



Exhibitor Kit

Gaylord Texan Resort & Convention Center
ATTN: Exhibitor Services
1501 Gaylord Trail, Grapevine, Texas 76051

ADVANCE PRICE DEADLINE
Thursday, July 13, 2017

American Society of Addiction Medicine July 27–29, 2017

Dear Exhibitor,

All services are handled by separate offices, **and are ordered from separate places.** *If the order is not sent to the proper department, it cannot be processed.*

Here are the services contained in this kit, and their numbers if you have questions:

Form/Service

Phone

Utilities Services

817-778-3680

Network and Telecommunications Services

817-778-3600

Catering

817-778-3300

PSAV (audio/visual, signage, and rigging)

817-778-3288

Creative Greenery of Dallas

972-442-5592

Vehicle Display

817-778-3680

Cooking / Heating Device

817-778-3300

FedEx Office (shipping information)

817-778-1470

You must use these forms to order services. Orders cannot be made by phone.

Please complete each form and send it to the corresponding department. The ordering information **and the contact phone number** are listed on each order form.

Our staff will be happy to answer any general questions about the show, or direct you accordingly.

After the show you can obtain a receipt by contacting each of the departments using the phone numbers listed above.

Thank you,

Exhibit Hall Floor Manager

Rules and Regulations for Exhibits and Displays

Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- **Cancellation for services must be received *in writing* at least 48 hours prior to move-in date to avoid charges.** Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). **A credit will not be issued for services not used if cancelled less than 48 prior to move-in date.**

Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted *in writing* to Exhibit Hall Management along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.
- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibit Hall Management.
- **Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth.** Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth.
Labor rates: 7:00AM–6:00PM, \$90 per hour 6:01PM–6:59AM, \$140 per hour (1 hour minimum)

Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the exhibit hall via the loading dock only.
- Parking is NOT allowed at the loading dock. **You must unload your vehicle and immediately move it to the parking garage. During move-out you must have your things ready to load before you move your vehicle to the dock.**
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with **PRIOR PERMISSION from Exhibit Hall Management** may park overnight in the Marshalling Yard for \$75 per vehicle per night. You must have prior permission from Exhibit Hall Management. **NO EXCEPTIONS.** Vehicles with prior permission may park at the Exhibit Hall dock for \$125 per vehicle per night.

Rules and Regulations for Exhibits and Displays (continued)

Food

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the convention center (see Cooking Application in Exhibitor Kit). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of the each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the convention center.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the convention center.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the convention center at the close of daily activities. Storage of tanks is **not** allowed inside the building.

Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the exhibit hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall Management. The exhibitor is responsible for contacting the Grapevine Fire Marshal to schedule a vehicle inspection. The Fire Marshal must be contacted **NO LESS** than 48 hours before moving the vehicle into the building (see Vehicle Application in Exhibitor Kit). Vehicles are NOT to be started or driven on the Ballroom level.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.
- Maximum floor weight Exhibit Hall: 350 PSF Ballroom Level: 150 PSF
Maximum height Exhibit Hall: 22 feet Ballroom Level: 22 feet
- No forklifts or boom lifts are allowed on the Ballroom level.

Liability

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

Lighting

- Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.



Utility Services

E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

ADVANCE PRICE DEADLINE
Thursday, July 13, 2017

Credit Cards are the ONLY form of payment accepted.
Checks, Money Orders, and Cash will NOT be accepted.

On-site orders include a 10% up-charge.
 Changes to an order will be priced according to the date.

Event Name: American Society of Addiction Medicine Event Dates: July 27-29, 2017

Exhibitor Name: _____ Booth #: _____

Code	Voltage	Maximum Watts	Circuit Amps	Phase	Advance Price	Standard Price	On-site Price	Qty.	Amount
A010E	120	1,000	10	Single	\$217	\$311	\$342		\$
A020E	120	2,000	20	Single	\$257	\$367	\$403		\$
B020E	* 120/208	3,300	20	Single	\$304	\$433	\$476		\$
C020E	* 120/208	5,700	20	Three	\$434	\$620	\$682		\$
B030E	* 120/208	5,000	30	Single	\$411	\$587	\$645		\$
C030E	* 120/208	8,600	30	Three	\$610	\$871	\$958		\$
<i>Additional power (60, 100, 200, and 400 amps) is available. Contact Exhibitor Services to order.</i>									
1-Outlet Extension Cord (rental only; you may bring your own if you prefer)						\$25	\$25		\$
6-Outlet Power Strip (rental only; you may bring your own if you prefer)						\$20	\$20		\$
COMPRESSED AIR: 120 PSI at 4 CFM. Hotel supplies 1/4" D quick-release female connection.					\$175	\$210	\$231		\$
WATER: Hotel supplies 3/4" male threaded hose connector. Exhibitor is responsible for bringing adaptor.					\$175	\$210	\$231		\$
DRAINAGE: Available depending on booth or exhibit location. A pump may be required at an additional cost.					\$140	\$170	\$187		\$
FILL & DRAIN up to 50 gallons (price includes labor)						\$150	\$150		\$
FILL & DRAIN over 50 gallons (price includes labor)						\$225	\$225		\$

Price includes running utilities (power, air, water, drainage) to booth; it does NOT include connecting utilities to your equipment.

* Equipment utilizing nominal 208 voltages must have appropriate male plug. **Provide NEMA number for plug on booth diagram.** There will be a charge for any custom adapters that are required.

Name: _____ Subtotal: \$ _____

E-mail: _____ Tax (8.25%): \$ _____

Phone: _____ TOTAL: \$ _____

On-Site Contact: _____ Phone: _____

ELECTRICITY CONNECTIONS

Each circuit consists of one outlet. Prices are per outlet, or combination of outlets, for run of show. Electricity load not to exceed watt and/or ampere rating indicated. Permanent building electricity outlets are not part of the booth space and may not be used as part of the exhibitor's electricity order. **All circuits are on 24 hours a day.**

LABOR

Please include a booth diagram showing the requested location of electricity source. Rates do not include connecting or running utilities inside the booth. Exhibitor is responsible for connecting their equipment to the utilities in the booth. Labor and materials will be charged to the credit card on file for booth setup based on diagram specifications. Charges will apply for requested relocation. The Hotel will charge for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth. All labor and materials for booth setup will be billed post-show. **Receipt provided by request.**

Labor rates are as follows: 7:00AM-6:00PM \$90 per hour 6:01PM-6:59AM \$140 per hour (1 hour minimum)

EQUIPMENT

All material and equipment provided by Gaylord Texan Resort & Convention Center shall remain the property of the Hotel and shall be removed only by the Hotel at the close of the show. The Hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Hotel's electrical department. Use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.



E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

CREDIT CARD AUTHORIZATION FORM FOR BOOTH UTILITIES

Event Name: American Society of Addiction Medicine

Event Dates: July 27–29, 2017

Company Name: _____

Booth Number: _____

Contact Name: _____

Contact Number: _____

I certify that all information is complete and accurate. I hereby authorize Gaylord Texan Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DINERS CLUB. Texas State Sales Tax (8.25%) will be applied to all equipment & service orders. Please do not send your credit card number email. **Checks and cash are not accepted. Credit will not be given for services ordered and not used unless cancelled 48 hours prior to move-in date. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay for any additional services either in advance or on-site.

Print Name:

Signature:

RATE INFORMATION AND APPROVED CHARGES - Required

All Charges Network/Telecommunications Electrical/Utility Services (labor and materials) Food and Beverage Security Services Floral

CARDHOLDER INFORMATION – Required

Amex visa MasterCard Discover Diners/CB JCB

Name as it appears on the credit/debit card:

Issuing Bank:

Phone:

Card Number:

Exp. Date:

Address (statement):

City, State, Zip

Phone Number:

Fax or Alternative Number:

Email Address for Receipt:

Cardholder Name (printed):

Cardholder Signature:

Date:

Marriott Confidential and Proprietary information

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GAYLORD TEXAN®
 RESORT & CONVENTION CENTER
on Lake Grapevine

Utilities Booth Layout

E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

Event Name: American Society of Addiction Medicine Event Dates: July 27-29, 2017

Exhibitor Name: _____ Booth Number: _____

Specific instructions about your booth layout should be written on this page for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of utilities and technology services.

Note: The electrical box on the left side of all columns must remain accessible.

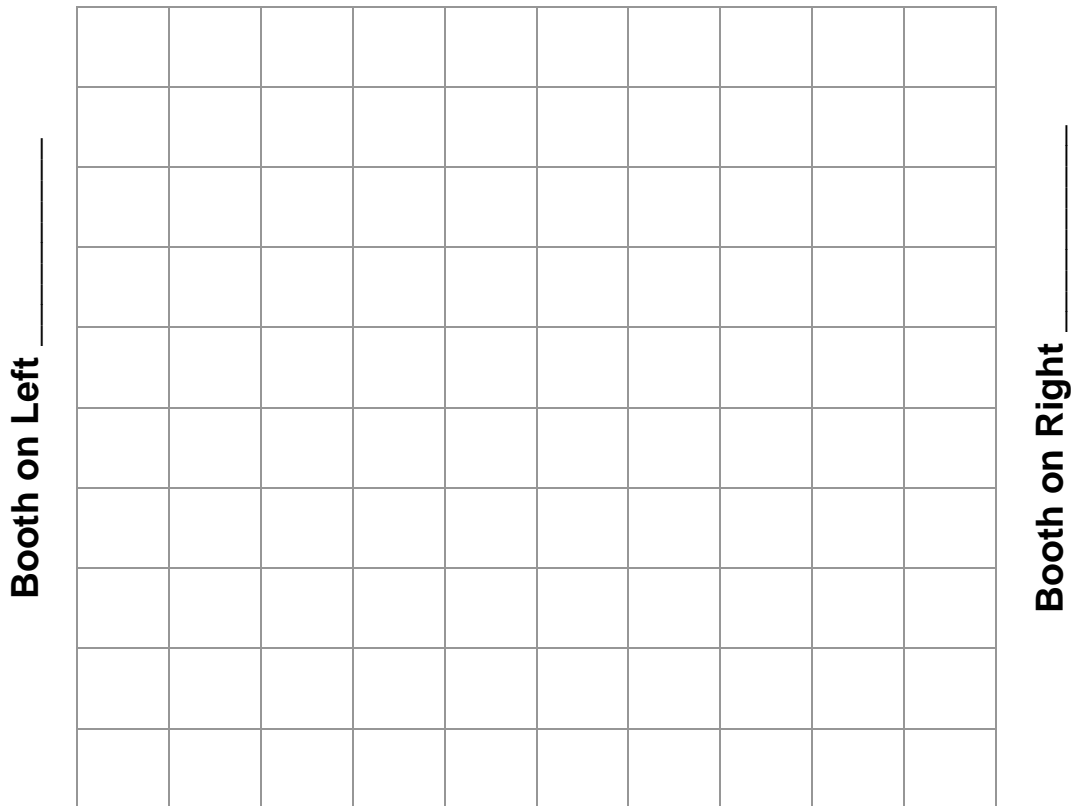
If you submit a separate booth diagram—*don't forget to label your diagram with the tradeshow name, booth name, and booth number.*

Equipment utilizing nominal 208 voltages must have appropriate male plug. Provide NEMA number for plug on booth diagram.

On-Site Contact: _____ Phone No.: _____

NEMA Plug No: _____

BACK OF BOOTH



GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth 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 Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- **Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.**

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & 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 unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & 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 Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & 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 are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & 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. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing 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 Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



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 817.778.3699**.

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

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: _____

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

Booth Name: _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord Texan 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: _____

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.

Phone: 817-778-3600 **Fax:** 817-778-3699 **Email:** TexanITSales@gaylordhotels.com

- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Order forms and Booth layouts should be faxed to Gaylord Texan Technology Services at (817) 778-3699.
- Rates quoted for connections cover only delivery of services to the booth in most convenient manner.
- Rates do not include connecting or routing of cables inside the booth area.
- **Cancellation Policy:** Cancellations must be received at least 48 hours prior to show to avoid charges
- Orders placed more than 14 days prior to show will be eligible to use advanced pricing

Event Name:

Booth/Company Name:

Contact Person:

Event Dates:

Booth Number:

Phone Number:

Email:

Telecommunication Services	Quantity	Advanced Price	Standard Price	Total
Standard DID Telephone/Fax/Modem Line <i>Customer responsible for any toll or long distance charges</i>		\$300	\$360	
House Telephone <i>5 Digit in house dialing only</i>		\$200	\$270	
Polycom Conference Telephone <i>Customer responsible for any toll or long distance charges</i>		\$500	\$600	
Wired – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
High Speed Internet Access (1st Device) <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$1,200	\$1,440	
Additional Connection		\$300	\$360	
Additional Device (Customer Provided hub/switch/cabling)		\$200	\$240	
Wired – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
3.0 Mbps Dedicated Network - Wired <i>10 Private IP Address, Dedicated Private Network</i>		\$3,000	\$3,600	
Additional Dedicated Bandwidth – 1Mb increments <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
Additional Dedicated Connection		\$300	\$360	
Additional IP Address		\$50	\$60	
Wireless – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
3.0 Mbps Dedicated Network - Wireless <i>10 Private IP Address, Dedicated Private Network, WPA2</i>		\$3,000	\$3,600	
Additional Dedicated Bandwidth – 1Mb increments <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
Additional IP Address		\$50	\$60	
SSID: _____ <i>If left blank Hotel will assign</i>	Password: _____ <i>Minimum 8 Characters</i>			
Wireless – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
High Speed Internet Access (1st Device) <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$750	\$900	
Additional Wireless Connection		\$225	\$270	
Username: _____ <i>If left blank Hotel will assign</i>	Password: _____ <i>Minimum 8 Characters</i>			

Notes for Hotel: _____

Subtotal:

Service Charge 24%:

Sales Tax 8.25%:

Total:

Signature:

By Signing Customer Agrees to all Terms and Conditions as listed in the Network & Telecommunications Terms and Conditions Document.

Phone: 817-778-3600 Fax: 817-778-3699 Email: TexanITSales@gaylordhotels.com

IT INSTALLATION BOOTH DIAGRAM

Fax or Mail to Gaylord Texan Resort & Convention Center

ATTN: IT Department

1501 Gaylord Trail, Grapevine, Texas 76051

P: 817-778-3600 F: 817-778-3699

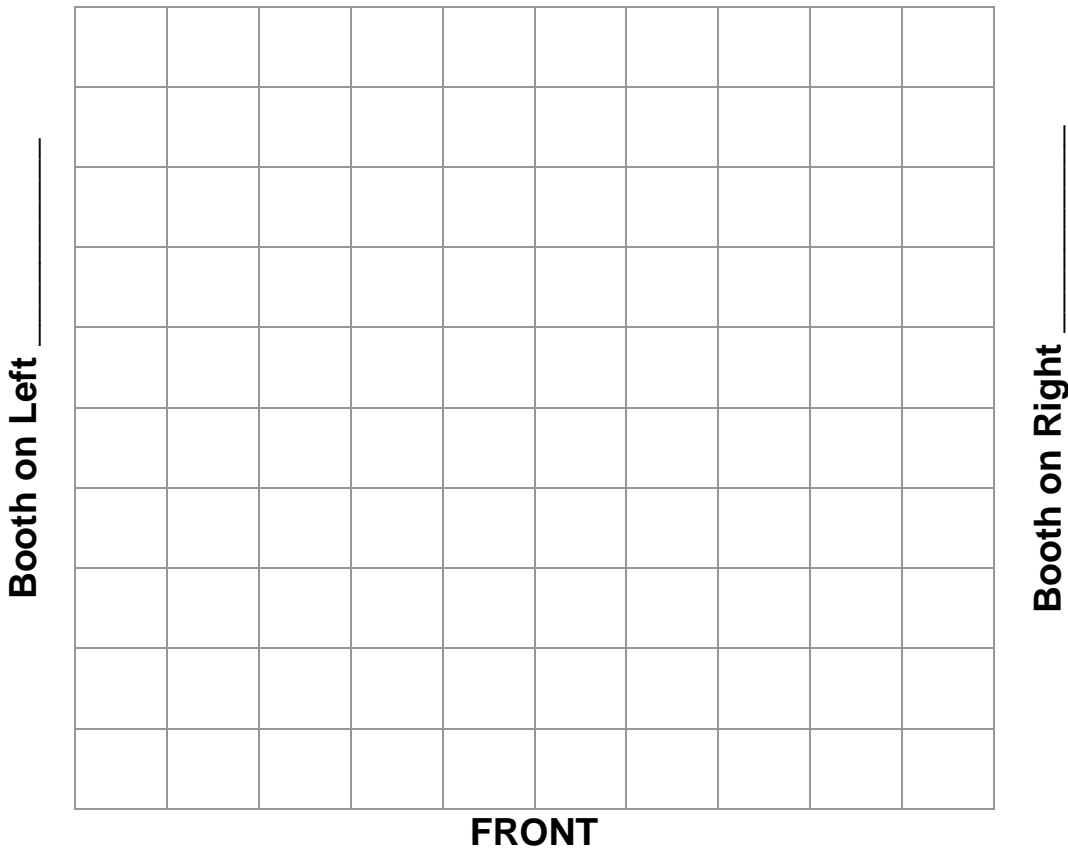


GAYLORD TEXAN®

RESORT & CONVENTION CENTER

on Lake Grapevine

BACK OF BOOTH



Event Name: _____ Event Dates: _____

EXHIBITOR NAME: _____ BOOTH NUMBER: _____

Specific instructions about your booth layout should be written on **this page** for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of **technology** services with an "X".

Do not forget to label your diagram with the tradeshow name, booth name, and booth number.

****IT hard line requests MUST be accompanied by the above diagram. Failure to mark this page with the location of hard line installations may result in delayed IT services.**

On-Site Contact: _____ Phone No.: _____

E-mail Address: _____



NAME OF CONFERENCE: _____

Orders received within 72 hours of the requested delivery date will be assessed a \$100.00 pop up fee, per delivery.

Please fill out this form completely, including payment information, and **fax to 817-778-3329, Attn: <<NAME OF CATERING MANAGER>>** or mail to: Catering Department, Gaylord Texan Resort and Convention Center on Lake Grapevine, 1501 Gaylord Trail, Grapevine, TX 76051.

For questions call 817-778-3300.

NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day/time period.

Date of Delivery: _____

Times of Delivery: **Starting Time:** _____ **Ending Time:** _____

Name of Booth: _____ **Booth Number:** _____

Ordering Contact: _____ **Ordering Contact Phone:** _____

On Site Contact: _____ **On Site Cell Phone:** _____

ITEM	COST	QUANTITY
Beverages		
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$98.00++ per gallon	
Bottled Juices (apple, cranberry, orange and grapefruit)	\$6.50++ each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$5.50++ each	
Bottled Waters	\$5.50++ each	
Iced Tea/Lemonade	\$82.00++ per gallon	
Alcoholic Beverages (Bartender required) inclusive of tax		
Domestic Beer: Bud, Bud Light, Miller Light, Coors, Coors Light	\$8.00++ each (12 minimum)	
Imported Beer: Heineken, Corona, Amstel Light	\$9.00++ each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$50.00++ bottle	

Food		
Pastries		
Bagels with Cream Cheese and Preserves	\$60.00 ++ dozen (1 dozen minimum)	
Bakery Goods Including: Croissants, Muffins, Danish and Breakfast Breads with Appropriate Condiments	\$60.00 ++ dozen (1 dozen minimum)	
Brownies (by the dozen only)	\$60.00 ++ dozen (1 dozen minimum)	
Cookies (assorted, by the dozen only)	\$60.00 ++ dozen (1 dozen minimum)	
Cold Items		
Display of Fresh Sliced Fruits Served with Vanilla Blackberry Yogurt (small for 10 people, large for 25 people)	\$120.00 ++ small \$300.00 ++ large	
Display of Fresh Vegetables with Herb Dip (small for 10 people, large for 25 people)	\$150.00 ++ small \$375.00 ++ large	
International Cheese Display with Dried Fruits, Nuts, Housemade Breads (small for 10 people, large for 25 people)	\$220.00 ++ small \$550.00 ++ large	
Assorted Deli Sandwiches (Ham, Turkey and Roast Beef) Please indicate your selection.	\$96.00 ++ dozen (1 dozen minimum)	
Wraps (Vegetarian, Chicken Salad). Please indicate your selection.	\$96.00 ++ dozen (1 dozen minimum)	
Seasonal Whole Fruit. Please indicate your quantity.	\$4.00 ++ each	
Snacks		
Mixed Nuts (bulk, 5 lb minimum)	\$35.00 ++ pound	
Bar Mix (bulk, 5 lb minimum)	\$35.00 ++ pound	
Pretzels (bulk, 5 lb minimum)	\$25.00 ++ pound	
Potato Chips (bulk, 5 lb minimum)	\$25.00 ++ pound	
Breakfast, Power and Granola Bars	\$5.00 ++ each	
Potato Chips, Popcorn and Pretzels (individual bags). Please indicate your selection.	\$5.00++ each	
Ice Cream Bars (assorted)	\$7.25 ++ each	
Candy Bars (assorted)	\$5.00 ++ each	
Soft Warm Pretzels, Smoked Gouda Sauce	\$60.00 ++ dozen (1 dozen minimum)	
Miscellaneous		
Ice	\$120.00 ++ per 20 lbs. plus \$25.00 ++ delivery per day	
Popcorn Machine (Attendant Required)	\$250.00 ++ per day rental/ Attendant \$175.00++	
Popcorn by the bag (60 bag minimum)	\$4.00++ per bag	
Margarita Frozen Machine (2 flavors)- 180 drinks minimum (Bartender Required)	\$10.50+ per drink/ \$1,890.00+ (180 drinks)	
Attendant/Bartender (Please specify times)	\$125.00 ++ each per 2 hour minimum \$50.00++ each additional hour	

Other		
BOOTH DELIVERY	\$50.00++ per delivery of non food items	
Bus Tub Rental	\$20.00++ each day	
Chafing Dish Rental	\$75.00++ each day	
Heat Lamp Rental	\$50.00++ each day	
Sterno	\$9.00++each	
Punch Bowl Rental	\$75.00++ each per day	
Cutting Board Rental	\$50.00++ each per day	
Disposable 6 inch plate	\$20.00++per 50	
Disposable 8 oz. bowls	\$20.00++ per 50	
Plastic Forks	\$50.00++ per 1000	
Plastic Spoons	\$50.00++ per 1000	
Plastic Knives	\$50.00++ per 1000	
Cocktail Napkins	\$20.00++ per 250	
Styrofoam Cups 12 oz.	\$40.00++ per 100	
Coffee Stirrers	\$20.00++ per 1000	
Frill Toothpicks	\$10.00++ per 250	
Pc. Creamers	\$75.00++ per 500 (500 minimum order)	
Pc. Sugar/Equal/Sweet and Low/Splenda	\$100.00++ per 500 (500 minimum order)	
Serving Utensils Rental	\$10.00++ each per day	
Chef	\$300.00++ per 3 hour minimum, \$100.00 each additional hour	
Food Preparation	Please call	
Additional Items	Please call	
Disposal of Trash	Please call	

All Food and Beverage items listed are subject to a 24% taxable service charge and 8.25% sales tax. All non-food items are subject to 8.25% sales tax.

Food and beverage ordered through the hotel will be supplied with proper serveware and utensils.

Each exhibitor is responsible for storage of their food and beverage items.

The hotel will not provide storage and/or pick up or deliver items.

NOTE: All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older are able to order or consume any alcoholic beverages. It is against hotel policy to bring any outside alcohol onto the premises. Pricing will be retail plus service charge and applicable taxes.

All pricing is subject to change.

Hotel Culinary Team to Prepare Your Product

We can cook your product based on a specific recipe with your donated ingredients. The cost for this would be based on a % of what the hotel would normally charge retail for that kind of item. A formal quote would depend on what type of product it is, how much labor and time is involved in producing it, etc.

Note* - When this price is quoted, it would include the storage, receiving of product, the delivery, serving and refreshing of the product and the equipment the product is served in.

Storage in Coolers or Freezers Overnight

\$250+ per pallet - Or - \$15+ per box. There will be an additional \$30++ delivery / runner fee to get the product to and from cooler to exhibit hall.

The cooler hours to retrieve product is 6:30am to 4:30pm Mon-Fri, and 8:00am – 1:00pm Saturday, unless we schedule security to open the coolers, which is an additional cost. We also ask you to provide a detailed delivery schedule of what is being shipped to the hotel and when. Lastly, the products can not be shipped to the hotel earlier than 3 days prior to first major event.

Use of Hotel Kitchens to Prep Your Own Foods

This would require a chef fee of \$100+ per hour. Minimum of 3 hours.

The chef would supervise the kitchens and be there to assist you with all of our equipment, utensils, dishwashing areas, etc. Should you need to rent hotel serving equipment such as chaffers, speed racks, serving spoons, tongs, etc. there are additional daily rental fees applied per item. See Food Show Order Form Above.

***Beverage Note**

All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. Pricing will be retail plus service charge and applicable taxes. In cases where a vendor brings in their sample products, then any hotel participation for storage, ice, set-up, rental fees, etc. will apply; **however, these items may only be offered from 2-4 oz. Sample Size Cups.** The hotel must be advised in advance and reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.

Describe any special F&B related booth needs:
(i.e. food products being served, cooked, displayed or stored)

***YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE. THE PERMIT MUST THEN BE APPROVED BY THE FIRE MARSHAL.**

Please List Dates & Times of Service Needed



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/ EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

If you have a special request or need additional equipment, please call 817.778.3288. Email completed form to sgiles@psav.com

PRICE S A R E F O R E X H I B I T F L O O R O N L Y . A L L R E N T A L P R I C E S S U B J E C T T O A 15 % M A R K U P I F O R D E R E D D A Y O F .

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 240
LCD Projector		\$ 1,750
AUDIO EQUIPMENT	QTY	PRICE
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 225
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 615
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 255
Individual Small Powered Speaker (up to five people)		\$ 560
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 1,460
4-Channel Mixer		\$ 225
TRIPOD SCREENS		
Tripod Screens: 5', 6', 7' or 8'		\$ 240
42"- 54" Rolling Cart w/Black Skirt		\$ 80

MONITORS	QTY	PRICE
32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 825
46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 1,150
55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 1,950
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
CUSTOM ITEMS	QTY	PRICE
Laptop with Windows Office		\$ 615
LED Uplight		\$ 95
Post-it Flip Chart Package		\$ 95
		\$
		\$
		\$

On-Site Support: \$90 per hour

SPECIAL REQUESTS

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

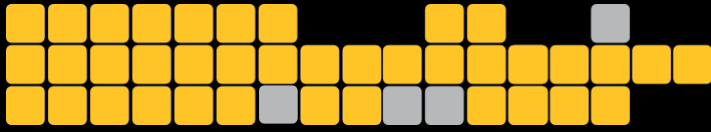
TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.





rigging SERViCES

PSAV® is proud to serve as the exclusive on-site rigging provider for the Gaylord Texan Resort & Conference Center. This location is equipped with a permanent rigging point system in the ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

→ Pre-Show Standards

- The Schedule Rigging Services form must be submitted online, along with a scaled rigging plot, 21 days prior to load in. Events scheduled with less than 21 days notice will incur additional charges.
- A charge of \$250 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The Rigging Supervisor will contact you to give you our CAD file as your design template.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

→ Rigging Equipment Guidelines

- PSAV is pleased to exclusively provide Prostar Chain hoists. These hoists were designed specifically for hotel and convention center use. PSAV shall be the sole provider of all chain hoists used at this location.
- A scissor lift is required for all rigging calls at the hotel. PSAV has lifts on-site and available for rent. All lifts used at this location must have white, non-marking tires and be in good condition and have safety inspection document. Operators must present documentation verifying that they are trained in scissor lift operations.
- Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

→ Ballroom Standards

- All ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.
- No rigging is allowed from the air-wall tracks.
- All connections to the ceiling or supporting structure of this location must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.





→ PSAV On-Site Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost-effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable.
- Poly-Tak is required for load in/out on all carpeted floors under truss

→ Rigging Equipment & Labor

➤ EquipMent RATES

Hoist/Rig Point/Hardware	\$195/per day
Charge Per Point	\$55/per day
Rigging Safety Review/CAD Work	\$250/per event
Scissor Lift Weekly Rental	\$1,125/per (5) days
Scissor Lift	\$375/per day
Truss 12" x 12"	\$7.50/ft.

➤ LABOR RATES

Weekdays (Depending on time)	\$105/per hour (M-F 8-5pm)
Weekends and Evenings	\$157.50/per hour (M-F 5pm-12am-5pm) (Sat 8-12pm)
All Day Sunday & Holidays	\$210/per hour (Every day 12-8am)

- All rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by PSAV.
- Four (4) or eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full-hour increments. Contact your PSAV representative for further details.
- Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. All prices subject to change without notice.
- A service charge will apply to all Rigging Services

Please contact on-site staff for any specific holiday requests.

→ Rigging instructions

Step #1

To schedule Rigging Services and to receive updated CAD drawings of our facilities, please visit:

<http://www.psav.com/riggingform>

By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

Step #2

If you have additional questions, please contact the on-site rigging coordinator at:

Amanda Gordon
Area Rigging Coordinator
817.778.3278
agordon@psav.com

Simon Giles
Director of Sales, Event Technology
817.778.3284
sgiles@psav.com

Step #3

The PSAV Rigging Coordinator will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.



GAYLORD TEXAN™
RESORT & CONVENTION CENTER
on Lake Grapevine

On-site office phone: 817.778.3288

Visit psav.com/gaylordtexasresort to learn more about PSAV at the Gaylord Texan Resort & Conference Center





GAYLORD TEXAN™

RESORT & CONVENTION CENTER

on Lake Grapevine



AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV®'s event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

POPULAR PACKAGES

Meeting Room Projector Package - \$700

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

Projection Support Package - \$195

- AV Cable Lot
- Projection Stand
- Tripod Screen

Computer Audio House Patch - \$260

- (if no other audio system already ordered)*
- 4-Channel mixer
- DI & House Patch

Podium Microphone Package – House Sound - \$280

- Podium Microphone
- Meeting Room House Sound
- 4-Channel Mixer

Flip Chart Package - \$75

- Flip Chart Easel
- Flip Chart Pad
- Markers

Post-it® Flip Chart Package - \$95

- Flip Chart Easel
- Post-it Flip Chart Pad
- Markers

POPULAR COMPONENTS

Conference Speaker Phone	\$185
Laptop Computer	\$240
LED Wash Light	\$95
Powered Speaker	\$120
Presidential Microphone	\$90
Wired Microphone	\$70
Wireless Microphone	\$210
4-Channel Mixer	\$75
10-12-Channel Mixer	\$155
32" LCD Monitor	\$260
46" LCD Monitor	\$535
8' Tripod Screen	\$95
6' x 8' Fast-Fold® Screen	\$250
7' 6" x 10' Fast-Fold Screen	\$290
9' x 12' Fast-Fold Screen	\$330
10' 6" x 14' Fast-Fold Screen	\$375
6' x 10' 5" Fast-Fold Screen	\$375
7' 6" x 13' 4" Fast-Fold Screen	\$418
9' x 16' Fast-Fold Screen	\$465
10' 6" x 18' 8" Fast-Fold Screen	\$605
Patch to House Sound	\$175

STANDARD LABOR RATES

Setup/Strike	\$90/hr.
Event Operation	\$105/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 817.778.3286 or visit us on the web at: psav.com/gaylordtexasresort



CREATIVE GREENERY



OF DALLAS

101C North Greenville Ave
 Ste. 440, Allen, TX 75002
 Tel: 972-442-5592 Fax: 972-442-2530
 Email: Todd@dallasgreenery.com

Show Name: _____

Show Date: _____

Location: _____



Mums



Kalanchoes



Bromeliads

FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$20.00	\$23.00	
KALANCHOES	Yellow___ Pink___ Red___	\$20.00	\$23.00	
BROMELIAD	Red___ Pink___ Orange___	\$30.00	\$34.00	



Small Fern



Large Fern



Dracaena



Arborcolla



2-4' Ficus



6' Ficus



Palm

GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$24.00	\$28.00	
LARGE	Ferns		\$32.00	\$36.00	
2-3'	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$38.00	\$42.00	
4'	Palm, Ficus, Dracaena	Circle Preference	\$48.00	\$52.00	
5'	Palm, Ficus	Circle Preference	\$58.00	\$62.00	
6'	Palm, Ficus	Circle Preference	\$68.00	\$72.00	
8'	Palm, Ficus	Circle Preference	\$72.00	\$76.00	

CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White_____ Black_____ Wicker Baskets_____	Circle Preference	Free
Glass Bubble Bowl		\$24.00



Spring



Tropical

FRESH FLORAL ARRANGEMENTS

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$60.00	\$66.00	
Exotic Tropical Floral Arrangements		\$70.00	\$76.00	

COMPANY INFORMATION

Booth # _____	
Company: _____	E-Mail: _____
Phone: _____	Fax: _____
Address: _____	City: _____
State: _____ Zip: _____	Booth Representative: _____

PAYMENT INFORMATION

Sub Total: _____	Sales Tax (8.25%): _____	Event Total: _____
Payment Enclosed: Check: _____ Visa _____ MC _____ AMX _____		
Credit Card No: _____	Exp Date: _____	
Card Holder Name: _____		
Signature: _____		



Grapevine Fire Department

Fire Prevention Division

FAX 817-778-3677

VEHICLE DISPLAY PERMIT APPLICATION

Required prior to any vehicle being moved inside a building.

OWNER AND CONTACT INFORMATION							
Owner Name		Phone #		On Site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	
Contact Person		Phone #		On Site?	<input type="checkbox"/> Y	<input type="checkbox"/> N	
Owner Address							
Owner City, ST & Zip							
VEHICLE INFORMATION							
Make		Model					
Year		Color					
Engine fuel type		Fuel tank level	<input type="checkbox"/> ¼	<input type="checkbox"/> ½	<input type="checkbox"/> ¾	<input type="checkbox"/> Full	
EVENT INFORMATION							
Event Name		Event location	Gaylord Texan				
Vehicle arrival date		Interior Location					
Vehicle arrival time		Vehicle move-out date					
SPECIAL NOTES AND COMMENTS							
FIRE DEPARTMENT USE ONLY							
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inspection Fee Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount:	
Authorized Signature:				Date:			

VEHICLE PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Gaylord Texan Exhibit Hall no less than one week prior to the vehicle move in date.

Requirements

- Liquid-fueled vehicles must have fewer than 5 gallons in the fuel tank or ¼ or less fuel gauge reading.
- All batteries must be disconnected by disconnecting the positive terminal. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
 - Building must be sprinkler protected.
 - Constant attendance at the vehicle during open show hours.
 - Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
 - During public display times, fuel systems and the starting circuits shall not be operable. I.e., *fuses pulled or circuit breakers disconnected.*
- The fuel tank filler cap shall be secured to such an extent that it has been made difficult to remove by the use of duct tape or other means. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- Vehicle may not be run without prior approval of Fire Marshal. Fire Marshal must be present the entire time vehicle is running.
- All vehicle inspections shall be conducted between 8:00AM and 5:00PM Monday through Friday excluding holidays. All other times require an after hours inspection fee of \$45.00 per hour with a two-hour minimum to be paid at the time of inspection.
- The fire inspector will circle the fuel tank level at the time of move in, but prior to entering the building.

Submit completed application to:

**Gaylord Texan Exhibit Hall
1501 Gaylord Trail
Grapevine, TX 76051**

Or FAX form to 817-778-3677

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED
PERMIT ON FILE IN THE FIRE MARSHAL'S OFFICE**



Grapevine Fire Department

Fire Prevention Division

PERMIT APPLICATION FOR EXHIBIT COOKING AND/OR HEAT PRODUCING DEVICE

(Other than candles; a separate permit application is available for candle use.)

Any device that produces an open flame, has an operating temperature of 500 degrees or greater used for keeping food warm, any appliance that produces a grease-laden vapor, and any deep fat fryer must be approved by the Grapevine Fire Marshal prior to being used in any exhibit or event.

This form must be completed and submitted to the Grapevine Fire Marshal's office no less than 14 days prior to the event. All appliances shall be Underwriter's Laboratory Listed or approved by another acceptable testing agency.

All appliances or activities that produce a grease-laden vapor must also include an approved ventilation system routed to the outside of the building, or the system must be equipped with filtering system that is UL listed to remove grease-laden vapors. **NOTE:** Deep fat fryers must also be equipped with an automatic fire extinguishing system in addition to the ventilation hood.

A 40BC rated fire extinguisher is required within 30 feet of any permitted appliance. A copy of a specification sheet or other product description documentation must be provided for each appliance.

Please check all that apply:

- | | |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Heat producing device | <input type="checkbox"/> Deep Fryer |
| <input type="checkbox"/> Heat Lamp | <input type="checkbox"/> Hot Plate |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Griddle, or similar appliance/device |
| <input type="checkbox"/> Propane fueled appliance or device (torch, yard light, etc.) Size of propane bottle: _____ | |
| <input type="checkbox"/> other heat producing device not listed above (attached documentation describing device). | |

Propane gas bottles or cylinders may be used for cooking or demonstration purposes during show hours only. Portable LP-gas containers are allowed to be used temporarily for demonstrations and public exhibitions and shall not exceed a water capacity of 12 pounds (5kg). All propane tanks or cylinders must be removed from the building at the close of the show or the conclusion of the activity for the day. At no time can the propane cylinder be left in the building overnight. Location of propane bottles within building/booth must be approved by the Fire Marshal.

Event Name: _____ **Booth Number:** _____

Exhibiting Company: _____

On-site Contact Name and Phone Number: _____

Show Start Date and Time: _____ Show End Date and Time: _____

Move-in Date and Time: _____ Move-out Date and Time: _____

I have read and understand the requirements listed above: _____
Signature Date

**Return completed form to the Gaylord Texan Event Management
1501 Gaylord Trail, Grapevine, TX 76051
OR
fax to 817-778-3329.**