for Quote

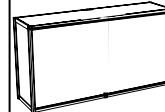
Custom Pre-Set Displays Will be Quoted on Request and Receipt of the Final Approved Design

ACCESSORIES



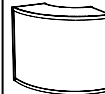
42" TALL 1 METER COUNTER

QTY _____



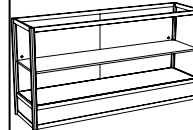
42" TALL 2 METER COUNTER

QTY _____



42" TALL ROUNDED COUNTER

QTY _____



60" LIGHTED DISPLAY CASE

QTY _____



PRE-SET SHELVING

QTY _____

NOW AVAILABLE
CUSTOM PRE-SET DISPLAY RENTALS FROM

GULF COAST EXPO

SAVE MONEY!! SAVE TIME!! EASIER THAN YOU THINK!!

LET US DESIGN THE BOOTH THAT IS RIGHT FOR YOU
SEE INFORMATION SHEET FOR DETAILS AND PRICING



10' X 20' With Standard Counter
Special Custom Features Available



10' X 20' with Lighted Display Case
Special Custom Features Available



10' X 20' With Standard Counter
Special Custom Features Available



10' X 20' With Rounded Counters
Special Custom Features Available



20' X 20' Custom Island Booth
Special Custom Features Available



10' X 10' With Standard Counter
Special Custom Features Available

MATERIAL HANDLING INFORMATION & INSTRUCTIONS

FASTENAL EXPO 2017

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE TARGET SCHEDULES

A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM FOR ALL SHIPMENTS TO BE RECEIVED AT THE ADVANCE WAREHOUSE OR DIRECT TO SHOW SITE MUST BE ON FILE PRIOR TO THE EVENT. PLEASE FAX OR EMAIL THE APPROPRIATE FORMS TO GULF COAST EXPO OR CONTACT US WITH ANY QUESTIONS.

SHIPPING TO THE SHOW

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS:

GULF COAST EXPO's advance receiving warehouse will accept shipments beginning 4 weeks prior to the event. Mark all boxes or cases according to the instructions on the Material Handling form and use the appropriate **ADVANCE WAREHOUSE** shipping labels provided. All pieces must be labeled with your company name and booth number and shipped c/o GULF COAST EXPO. **Ship early to avoid the last minute rush!!**

Shipping to the advance receiving warehouse is for your convenience so materials can arrive early and will be in your exhibit space prior to your arrival. Ship in early to avoid any potential delays.

TRUCKLOAD SHIPMENTS, DEDICATED VANLINE & SHIPMENTS WEIGHING MORE THAN 5,000 MUST BE SHIPPED DIRECT TO SHOW SITE

DIRECT TO SHOW SITE SHIPPING INSTRUCTIONS:

All exhibit freight that is shipped to show site will be handled through GULF COAST EXPO. The Gaylord WILL NOT accept any shipments. Direct to show site shipments may arrive on Saturday April 15th from 8am-4pm and Sunday, April 16th from 8am-4pm only. You may send in additional items directly to the facility during the show if needed. If special arrangements must be made, please contact GULF COAST EXPO. All pieces must be labeled with your company name and booth number and shipped c/o GULF COAST EXPO. Mark all boxes or cases according to the instructions on the Material Handling form and use the appropriate **DIRECT TO SHOW SITE** shipping labels provided. All shipments must have a bill of lading/weight ticket. Shipments without proof of piece count & weight will be weighed on site and charged an additional 10% handling fee.

Plan ahead and save money and worries!! Shipping direct to show site is extremely time sensitive and freight carriers are not always able to deliver within the target delivery times.

SETTING UP DURING THE SHOW

Once your set up is completed, you must tag each piece with a green EMPTY sticker. These can be obtained at the Gulf Coast Expo Service Desk. Write your company name and booth number with a BLACK SHARPIE. You can also borrow one from our service desk. Black marker makes it easy to see when delivering back after the show.

Any crates not marked with a green empty sticker will not be removed from the show floor. Boxes or pallets not marked with an green empty sticker may be presumed trash. Mark your items promptly to avoid any issues. We are not responsible for loss or damage of any item stored as empty containers.

GULF COAST EXPO is not liable for any items damaged or stolen from the show floor. Make sure to insure your valuables from the time your shipment leaves your facility until it is returned. This can be easily handled by adding an insurance rider on your policy. Check with your insurance company to make these arrangements.

Priority empties will try to be delivered promptly if possible. If you have priority empties, please let us know **before** you label your shipment. Once empty containers are loaded, we can't guarantee the prompt delivery of your items.

Label all empty containers at one time. All empty containers will be loaded on trailers and kept off site. Once your empty containers are loaded, we can't guarantee these can be retrieved. We try our best to manifest each empty piece we load but we can't guarantee 100% accuracy. Check all containers thoroughly before tagging them for storage. If it is a necessity for us to locate these items, a minimum of \$500 will be charged.

MATERIAL HANDLING INFORMATION & INSTRUCTIONS

FASTENAL EXPO 2017

Continued.....

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE TARGET SCHEDULES

SHIPPING OUT AFTER THE SHOW:

OUTBOUND SHIPPING AFTER THE SHOW:

All stored empty containers will be delivered to booths approximately 2 ½ hours after the close of the show. Please make your travel arrangements accordingly and keep this in mind.

If special arrangements need to be made please let GULF COAST EXPO know BEFORE your empties are taken from your booth.

Prior to the show, make sure your outbound freight carrier choice is provided on the **MATERIAL HANDLING** form.

This will save you time at the close of the event.

Each piece must have an outbound address label. If you have 2 ship-to locations a bill of lading will be required for each shipment to be loaded by **GULF COAST EXPO**. We need to know this information **BEFORE** the close of the show.

Come to the Gulf Coast Expo Service Desk for additional bill of lading.

Outbound shipping labels can be picked up at the **GULF COAST EXPO** service desk.

Shipments containing multiple boxes or pieces will automatically be palletized and shrink-wrapped for protection.

Shrink-wrapped pallets travel safer with freight companies. Additional fees will apply.

SHIPPING WITH ABF - SHOW FREIGHT CARRIER – CHECK LIST

You do not need an ABF account number to use this service

- √ An ABF representative will be on site to answer any questions and assist you in shipping your materials
- √ Pack & secure your show materials and label each piece
- √ A bill of lading and an instruction sheet will be handed out the morning of the last day of the show.
- √ Fill out all the **gray shaded areas** on the bill of lading including the bottom signature area
- √ Turn in your bill of lading to the **GULF COAST EXPO** service desk
- √ An ABF tracking number will be provided on your copy of the bill of lading

LEAVE ALL SHIPMENTS IN YOUR BOOTH

ABF Freight is the freight carrier **GULF COAST EXPO** is providing to handle all inbound & outbound freight. They will be trapping all inbound freight for the show. ABF is the recommended show carrier. If you choose to use another freight carrier it is the responsibility of the Exhibitor to schedule the pick up with that carrier within the allotted target times designated on the **MATERIAL HANDLING** form.

SHIPPING WITH A FREIGHT CARRIER OTHER THAN ABF – CHECK LIST

- √ Provide your outbound carrier with the target move out schedule which is strictly enforced and schedule the pick up with them
- √ Pack & secure your show materials and label each piece
- √ A bill of lading and an instruction sheet will be handed out within **2 hours of the close of the event** with your freight carrier choice noted in the carrier section
- √ Fill out all the **gray shaded areas** on the bill of lading including the bottom signature area
- √ Turn in your bill of lading to the **GULF COAST EXPO** service desk with any paperwork you have from your freight carrier
- √ You will be given a copy of your bill of lading
- √ ALL CARRIERS **MUST** PRESENT a valid bill of lading including company name, booth number and final destination to pick up any shipment. If the proper paperwork is not presented the shipment will be forced ABF FREIGHT **NO EXCEPTIONS!!**

LEAVE ALL SHIPMENTS IN YOUR BOOTH

UPS & FEDEX outbound shipments will only be handled by the Gaylord's FEDEX CENTER located in the hotel. Each piece must have a UPS or FEDEX COMPUTER GENERATED PRE-PRINTED label on each piece. The Exhibitor must take these to the FEDEX CENTER. UPS & FEDEX shipments are not recommended. Since Gulf Coast Expo does not load these types of shipments, we will not be responsible for lost or misrouted shipments and will not take these to the FEDEX CENTER for the Exhibitor. Additional handling fees will apply with FEDEX.

Carriers will not be allowed to check in earlier than the scheduled times located on the **MATERIAL HANDLING** form.

Shipments left in the booth without a bill of lading turned in to **GULF COAST EXPO** will be charged a \$25.00 administrative fee.

Inform your freight carrier of possible extended wait times to pick up freight. We load as quickly as possible. If your carrier uses a local freight forwarder that is picking up multiple shipments, this will increase the wait time. We utilize a driver check in sheet which proves when the driver arrives, when he is loaded and when he leaves. This is our proof of presence. Make sure your driver checks in with the proper paperwork including a bill of lading, Exhibitor company name, booth number and final destination. Freight will not be loaded without this information.

GULF COAST EXPO is not responsible for additional charges incurred for wait times.

FASTENAL COMPANY OUTBOUND SHIPMENTS

All FASTENAL shipments going to any hub will require a color-coded address label on each piece and a bill of lading on file. See **GULF COAST EXPO** to obtain the appropriate colored labels and bill of lading which will identify the final destination once received at FASTENAL.

**IF YOU HAVE ANY QUESTIONS AT THE SHOW PLEASE COME TO THE GULF COAST EXPO SERVICE DESK
PRIOR TO THE CLOSE OF THE SHOW**

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax



MATERIAL HANDLING

DISCOUNT RATES DO NOT APPLY
PROVIDE INFORMATION BY FAX TO: 317-838-9835
OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM
WHEN YOUR SHIPMENT LEAVES YOUR FACILITY

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time.

This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address. SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

INBOUND SHIPPING INFORMATION – FILL OUT COMPLETELY

ADVANCE WAREHOUSE ADDRESS

must use the labels provided

FASTENAL-TN 2017

ABF FREIGHT C/O GULF COAST EXPO
YOUR COMPANY NAME & BOOTH NUMBER
890 VISCO DRIVE
NASHVILLE, TN 37210

RECEIVING HOURS: 9AM – 4PM MONDAY - FRIDAY

TARGET SHIPMENTS RECEIVED BETWEEN: MARCH 17-APRIL 7, 2017

OFF TARGET SHIPMENTS RECEIVED: APRIL 10-APRIL 14, 2017

SHIP IN EARLY TO AVOID THE OFF TARGET SHIPMENT CHARGES

DIRECT TO SHOW SITE ADDRESS

DIFFERENT FROM HOTEL ADDRESS "RYMAN C DOCK"

must use the labels provided

FASTENAL-TN 2017

YOUR COMPANY NAME & BOOTH NUMBER
GAYLORD OPRYLAND HOTEL C/O GULF COAST EXPO
2815 OPRYLAND DRIVE
RYMAN "C" DOCK
NASHVILLE, TN 37214

SHIPMENTS RECEIVED ONLY ON:

SATURDAY, APRIL 15TH FROM 8AM – 4PM

SUNDAY, APRIL 16TH FROM 8AM – 4PM

TRUCKLOAD SHIPMENTS, DEDICATED VANLINE OR SHIPMENTS WEIGHING OVER 5,000 MUST BE SHIPPED DIRECT TO SHOW SITE.

ADVANCE WAREHOUSE

DIRECT TO SHOW SITE

Indicate where your shipment will be sent to

Shipper Name _____ Booth # _____

Contact Name _____ Phone (____) _____

After hours/weekend emergency contact and cell phone number: (____) _____

Carrier _____ PRO # or TRACKING NUMBERS _____

Use additional sheet for multiple tracking numbers

Date Shipped _____ Est. Arrival Date _____ Total # of Pieces (shown on your outbound bill of lading) _____

Total Weight _____ lbs.

ALL TRACKING/PRO NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED

GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. PROVIDE ALL TRACKING INFORMATION BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT.

TOTAL WEIGHT _____ X.75 TARGET ADVANCE WAREHOUSE = \$ _____ \$75.00 minimum

TOTAL WEIGHT _____ X.95 OFF TARGET ADVANCE WAREHOUSE = \$ _____ \$95.00 minimum

TOTAL WEIGHT _____ X.85 DIRECT TO SHOW SITE -FREIGHT CARRIERS ONLY = \$ _____ \$85.00 minimum

TOTAL WEIGHT _____ X.90 UPS/FEDEX/DHL – WAREHOUSE OR SHOW SITE = \$ _____ \$90.00 minimum

OUTBOUND SHIPPING INFORMATION – MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE PRIOR TO OUTBOUND SHIPPING AND COMPLETE A BILL OF LADING ON SHOW SITE.

Ship to _____ Attention _____

Street Address _____

City _____ State _____ Zip _____ Phone (____) _____

OUTBOUND FREIGHT REQUIRES

_____ BANDING @ \$35.00 PER PALLET \$ _____

_____ SHRINKWRAP @ \$30.00 PER PALLET \$ _____

GULF COAST EXPO HAS THE AUTHORITY TO SECURE
OUTBOUND SHIPMENTS USING THESE MATERIALS.
RATES WILL BE CHARGED TO THE CUSTOMER'S ACCOUNT

SELECT OUTBOUND CARRIER

YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM

ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE-ALL SHIPMENTS TO BE PICKED UP AT THE FACILITY.

► If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. **GULF COAST EXPO** will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$25.00 processing fee and will be shipped via ABF FREIGHT SYSTEM. **All carriers picking up freight after the event must present a bill of lading or valid alert with company name, booth number and final destination. NO EXCEPTIONS. Outbound UPS & FEDEX not recommended.** See the MATERIAL HANDLING INSTRUCTION form for more information.

**OUTBOUND CARRIER MUST BE PROVIDED HERE
CHECK ONE – REQUIRED FOR PROCESSING**

_____ Designated Show Carrier: ABF FREIGHT SYSTEM

_____ Other-Carrier Name: _____

_____ NO OUTBOUND SHIPMENT

MULTIPLE PICK UPS BY FREIGHT CARRIERS WILL RESULT IN LONGER WAIT TIMES

DRIVER CHECK IN & FREIGHT PICK UP LOCATION & SCHEDULE

Driver check in/pick up: Thursday, April 20th 6pm-10pm

Friday, April 21st 8am-10am
Pick up location: THE GAYLORD OPRYLAND HOTEL
2815 OPRYLAND DRIVE
RYMAN "C" DOCK
NASHVILLE, TN 37214

ALL FREIGHT MUST BE REMOVED FROM THE EXHIBIT AREA BY:
FORCE TIME: FRIDAY, APRIL 21ST AT 10AM
OR WILL BE RE-ROUTED VIA ABF FREIGHT SYSTEM

STANDARD DRAYAGE/MATERIAL HANDLING RATES

READ ALL INFORMATION

Rates apply on each shipment received, based on weights provided to GULF COAST EXPO.
No allowance will be made during the event.

per CWT = per 100 lbs.
100 lb. MINIMUM ON ALL SHIPMENTS

TARGET ADVANCE WAREHOUSE RATES

Shipments received during the target dates and stored prior to the show, delivered to booth, removal and return of empty crates, handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED

\$75.00 per CWT
100 lb. minimum
example: 200 lbs. x .75 = \$150.00

UPS, FEDEX & DHL SHIPMENTS

\$90.00 per CWT

OFF TARGET ADVANCE WAREHOUSE RATES

Last minute shipments received outside the target receiving dates and stored prior to show, delivered to booth, removal and return of empty crates, handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED

\$95.00 per CWT
100 lb. minimum
example: 200 lbs. x .85 = \$170.00

UPS, FEDEX & DHL SHIPMENTS

\$90.00 per CWT

\$200.00 trip charge will be assessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.

SHOW SITE RECEIVING RATES

Shipments received at show site, delivered to booth, removal and return of empty crates, and handling of outbound shipments to preferred carrier PER SHIPMENT RECEIVED

\$85.00 per CWT
100 lb. minimum
example: 200 lbs. x .85 = \$170.00

UPS, FEDEX & DHL SHIPMENTS

\$90.00 per CWT

SHOW SITE OUTBOUND ONLY SHIPMENTS WILL BE CHARGED AT THE SHOW SITE RATES

SPECIAL SHIPMENT PRICING

RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

Applies to loose, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. Shipments without a bill of lading or weight ticket will be weighed on site. If definition applies, add an additional 10% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES

Shipments under 20 lbs. \$55.00

PACKAGING OF DISPLAYS

Shipments containing multiple boxes or pieces will automatically be palletized and shrink-wrapped for protection. Shrink-wrapped pallets travel safer with freight companies. Additional fees will apply. SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding is available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage or loss of any freight received. Nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. We advise you to insure your display materials for any damage or loss during this event. A tracking number must be provided for each piece or shipment of freight coming in to the advance warehouse. GULF COAST EXPO will not be responsible in any way for misrouted freight. Shipments may not be delivered to booth until a Payment Authorization form is on file.

It is the Exhibitor's sole responsibility to label each piece of inbound/outbound shipments and submit to GULF COAST EXPO a complete bill of lading covering each inbound/outbound shipment. If a GULF COAST EXPO bill of lading is not completed and left at the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period freight collect. These shipments will be forwarded to the information provided on the bill of lading or to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

As an Exhibitor of this event, Exhibitor agrees to hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our employees, agents, and/or representatives, at the show to which this authorization relates. Gulf Coast Expo's employees do not load UPS or FEDEX shipments and will not be responsible for any UPS & FEDEX shipments lost or misrouted. Exhibitors must follow the facility rules on outbound UPS & FEDEX shipments. If a FEDEX office is located on the premises, the Exhibitor must take their shipment to this office and arrange pick up.

MATERIAL HANDLING ACKNOWLEDGEMENT: BY SHIPPING IN FREIGHT TO THE SHOW THE TERMS & CONDITIONS ARE UNDERSTOOD AND IS AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.

NAME OF EVENT	FASTENAL EXPO-TN 2017	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____	FAX ()	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
SIGNATURE	_____	TITLE	_____
		DATE	_____

**THE ADDRESS FOR SHOW SITE RECEIVING IS
DIFFERENT THAN THE HOTEL ADDRESS**

**THE DOCK ADDRESS FOR SHOW SITE
SHIPMENTS ONLY:**

**GAYLORD OPRYLAND HOTEL
C/O GULF COAST EXPO
FASTENAL-TN 2017
2815 OPRYLAND DRIVE
RYMAN "C" DOCK
NASHVILLE, TN 37214**

**SHIPMENTS SENT TO THE WRONG ADDRESS
WILL INCURR ADDITIONAL HOTEL RECEIVING
FEES IN ADDITION TO GULF COAST EXPO
MATERIAL HANDLING FEES**

ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR DELIVERY

TARGET DELIVERY: 9AM – 4PM MON-FRI MARCH 17 – APRIL 7, 2017

OFF TARGET DELIVERY: 9AM – 4PM MON-FRI APRIL 10 – APRIL 14, 2017

BOOTH # _____

COMPANY NAME: _____

PLEASE INCLUDE YOUR COMPANY NAME HERE

FASTENAL-TN 2017

ABF FREIGHT C/O GULF COAST EXPO

890 VISCO DRIVE

NASHVILLE, TN 37210

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR DELIVERY

TARGET DELIVERY: 9AM – 4PM MON-FRI MARCH 17 – APRIL 7, 2017

OFF TARGET DELIVERY: 9AM – 4PM MON-FRI APRIL 10 – APRIL 14, 2017

BOOTH # _____

COMPANY NAME: _____

PLEASE INCLUDE YOUR COMPANY NAME HERE

FASTENAL-TN 2017

ABF FREIGHT C/O GULF COAST EXPO

890 VISCO DRIVE

NASHVILLE, TN 37210

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

DIRECT TO SHOW SITE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

DIRECT TO SHOW SITE SHIPPING ADDRESS FOR RECEIVING ON

SATURDAY, APRIL 15, 2017 FROM 8AM – 4PM

SUNDAY, APRIL 16, 2017 FROM 8AM – 4PM

BOOTH # _____

COMPANY NAME: _____

PLEASE INCLUDE YOUR COMPANY NAME HERE

FASTENAL-TN 2017

GAYLORD OPRYLAND HOTEL C/O GULF COAST EXPO

2815 OPRYLAND DRIVE

RYMAN "C" DOCK

NASHVILLE, TN 37214

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO SATURDAY, APRIL 15TH WILL BE REFUSED
YOU MAY SEND IN MATERIALS DURING THE SHOW IF NEEDED

DIRECT TO SHOW SITE SHIPPING ADDRESS FOR RECEIVING ON

SATURDAY, APRIL 15, 2017 FROM 8AM – 4PM

SUNDAY, APRIL 16, 2017 FROM 8AM – 4PM

BOOTH # _____

COMPANY NAME: _____

PLEASE INCLUDE YOUR COMPANY NAME HERE

FASTENAL-TN 2017

GAYLORD OPRYLAND HOTEL C/O GULF COAST EXPO

2815 OPRYLAND DRIVE

RYMAN "C" DOCK

NASHVILLE, TN 37214

PIECE _____ OF _____

PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO SATURDAY, APRIL 15TH WILL BE REFUSED
YOU MAY SEND IN MATERIALS DURING THE SHOW IF NEEDED

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

BOOTH CLEANING

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY FAX TO: 317-838-9835
OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM

BY: MARCH 31, 2017

As the official service contractor for this event, GULF COAST EXPO has the exclusive over all cleaning services. All cleaning orders are charged according to the gross square footage of your booth.

CARPET CLEANING

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
_____ Vacuuming ONCE before initial opening of exhibits _____ Demo booths on concrete broom swept	\$0.25 per sq. ft.	\$0.30 per sq. ft.
_____ Vacuuming DAILY before opening of exhibits _____ Demo booths on concrete broom swept	\$0.25 per sq. ft. PER DAY	\$0.30 per sq. ft. PER DAY
Porter Service (empty trash during the show) <input type="checkbox"/> FIRST DAY <input type="checkbox"/> ALL SHOW DAYS	\$100.00 PER DAY	\$150.00 PER DAY

example: 10' x 10' Booth Space 10 x 10 = 100 sq. ft. x .25 = \$25.00 per day
 10' x 20' Booth Space 10 x 20 = 200 sq. ft. x .25 = \$50.00 per day
 (Using advance order pricing)

EXHIBIT CLEANING

_____ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$25.00 per space	\$30.00 per space
_____ Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$25.00 per space PER DAY	\$30.00 per space PER DAY

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION IMMEDIATELY AT THE GULF COAST EXPO EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT	<u>FASTENAL EXPO-TN 2017</u>	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____	FAX ()	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
SIGNATURE	_____	TITLE	_____
		DATE	_____

GULF COAST EXPO

QUESTIONS? CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

DISPLAY LABOR

TO RECEIVE DISCOUNT PRICES
REMIT ORDER BY FAX TO: 317-838-9835
OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM
BY: MARCH 31, 2017

DISPLAY LABOR SERVICE

Saving You Time With Professional Installation and Dismantle Labor BELOW NORMAL TRADE SHOW RATES

Let our experts install and/or dismantle your exhibit display. Whether you are on site to supervise or if your time would be better spent elsewhere, **GULF COAST EXPO** is ready to assist you.

HOURLY RATES

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

LABOR STRAIGHT TIME RATE (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	ADV RATE	\$58.00 per man/per hour
	SITE RATE	\$68.00 per man/per hour
LABOR OVERTIME RATE (One hour minimum per person) 5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision	ADV RATE	\$68.00 per man/per hour
	SITE RATE	\$78.00 per man/per hour
LABOR DOUBLE TIME RATE (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	ADV RATE	\$78.00 per man/per hour
	SITE RATE	\$88.00 per man/per hour

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$35.00 MINIMUM)

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise.

If you would like **GULF COAST EXPO** to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form and instructions must be emailed or faxed in prior to set up.

NOTE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR AND RETURN LABOR AFTER COMPLETION
Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered, or does not pick up labor at all NO CREDITS WILL BE ISSUED. On site labor orders will be filled based on availability. Gulf Coast Expo will not be responsible for any damage to exhibits or exhibit materials caused by labor.

ORDER LABOR

► INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN		APPROX. HOURS PER MAN		HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____	X	_____	X	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$35.00 MINIMUM)

► DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN		APPROX. HOURS PER MAN		HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____	X	_____	X	\$ _____		\$ _____

Supervisor _____ GULF COAST EXPO Supervision YES NO \$ _____

(ADD 25% OF TOTAL AMOUNT - \$35.00 MINIMUM)

SET UP INSTRUCTIONS MUST BE FAXED OR EMAILED ALONG WITH THIS ORDER FORM

NAME OF EVENT FASTENAL EXPO-TN 2017 BOOTH # _____

COMPANY NAME _____ PHONE () _____

E-MAIL ADDRESS _____ FAX () _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

EAC NOTIFICATION

QUESTIONS?
CONTACT US AT:
ORDERS@GULFCOASTEXPOSITIONS.COM
317-838-9828-phone
317-838-9835-fax

REMIT ORDER BY FAX TO: 317-838-9835
OR EMAIL TO: ORDERS@GULFCOASTEXPOSITIONS.COM
BY: MARCH 31, 2017

EXHIBITOR APPOINTED CONTRACTOR

If your company intends to use an outside firm other than their employees or Gulf Coast Expo for booth installation or dismantle, this form must be completed by MARCH 31, 2017.
STRICTLY ENFORCED

EXHIBITOR INFORMATION:

Company Name: _____
Booth #: _____
Exhibitor Contact Person: _____
Exhibitor Contact Phone Number: _____
Exhibitor Contact Email: _____

EXHIBIT HOUSE INFORMATION:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____

EAC INFORMATION - Show site labor company:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____
Type of Service to be Performed: _____

A certificate of general liability insurance must be on file naming Gulf Coast Expo, Fastenal & The Gaylord Opryland Hotel as additional insureds no later than March 31, 2017 or they **will not** be permitted to service your exhibit and Gulf Coast Expo will provide the install/dismantle labor at standard rates. ***NO EXCEPTIONS!!***

The Exhibitor company name and booth number MUST appear within the comments section of the certificate of insurance for proper identification.

It is the responsibility of the Exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

NAME OF EVENT	FASTENAL EXPO-TN 2017	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____	FAX ()	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
SIGNATURE	_____	ZIP	_____



Exhibit Hall Services

Electrical/Plumbing Order Form

Please fax or mail to:
 Attn: Exhibit Hall Operations
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 (P) 615-458-6390 (F) 615-458-6094

Convention Name	Company Name	Booth #	Set Up Date
Address	City	State	Zip Code
Contact Name	Phone #	Email Address <i>(for a receipt)</i>	

*** PLEASE COMPLETE & INCLUDE THE ATTACHED CREDIT CARD AUTHORIZATION FORM ***

120 Volt Power	Quantity	15 day Advance Price	Quantity	Regular Price	Amount	Electrical Connection
1 Outlet to 500 watts or 5 amp		\$166.00		\$191.00		Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
2 Outlets to 1000 watts or 10 amp		\$191.00		\$242.00		
3 Outlets to 1500 watts or 15 amp		\$223.00		\$274.00		
4 Outlets to 2000 watts or 20 amp		\$261.00		\$312.00		
6 Outlets to 3000 watts or 30 amp		\$325.00		\$376.00		
208 Volt Power						
	1 Ø		3 Ø			Inline & Island Booths All power in the Exhibit Hall comes from the ceiling. Inline Booths: Electrical will be installed on the floor at the back of the booth Island Booths: Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.
15 Amp		\$317.00		\$368.00		
20 Amp		\$407.00		\$534.00		
30 Amp		\$560.00		\$763.00		
50 Amp		\$859.00		\$1,197.00		
Note: All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#:						
480 Volt Power	Please Call for Pricing					
Special / Larger Requirements:						
Extension Cords (rental only) Exhibitor must pick up at service desk						
25 ft. 1 outlet extension cord		\$18.00		\$18.00		**Compressed Air Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____
25 ft. 3 outlet extension cord		\$24.00		\$24.00		
6 outlet power strip		\$30.00		\$30.00		**Water and Drainage Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. Drainage - Depending on location of exhibit, a pump may be required at an additional cost.
*Compressed Air (minimum charge)		\$207.00		\$207.00		
**Water (minimum charge)		\$207.00		\$207.00		See Terms and Conditions (page 2) Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice. Advanced pricing is honored for orders submitted at least (15) days before first show date.
Drainage (minimum charge)		\$165.00		\$165.00		
Fill & Drain up to 50 gallons		\$177.00		\$177.00		
Fill & Drain 51 - 200 gallons		\$265.00		\$265.00		
Fill & Drain 201 - 500 gallons		\$354.00		\$354.00		
Fill & Drain over 500 gallons	please call for pricing					
Troubleshooting or Special Wiring ONLY						
***Labor per hour 7 am - 5 pm		\$70.00		\$70.00		Gaylord Opryland Use Only
***Labor per hour 5 pm - 7 am		\$100.00		\$100.00		
***Note: Above Labor Fees are for troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.						
Sub Total						PAYMENT METHOD: _____
TN Sales Tax 9.25%						
TOTAL						

All credit card authorizations must be submitted via the **secure** fax number at the top of this page. We cannot accept email submissions.



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank

Battery cables must be disconnected

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to EXHIBIT HALL OPERATIONS 615-458-6094

EVENT INFORMATION - Required

Event Name/Title:
Event Date(s):
Company Name:
Booth #:

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

PAYMENT INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type: VISA MC AMEX DINERS/CB DISCOVER JCB

Account Type: PERSONAL CORPORATE CREDIT DEBIT

Issuing Bank: Phone:

Card Number: Exp. Date:

CARDHOLDER INFORMATION - REQUIRED

Address (billing):

City: State: Zip:

Phone Number: Fax or Alternate Number:

Email Address:

I certify that all information is complete and accurate. I hereby authorize Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed)

Cardholder Signature: Date:

For security reasons, we cannot accept completed credit card authorization forms via email.

Exhibit Request Form

Event Name : _____
 Company Name: _____
 Mailing Address: _____
 Contact Name: _____
 Email : _____ Phone: _____
 ONSITE Contact Name: _____
 ONSITE Contact Mobile #: _____



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

BOOTH # REQUIRED BOOTH LOCATION REQUIRED

Display Equipment							
Item	Install date & Time	Strike date & Time	# of Items	Cost per day	# of days	Subtotal	
22" Monitor (LCD)				\$145.00	X		
32" Monitor (LCD)				\$275.00	X		
46" Monitor (LED)				\$565.00	X		
55" Monitor (LED)				\$765.00	X		
70" Monitor (LED)				\$1040.00	X		
DVD Player				\$95.00	X		
Additional Equipment			#of items	Cost per day	# of days	Subto-	
Monitor Stand				\$75.00	X		
Laptop Computer				\$245.00	X		
LED Color Force				\$95.00	X		
Safelock Stand				\$35.00	X		
OTHER				TBD by PSAV	X	TBD by PSAV	
Rental Total for all days						\$	
Payment Options: + Labor: 20% of Rental OR (\$85 Minimum)						TBD by PSAV	
Group Master Account (Authorized Signers Only)						Subtotal (Rental + Labor)	\$
*Check Pre-Payment						+ Service Charge: 24%	\$
*Credit Card (Complete Form on the Next Page)						Subtotal + Service Charge	\$
*FULL PAYMENT DUE 15 DAYS PRIOR TO LOAD IN						+ State Tax: 9.25%	\$
**CALL FOR SPECIAL SHOW RATES!!!						TOTAL	\$



Gaylord Opryland Resort and Convention Center
 2800 Opryland Dr Nashville, TN 37214
 FAX Completed Forms TO: 615.458.2640
 Email Completed Forms TO: 1602EXPO@PSAV.com

Orders will be confirmed by return eMail ATTN: _____

*If you do not receive a confirmation please contact the office.
 On-site office phone: 615-458-2680

Exhibitor Signage and Rigging Request Form



Gaylord Opryland Hotel



Ordering Instructions ...Page 1 of 2

- Please Review the following:
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- **All overhead signs and banners must be assembled and disassembled by the exhibiting company.**
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations attached to the building must be hung and removed by PSAV whether in the ballroom, exhibition hall, lobbies, atriums, or gazebos. Placement must be approved in advance by Conference Services.
- **Ground Supported Structures are subject to Hotel approval and inspection.**
- All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor
PSAV Does Not Provide Power Services
- A service charge of 24% will be added to the subtotal before Tax.
- Applicable Sales Tax will be applied
TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for Tennessee
- To guarantee equipment and staff availability, submit your request **20 days prior** to delivery.
- *****Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. Clients can not be used as substitute for riggers.**
- **CANCELLATIONS:**
 - A) Cancellation of ordered services must be received **48 hours prior** to delivery date to avoid a minimum charge.
 - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.
- Please Fax or e-mail diagrams and signage specs along with this order form for a **price quote**.

Pricing Information...

*Single Signage Package <i>(for banners/signs up to 4'x6')</i>	Installation \$475 ++
	Removal \$475 ++
	Price is Per Banner

*Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs 4'x6' or smaller. If the sign is over 20 lbs, and/or larger than 4'x6' - additional equipment and labor will be required. Please contact for quotation.

***Rigging Labor Hourly Rates for signs larger than 4'x6'	Standard Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 105.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 157.50
Double Time -12:00am - 8:00am (m-s)	\$ 210.00
Saturday - 8:00am - 12:00am (sat only)	\$ 157.50
Sunday - All Day (sun only)	\$ 210.00
Holidays - All Day	\$ 210.00
Scissor Lift -DAY RATE	\$330

** Additional Labor per person / per hour (4hr. Min)**

*****Riggers work in minimum teams of 3**
(2 riggers to hang, 1 rigger for ground support.)
for a minimum of 4hrs.
Clients can not be used as substitute for riggers.

For Clarification Please Contact:
Presentation Services
Gaylord Opryland Resort and Convention Center
2800 Opryland Drive
Nashville, TN 37214
PH: 615-458-2680 FAX: 615-458-2640
EMAIL: 1602EXPO@PSAV.com
PSAV exclusively provides rigging & banner hanging services.

This form is a request. A Quote will be provided to you via Email as Confirmation of your order once all requirements are met. If you do not receive a quote your order has not been processed. Your signed quote must be returned to this office prior to the start of your installation.

It is important to note that even though the rigging department pre plans for expo rigging, due to the exposed nature of the construction in our exhibit facility (i.e. pipes, sprinklers, duct work, etc.) and the numerous variables of exposition floor space layouts, getting all expo materials to line up exactly where safe, rated rigging attachment points are located may not be achievable. Final placement and height may vary. Continued evaluation and final determination of the rigging plan for signs and other expo material will be completed on-site in consultation with the authorized on-site contact only once all signs and materials to be rigged are in the space and constructed. As the contracted provider of rigging services here at Gaylord Opryland, the integrity of the hotel's physical plant and safety of guests are of the utmost importance. On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence. Please ensure accurate contact information for your onsite contact is supplied on your request.

On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence.



Event Signage and Rigging Request Form



Gaylord Opryland Hotel

Event Information Page 2 of 2

Event Name: _____	Event Load In Date: _____
Event Hall Location: _____	Event Load Out Date: _____

Booth Information	Customer Information ...
Booth Name: _____ Booth Number: _____	Company Name: _____
Booth Dimensions: _____ X _____	Address: _____
Installation Date: _____ <i>Time Will Be Assigned By PSAV</i>	City: _____
Removal Date: _____ <i>Time Will Be Assigned By PSAV</i>	State: _____ Zip: _____
<i>*Final Times will be confirmed with ONSITE CONTACT on Arrival</i>	

Signage Information	Customer Information ...
STANDARD SIGN MAX SIZE 4'x6' MAX Weight 20lbs: \$900 per sign + 24% SC and 9.25% Tax	Ordered By: _____
Sign Type: _____ Sign Weight: _____	Telephone #: _____
Sign Dimensions: _____ Number of signs: _____	Fax #: _____
NON STANDARD SIGN - Will Require Custom Rigging Price Quote	Email: _____
Sign Type: _____ Sign Weight: _____	
Sign Dimensions: _____ Number of signs: _____	
<i>Any signs greater than 100 pounds in weight require a motor and additional equipment to install</i>	

	Onsite Contact Information...
<h1 style="color: red;">Attach Sign Manufacturer Specifications to this order form</h1>	Name: _____
	Phone: _____
	Cell: _____
	Email: _____
	Arrival Date: _____
	Method of Payment
	Credit Card Please submit attached authorization
	Check <i>Check must be received 14 days prior</i>

*Attach Show Layout with booth and sign location indicated to this order OR
Please use the space below to sketch a description of your booth and approximate signage location.*



Information Technology

Credit Card Authorization Form
 Please Fax or Mail to:
 Attn: Opryland IT
 2800 Opryland Drive
 Nashville, TN 37214
 Phone: 615-458-0110
 Fax: 615-458-0120

Please do not email Credit Card information

***All published rates are Event rates. Meaning regardless of event duration, it is the same rate.
 Effective January 1, 2017 Supersedes ALL previous versions**

Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless)

	Rate***	Quantity	Facility Charge	TN Tax	Extended Total
1.5 Mbps	\$1,500				
3.0 Mbps	\$3,000				
5.0 Mbps	\$5,000				
6.0 Mbps	\$6,000				
10.0 Mbps	\$10,000				
Custom bandwidth selection _____ Mbps					

# of wired lines for custom bandwidth requests	\$75				
--	------	--	--	--	--

Shared Network - If available bandwidth at the time you are using the internet does not matter

Method delivery for the shared network	Rate***	Quantity	Facility Charge	TN Tax	Extended Total
Wireless per device	\$75				
Wired per device/port/cable	\$250				

Bandwidth guidance: Low = checking email and simple web surfing (plan on 70 kbps per device) Medium = simple web applications and standard definition audio (plan on 125 kbps per device)
 Heavy = Web Training (plan on 250 kbps per device)

Bandwidth guidance: Standard definition video streaming = 1.5 Mbps per device and High Definition video streaming = 3 Mbps per device

** Please note in the special instructions number of devices that may need wireless access under the custom network options. Wireless is included in bandwidth rate on the custom networks

***Please ensure that your computer is set to receive DHCP IP addresses

Gaylord Opryland IT Department utilizes redundant internet connectivity through means of diverse carriers. We actively monitor the health of our ISP(s) networks and provide an automatic failover in the event of a service interruption.

***** If you send in your order prior to day of the event Opryland IT will extend a 50% discount only off of the custom bandwidth rates noted above.**

Telecommunication Services

	Rate*	Quantity	Facility Charge	TN Tax	Extended Total
Direct Inward Dial Telephone Line (DID line)	\$150				
Private Voice Line (AT&T Line) *** primarily used for Credit card processing***	\$150				
ISDN BRI Circuit	\$300				
Conference Speaker Telephone	\$100				

We provide a Standard Desk telephone with each phone line.

*There will be a separate bill for any potential long distance charges by AT&T.

Facility Charge Total (24%)	
Tennessee State Tax Ttotal (9.25%)	
Grand Total	

Special Instructions:

IT Quick Reference

All published rates are Event rates. Meaning regardless of event duration, it is the same rate.

Expedite Fees may be incurred if Gaylord Opryland is required to move up the installation time or change physical drop; even if in the same room.

Please refer to the following recommendation if using a device that broadcasts in A,B,G or N; please turn radio power down to the lowest usable level, additionally

Diagrams of booth or meeting room locations for the delivery of IT services is recommended.

The streaming of video or audio typically requires increased bandwidth to provide for desired quality of services.

Gaylord Opryland may provide the switch and cables necessary to support multiple devices upon request.

Telephone calls may be subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial local numbers, please dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance numbers, please dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international numbers, please dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Gaylord Opryland strongly recommends that all the latest updates and patches for your device, be installed prior to arrival.



Information Technology

Credit Card Authorization Form
Please Fax or Mail to:
Attn: Opryland IT
2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0110
Fax: 615-458-0120

Please do not email Credit Card information

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions at 615-458-0120**

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

EVENT INFORMATION - Required

Date: _____

Event Name/Title: _____

Event Date(s): _____

Booth Number & Name: _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____

Date: _____

Email Address: _____

Please do not send a photocopy of the front or back of your credit card.

For security reasons, we cannot accept completed forms via email.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: Visa MC AMEX Diners/CB Discover JCB

Account Type: Individual Debit Credit Corporate - Company Name: _____

Issuing Bank: _____

Phone: _____

Account Number: _____

Exp. Date: _____

Address (statement): _____

City: _____

State: _____

Zip: _____

Phone Number: _____

Fax or Alternate Number: _____

Effective March 2, 2015 Supersedes ALL previous versions



Information Technology

Credit Card Authorization Form

Please Fax or Mail to:

Attn: Opryland IT

2800 Opryland Drive

Nashville, TN 37214

Phone: 615-458-0110

Fax: 615-458-0120

Please do not email Credit Card information

Gaylord Opryland Resort and Convention Center Information Technology Standard Terms and Conditions

✿ Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord Opryland Staff.

✿ All prices are for rental of services only. Material and equipment furnished by the Gaylord Opryland Resort and Convention Center for IT services shall remain the property of the Gaylord Opryland Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Opryland Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord Opryland Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

✿ Under no circumstances shall anyone other than the Gaylord Opryland Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Opryland Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.

✿ All circuit installs must be coordinated with the Gaylord Opryland Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.

✿ All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord Opryland IT Staff.

✿ Rates quoted for all services; include delivery of the requested communication services to a booth, will be in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Opryland Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

✿ Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.

✿ Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancelations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord Opryland IT Department prior to the close of show. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.

✿ The network connections provided by Gaylord Opryland Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies, without prior approval. Users of Gaylord Opryland Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

✿ Users of Gaylord Opryland Resort and Convention Center services shall not disrupt any of the Gaylord Opryland Resort and Convention Center network or other associated networks. Gaylord Opryland Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

✿ Gaylord Opryland Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Opryland Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.



Information Technology

Credit Card Authorization Form

Please Fax or Mail to:

Attn: Opryland IT


2800 Opryland Drive


Nashville, TN 37214


Phone: 615-458-0110


Fax: 615-458-0120


Please do not email Credit Card information

 All devices for which the Gaylord Opryland Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Opryland Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Opryland Resort and Convention Center network, will the customer use run their own DHCP server.

 Gaylord Opryland Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

 Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.

 Internet Performance Disclaimer: Gaylord Opryland Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Opryland Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

 **Internet Security Disclaimer: Gaylord Opryland Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Opryland Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**