

FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007

Gaylord Opryland Resort
Nashville, TN

GULF COAST EXPO

8432 SUNSTATE ST.
TAMPA, FL 33634
813-915-8066-ph
813-319-0619-fax

GULFCOASTEXPO@AOL.COM

THIS SERVICE KIT CONTAINS THE FORMS NECESSARY FOR ORDERING
ITEMS DESIGNED FOR DECORATING/FURNISHING YOUR EXHIBIT SPACE.
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 INDUSTRIAL & CONSTRUCTION EXPO 2007** to be held **APRIL 3-5, 2007** at the **Gaylord Opryland Resort & Convention Center** 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.

To order the following services
(see attached forms)

AV equipment
Telephone service
Internet access
Electrical services

EACH 10' X 10' EXHIBIT SPACE INCLUDES:

10' of 8' Back Drape in Show Color

10' of 3' Side Drape in Show Color

1 - 6' Skirted Table

2 - Chairs

1 - Wastebasket

7" x 44" Exhibitor ID Sign with Company Name and Booth Number

Show Color: **BLACK**

EXHIBIT AREA IS NOT CARPETED

SHIPPING INFORMATION

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 can be received at our **ADVANCE WAREHOUSE** location up to 30 days 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—DO NOT send in care of a guest name**. 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 lading and shipping labels are provided and your shipment is then sent to the location you choose. This special material handling service provides a priceless guarantee of a successful event. We guarantee your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

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 813-915-8066 or via e-mail at GULFCOASTEXPO@AOL.COM.

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

Christine A. Binion

Christine A. Binion
CEO
GULF COAST EXPO

GULF COAST EXPO

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

PAYMENT POLICY

TO RECEIVE DISCOUNTED PRICES

***REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY: MARCH 16, 2007***

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furniture and carpet rentals, material handling, signs 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 out to GULF COAST EXPO.
Attach check to order forms.
If paying by company check a credit card must be on file for the convenience of your show representative for any additional charges incurred at show site.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. To accept charges, you must complete the payment authorization form and submit all information requested under the credit card portion of form. 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.
3. All final invoices will be emailed within 30 days after the event to the credit card holder. Please provide the email address on the Payment Authorization Form.

SHOW SITE ORDERS

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. Service will not be provided until payment is received. No substitutions are allowed once the furnishings have been delivered to your exhibit space.

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 payment prior to the opening of the show. All payment discrepancies must be resolved prior to show closure. A credit receipt will be given at show site if a refund is acknowledged. If a credit receipt is not received, no credits will be issued after the close of the event.

Freight will not be delivered to your exhibit space if payment is not received.

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

***PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
TO ELIMINATE MISUNDERSTANDINGS.***

YOUR COOPERATION IS APPRECIATED

E-MAIL ADDRESS _____ FAX NUMBER () _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH FURNISHINGS/ FLOOR COVERING

ORDER FORM

QUESTIONS?

CONTACT US AT:

GULFCOASTEXPO@aol.com

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER AND PAYMENT BY MAIL OR FAX TO

813-319-0619 BY MARCH 16, 2007

*STATE SALES TAX APPLICABLE

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY		UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide	\$60.00	\$70.00	_____	SKIRT COLORS <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	\$40.00	\$55.00	_____
6' long x 2' wide	\$70.00	\$80.00	_____		6' long x 2' wide	\$50.00	\$65.00	_____
8' long x 2' wide	\$80.00	\$98.00	_____		8' long x 2' wide	\$60.00	\$75.00	_____
To Make Table 40" Tall	\$20.00	\$25.00	_____		To Make Table 40"			_____
SPECIAL SHOW SKIRT COLOR _____					Tall ADD	\$20.00	\$25.00	_____
TO INSURE AVAILABILITY SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE					TABLE RISERS			
Additional 30" Skirt	\$15.00	\$18.00	_____		4' long x 11" wide	\$25.00	\$30.00	_____
Make Show Table 40" Tall	\$20.00	\$25.00	_____		6' long x 11" wide	\$35.00	\$45.00	_____
40" Skirt Color Desired _____								

BOOTH CARPET	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS CIRCLE ONE	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
CARPET MUST BE ORDERED IN ADVANCE					ITEMS MUST BE ORDERED IN ADVANCE			
10' x 10'	\$95.00	\$110.00	_____	BLUE	40" Tall Round Table	\$45.00	\$50.00	_____
10' x 20'	\$190.00	\$220.00	_____	BLACK	Easel	\$17.00	\$20.00	_____
10' x 30'	\$285.00	\$330.00	_____	RED	Waste Basket	\$7.00	\$10.00	_____
Carpet Padding				GRAY	Display Board 4'x8'	\$75.00	\$110.00	_____
10' x 10'	\$75.00	\$90.00	_____	BLACK/WHITE CHECKERED	<input type="checkbox"/> VERTICAL <input type="checkbox"/> HORIZONTAL			
10' x 20'	\$150.00	\$180.00	_____	PURPLE	Bag Rack	\$45.00	\$55.00	_____
Carpet Taping	\$1.00	\$1.25	_____		Literature Rack	\$45.00	\$55.00	_____
Per Running Foot					Fish Bowl	\$10.00	\$12.00	_____

CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY	ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
CHAIRS MUST BE ORDERED IN ADVANCE							
Folding Chair	\$12.00	\$15.00	_____	Stock 8' Drape	\$6.00	\$7.50	_____
Padded Side Chair	\$40.00	\$45.00	_____	Per running foot			_____
High Stools	\$45.00	\$55.00	_____	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
These items must be ordered at least 7 days in advance

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 charges, 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 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. Cancellations with refunds are only accepted 5 days prior to show date.

ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS

NAME OF EVENT	FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007		BOOTH #	_____	
COMPANY NAME	_____		PHONE ()	_____	
E-MAIL ADDRESS	_____		FAX ()	_____	
BILLING ADDRESS	_____				
CITY	_____	STATE	_____	ZIP	_____
SIGNATURE	_____	TITLE	_____	DATE	_____

MATERIAL HANDLING SPECIAL INSTRUCTIONS

FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE DETAILS

A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM FOR ANY SHIPMENT TO BE RECEIVED AT THE ADVANCE WAREHOUSE OR DIRECT TO SHOW SITE MUST BE ON FILE PRIOR TO THE EVENT. PLEASE FAX THE APPROPRIATE FORMS TO GULF COAST EXPO OR CONTACT US WITH ANY QUESTIONS 813-915-8066.

SHIPPING TO THE SHOW

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS:

GULF COAST EXPO's advance receiving warehouse will accept shipments beginning 30 days prior to the opening of 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**. Shipping to the advance receiving warehouse is for your convenience so your materials can arrive early and will be guaranteed in your exhibit space prior to your arrival.

DIRECT TO SHOW SITE SHIPPING

All exhibit freight that is shipped in to show site will be handled through **GULF COAST EXPO**. *The Gaylord Opryland Resort WILL NOT accept any shipments.* **DO NOT SHIP TO THE FACILITY C/O A GUEST NAME.** Items arriving prior to Saturday March 31, 2007 WILL be refused or may incur additional handling charges by the facility. Show site shipments may ONLY ARRIVE ON Saturday March 31 from 8AM – 5PM. 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.

SHIPPING OUT AFTER THE SHOW

OUTBOUND SHIPPING AFTER THE SHOW

Each piece must have an outbound address label. Outbound paperwork must be filled out for each shipment that will be loaded by **GULF COAST EXPO**. No exceptions.

Shipping labels and bills of lading will be provided at the **GULF COAST EXPO** service desk. Bring all outbound paperwork you have from your carrier along with the **GULF COAST EXPO** bill of lading at the close of the show when all your items are packed in your booth and are ready to ship out.

UPS Freight is the carrier **GULF COAST EXPO** is providing to handle all the outbound freight. If you choose to use another carrier it is the responsibility of the Exhibitor to schedule the pick up with that carrier within the allotted move out times which are designated on the Material Handling Authorization form. A UPS Freight representative will be on site to answer any questions and to assist you in shipping your materials. A UPS Freight tracking number will be issued to the Exhibitor when the bill of lading is turned in at the **GULF COAST EXPO** service desk.

***DO NOT LEAVE PAPERWORK IN YOUR BOOTH.**

FASTENAL OUTBOUND SHIPMENTS

If your materials are going to FASTENAL a color-coded address label must be on each piece. See **GULF COAST EXPO** to obtain the appropriate colored labels, which will identify the shipment's final destination.

**IF YOU HAVE ANY QUESTIONS AT THE SHOW
PLEASE COME TO THE GULF COAST EXPO SERVICE DESK
LOCATED IN THE REAR OF THE EXHIBIT HALL**

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

MATERIAL HANDLING AUTHORIZATION

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

REMIT ORDER AND PAYMENT BY MAIL OR
FAX TO 813-319-0619

SHIPPING TO ADVANCE WAREHOUSE IS RECOMMENDED READ CAREFULLY AND COMPLETE BOTH FORMS

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. Using the advance warehouse insures your shipment has been received and pieces received are confirmed with you. This service will guarantee your shipment will be in your exhibit space when your representative arrives. 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 noted above as soon as possible.
SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

INBOUND SHIPPING INFORMATION – PRIOR TO EVENT

Shipment delivered to: () Warehouse () Show Site

PLEASE
CHOOSE
DESTINATION

ADVANCE WAREHOUSE SHIPPING ADDRESS

INBOUND SHIPPING LABELS MUST READ:

YOUR COMPANY NAME AND BOOTH NUMBER
FASTENAL-TN 2007
C/O UPS FREIGHT / GULF COAST EXPO
45 TELEDYNE PLACE
LAVERGNE, TN 37086

SHIPMENTS RECEIVED BETWEEN : MARCH 1ST – MARCH 29TH

DIRECT TO SHOW SITE SHIPPING ADDRESS

INBOUND SHIPPING LABELS MUST READ:

YOUR COMPANY NAME AND BOOTH NUMBER
FASTENAL-TN 2007
GULF COAST EXPO C/O GAYLORD OPRYLAND RESORT
2815 OPRYLAND DRIVE
NASHVILLE, TN 37214

SHOW SITE SHIPMENTS MUST BE RECEIVED ONLY ON:
SATURDAY MARCH 31ST FROM 8AM – 5PM ONLY

Shipper Name _____ Booth # _____
Contact Name _____ Phone () _____
Carrier _____ Pro # or Tracking # _____
Date Shipped _____ Est. Arrival Date _____ Total # of Shipments _____ Total # of Pieces _____ Total Weight _____ lbs.
TOTAL WEIGHT _____ X _____ .40 (advance warehouse) = \$ _____
TOTAL WEIGHT _____ X _____ .45 (direct to show site-FREIGHT ONLY) = \$ _____
TOTAL WEIGHT _____ X _____ .65 (direct to show site-UPS/FEDEX/DHL) = \$ _____
ORDER SHRINK WRAPPING OR BANDING FOR OUTBOUND SHIPMENTS
_____ BANDING @ \$20.00 PER PALLET \$ _____
_____ SHRINKWRAP @ \$15.00 PER PALLET \$ _____

OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

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

Ship to _____ Attention _____
Street Address _____
City _____ State _____ Zip _____ Phone () _____

DESCRIPTION OF OUTBOUND MATERIALS

#CRATES _____ #DISPLAY CASES _____ #SKIDS _____ #OTHER _____ TOTAL # OF PIECES _____ WEIGHT _____
COMMENTS _____

SELECT OUTBOUND CARRIER YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM

UPS FREIGHT IS THE DESIGNATED SHOW CARRIER CALL 800-988-9889 FOR A QUOTE

► If you are using a carrier other than UPS FREIGHT, it is the responsibility 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 UPS FREIGHT. 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.

GULF COAST EXPO is not responsible for freight charges. Outbound UPS & FEDEX not accepted.

AIR FREIGHT

_____ Designated – UPS FREIGHT
_____ Other Carrier (Name) _____

GROUND FREIGHT

_____ Designated – UPS FREIGHT
_____ Other Carrier (Name) _____

OUTBOUND CARRIER MUST BE SPECIFIED

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:

FORCE TIME – FRIDAY APRIL 6TH @ 1PM OR WILL BE SHIPPED VIA UPS FREIGHT

STANDARD DRAYAGE/ MATERIAL HANDLING RATES

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

per CWT = per 100 lbs.

100 lb. MINIMUM ON ALL SHIPMENTS

ADVANCE WAREHOUSE

Shipments received and stored up to 30 days in advance, \$40.00 per CWT
delivered to booth, removal and return of empty crates, 100 lb. minimum
handling of outbound shipment to preferred carrier, PER SHIPMENT example: 200 lbs. x .40 = \$80.00
\$100.00 trip charge will be accessed for shipments arriving at the advanced warehouse and requiring a special delivery to show site.

SHOW SITE

Shipments received at exhibit facility and delivered to your booth, \$45.00 per CWT
removal and return of empty crates, handling of outbound 100 lb. minimum
shipment to preferred carrier, PER SHIPMENT RECEIVED example: 200 lbs. x .45 = \$90.00
UPS, FEDEX and DHL shipments on show site \$65.00 per CWT

SPECIAL SHIPMENT PRICING

* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

LOOSE/UNCRATED MATERIAL HANDLING

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. If definition applies, add an additional 50% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES

Shipments under 20 lbs. \$15.00 – (THIS SERVICE IS AVAILABLE FOR SHOW SITE DELIVERIES ONLY)

PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center for \$1.00 per lin. ft. of material plus labor at prevailing rates. Shrink-wrap and banding is available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will GULF COAST EXPO be responsible for concealed damage to exhibit material. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area.

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to GULF COAST EXPO a complete bill of lading covering each outbound shipment. GULF COAST EXPO will not be responsible for delay of rush shipments, 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 without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, 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 negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

**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	<u>FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007</u>	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
SIGNATURE	_____	TITLE	_____
		DATE	_____

ADVANCE WAREHOUSE SHIPPING LABELS
ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS
THURS. MARCH 1ST – THURS. MARCH 29TH ONLY

YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL-TN 2007

C/O UPS FREIGHT/GULF COAST EXPO
45 TELEDYNE PLACE
LAVERGNE, TN 37086

PIECE _____ OF _____

ADVANCE WAREHOUSE SHIPPING ADDRESS
THURS. MARCH 1ST – THURS. MARCH 29TH ONLY

YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL-TN 2007

C/O UPS FREIGHT/GULF COAST EXPO
45 TELEDYNE PLACE
LAVERGNE, TN 37086

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 RECEIPT ON MARCH 31ST ONLY

YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL-TN 2007
COAST EXPO / GAYLORD OPRYLAND
2815 OPRYLAND DRIVE
NASHVILLE, TN 37214

PIECE _____ OF _____
PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO MARCH 31ST WILL BE REFUSED
OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES

DIRECT TO SHOW SITE SHIPPING ADDRESS
FOR RECEIPT ON MARCH 31ST ONLY

YOUR COMPANY NAME HERE

BOOTH # _____

FASTENAL-TN 2007
GULF COAST EXPO / GAYLORD OPRYLAND
2815 OPRYLAND DRIVE
NASHVILLE, TN 37214

PIECE _____ OF _____
PLEASE NUMBER EACH PIECE

SHIPMENTS ARRIVING PRIOR TO MARCH 31ST WILL BE REFUSED
OR WILL BE SUBJECT TO ADDITIONAL FACILITY HANDLING FEES



UPS FreightSM

Trade Show Services

It's Show Time

Ship cartons, crates or containers from your dock to the trade show floor in time for the big show.

Time-definite shipping options from UPS Freight let you optimize shipment handling and reduce opportunities for damage, so you feel confident complex displays and high-tech equipment are being handled with care.

We can advise you in proper labeling and bills of lading to avoid confusion at delivery, and align shipment arrival with the requirements of installation crews. Plus, we offer on-site exhibit specialists who can provide personalized, expert logistics assistance. Streamlining set up and positioning you for success.

UPS Freight Trade Show services provides:

- Guaranteed and urgent services for time-critical shipments
- Regional, interregional and long-haul services throughout the U.S.
- Complete range of return options
- 24 hour tracking at upsfreight.com

Shipping Guidelines

Bill of Lading:

- Be specific on destination address
- Describe cartons, crates or containers by color and identifying marks
- Specify the name of your show in the body of the bill of lading
- Specify your booth number
- Indicate required delivery date and time
- Provide a show contact name and phone number

Packaging Instructions:

- Label all individual pieces
- Identify hazardous materials
- Place company business card in each container

For more information contact the UPS Freight Trade Show experts at:

800-988-9889



TRADE SHOW SERVICES

800.988.9889

EVENT NAME

EXHIBITION MATERIALS

KEYWORD: SHOW

BOOTH #

DATE

BILL OF LADING NO.

EXHIBITOR/COMPANY NAME		PHONE	
ORIGIN STREET ADDRESS			
ORIGIN CITY		STATE	ZIP CODE
<div>CARRIER:<div><input type="checkbox"/> UPS FREIGHT</div><div><input type="checkbox"/> OTHER</div></div>			
AIR		GROUND	

BILL FREIGHT CHARGES TO (MUST BE COMPLETED)		
ADDRESS		
CITY	STATE	ZIP CODE
ATTENTION		
PHONE NUMBERS		

FILL IN ALL SHADED AREAS

EXHIBITOR/COMPANY NAME		
DESTINATION STREET ADDRESS		
DESTINATION CITY		STATE
DESTINATION SHOW NAME		BOOTH NUMBER
SPECIAL INSTRUCTION		
FREIGHT CHARGES CANNOT BE BILLED TO CONVENTION CENTERS OR SHOW SITES		
FREIGHT CHARGES Freight Charges are collect unless otherwise marked prepaid	PREPAID	COLLECT
CHECKER SIGNATURE		
TRAILER NUMBER		
DATE LOADED		TIME LOADED

IN THE EVENT A SELECTED CARRIER FAILS TO SHOW ON FINAL MOVEOUT DAY, YOU ARE AUTHORIZED TO REROUTE VIA CONTRACTORS CHOICE. (INITIALS)

PIECES	HM	DESCRIPTION - EXHIBITION MATERIAL-154630	WEIGHT	CLASS	
		CRATES EXHIBITION MATERIAL (154630)			
		CARTONS (154630)			
		FIBER CASES / TRUNKS (154630)			
		SKIDS / PALLETS (154630)			
		CARPETS / PADDING (154630)			
		FLATS / TUBES (154630)			

HAZARDOUS MATERIALS
EMERGENCY CONTACT NUMBER:

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. "Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding

per . **Shipper requests Excess Declared Value Coverage in the amount of \$.

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.	Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges. (Signature)
--	---

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

EXHIBITOR/COMPANY NAME		CARRIER		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

GULF COAST EXPO

QUESTIONS?

CONTACT US AT:

GULFCOASTEXPO@aol.com

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

INSTALLATION/DISMANTLE LABOR ORDER FORM

REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619

CONCENTRATE ON YOUR SALES NOT ON YOUR SET UP

Let our experts install and/or dismantle your exhibit display at reasonable rates. Whether you are on site to supervise or if your time would be better spent elsewhere, GULF COAST EXPO is ready to assist you. See information below on how to order this service.

HOURLY RATES

LABOR STRAIGHT TIME RATE (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	\$40.00 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	\$60.00 per man/per hour
LABOR DOUBLE TIME RATE (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	\$80.00 per man/per hour

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$25.00 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.

NOTE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered, a one-hour per man "no show" fee will be assessed to your account at the prevailing rate. On site labor orders will be filled based on availability.

ORDER LABOR

► INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____	_____	\$ _____		\$ _____
Supervisor _____		GULF COAST EXPO Supervision (ADD 25% OF TOTAL AMOUNT)		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$ _____

► DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____	_____	_____	_____	\$ _____		\$ _____
Supervisor _____		GULF COAST EXPO Supervision (ADD 25% OF TOTAL AMOUNT)		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$ _____

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____
COMPANY NAME _____ PHONE (____) _____
BILLING ADDRESS _____ CITY & STATE _____ ZIP _____
SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

QUESTIONS?
CONTACT US AT:
GULFCOASTEXPO@aol.com

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

BOOTH CLEANING

ORDER FORM

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619 BY MARCH 16, 2007

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	\$0.25 per sq. ft.	\$0.30 \$ _____ per sq. ft.
_____ Vacuuming DAILY before opening of exhibits	\$0.25 per sq. ft. PER DAY	\$0.30 \$ _____ per sq. ft. 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 AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____
COMPANY NAME _____ PHONE () _____
E-MAIL ADDRESS _____ FAX () _____
BILLING ADDRESS _____
CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

8432 Sunstate Street
Tampa, FL 33634
813-915-8066-phone
813-319-0619-fax

SIGN & GRAPHICS

ORDER FORM

QUESTIONS?

CONTACT US AT:

GULFCOASTEXPO@aol.com

PRICES ARE VALID UP TO 7 DAYS PRIOR TO
EXHIBITOR MOVE IN - 25% SURCHARGE AFTER -
REMIT ORDER AND PAYMENT BY MAIL OR FAX TO
813-319-0619

ORIENTATION

H
HORIZONTAL

V
VERTICAL

LOGOS, SPECIAL
ARTWORK AND
CUSTOM SIZES
QUOTED UPON
REQUEST

OPTIONS FOR SHOW CARDS

- 1 EASEL BACK \$5.00 EA
- 2 WORDS IN EXCESS OF 10 \$1.00 EA
- 3 COLORED CARD \$8.00 EA
- 4 TWO COLOR COPY \$10.00 EA
- 5 VELCRO BACKING \$5.00 EA

PRICES INDICATED BELOW ARE BASED ON THE FOLLOWING:

- 1) Receipt of this order at least 7 days before show opening
- 2) Up to 10 words per card
- 3) One color copy on white background
- 4) Delivery to booth, exclusive of installation or hanging

SHOW CARDS

	QTY.	ORIENTATION	TEXT COLOR	BACKGROUND COLOR	OPTIONS	ADVANCE ORDER	TOTAL
7" x 44"						\$15.00	
11" x 14"						\$18.00	
14" x 22"						\$23.00	
22" x 28"						\$40.00	
28" x 44"						\$60.00	

FOAMCORE SIGNS

11" x 14"						\$22.00	
14" x 22"						\$29.00	
22" x 28"						\$50.00	
28" x 44"						\$77.00	

SINTRA SIGNS

22" x 28"						\$56.00	
28" x 44"						\$84.00	
12" x 48" Header						\$46.00	

VINYL BANNERS

other sizes available and quoted upon request

3' x 6'						\$65.00	
3' x 8'						\$98.00	
3' x 14'						\$175.00	
3' x 20'						\$250.00	

PLEASE FILL IN SIGN COPY HERE

USE THE BACK OF THIS
SHEET IF NECESSARY OR ATTACH
A HAND WRITTEN COPY WITH ANY
NOTES THAT ARE NECESSARY

NAME OF EVENT FASTENAL INDUSTRIAL & CONSTRUCTION EXPO 2007 BOOTH # _____

COMPANY NAME _____ PHONE () _____

BILLING ADDRESS _____

CITY & STATE _____ ZIP _____

SIGNATURE _____ TITLE _____ DATE _____

EXHIBITOR AUDIO VISUAL ORDER FORM



All Rates are 3-Day Show Rates

Video/Projection Equipment		Qty	X	SHOW	RATE	=	Total	Customer Information ...
	QTY	Advanced	QTY	On Site				
20" VHS/DVD Monitor COMBO Unit		\$ 255.00		\$ 293.25				Firm Name:
32" Color LCD Video Monitor w/ VHS/DVD Player and Cart		\$ 825.00		\$ 948.75				Address:
42" Plasma Monitor w/ VHS/DVD Player & Stand (1280x1024)		\$ 1,500.00		\$ 1,725.00				City:
50" Plasma Monitor w/ VHS/DVD & Stand (1280x1024)		\$ 1,900.00		\$ 2,185.00				State:
6', 7', 8' Tripod Projection Screens w/ skirt		\$ 120.00		\$ 138.00				Zip:
DVD/VHS Combo Unit		\$ 250.00		\$ 287.50				Ordered By:
VGA Cable		\$ 75.00		\$ 86.25				Telephone #:
Call PSAV for additional requests or information		Call for Quote						Fax #:
								Email Address:
Computer Equipment		Qty	X	SHOW	RATE	=	Total	SHOW NAME:
	QTY	Advanced	QTY	On Site				
Desktop Computer w/ CD-RW/DVD, SND, XP/Off 2003 w/		\$ 225.00		\$ 258.75				Ordering Instructions ... The total charge per item is determined as a <i>Show RATE</i> , that is the requested items selected are charges of the actual <i>show days</i> of the exhibition. Please include applicable Sales Tax on equipment rental. <i>TAX EXEMPT STATUS</i> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for TN. To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. NO equipment charges for set-up day required. CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied. rev. 10/09/06
17" Mon P4- 2.8, 1gb/40gb HD								
Laptop w/ CD-RW/DVD, XP/Off 2003, and 14.1Scrn		\$ 495.00		\$ 569.25				
P4-1.6, 1gb/40gb HD								
HP4250N LaserJet Printer, 43ppm, Network Compatible		\$ 375.00		\$ 431.25				
HP2250N Color LaserJet Printer, 30ppm, Network Compatible		\$ 825.00		\$ 948.75				
Macintosh Desktop Computer		\$ 450.00		\$ 517.50				
Other:		Call for Quote						
Display Equipment		Qty	X	SHOW	RATE	=	Total	**Delivery Information ... Onsite Contact: Onsite Contact Cell#: Exhibit Booth # Meeting Room # Delivery Date: Time: Pickup Date: Time: Component #: Job #:
	QTY	Advanced	QTY	On Site				
NEC 17" Flat Screen (17.1" View 1280x1024)		\$ 375.00		\$ 431.25				
NEC 21" Flat Screen (21.1" View 1280x1024)		\$ 475.00		\$ 546.25				
32" LCD Monitor w/ cart & skirt (1280x1024)		\$ 570.00		\$ 655.50				
Rolling Cart with Skirt		\$ 35.00		\$ 40.25				
Lighting: Pair of Hanging Spotlights (labor included)		\$ 325.00		\$ 373.75				
Please note light type: LEIKO OR PAR CANS								
XGA Desktop LCD Projector (3300 ANSI Lumens)		\$ 1,500.00		\$ 1,725.00				
VGA Cable 25ft, 50ft		\$ 35.00		\$ 40.25				
Other:		Call for Quote						
Audio Equipment		Qty	X	SHOW	RATE	=	Total	...for Processing Return Form To: Presentation Services Gaylord Opryland Resort and Convention Center 2800 Opryland Drive Nashville, TN 37214 Ph: 615.458.2644 - Fx: 615.458.2648 PSAV can provide for all of your Audio Visual needs. Please contact Exhibit Sales for any additional AV needs and pricing. OprylandExhibits@ps-av.com 615-458-2644
	QTY	Advanced	QTY	On Site				
Small Monitor Speaker		\$ 120.00		\$ 138.00				
Sound System with (2) powered speakers, (2) stands and ↓		\$ 930.00		\$ 1,069.50				
(1) Wireless Microphone: Handheld or Lavalier (circle one)		-		-				
Wireless Microphone: Handheld or Lavalier (circle one)		\$ 480.00		\$ 552.00				
Other:		Call for Quote						
Totals ... PAYMENT IS DUE WHEN ORDER IS PLACED								
TOTAL EQUIPMENT				1	\$	-		
DELIVERY/SETUP/PICKUP*** (21% or \$65.00 minimum)				2	\$	-		
SUBTOTAL				3	\$	-		
STATE SALES TAX *** (9.25% of line 3)				4	\$	-		
TOTAL DUE				5	\$	-		
Method of Payment .. If Credit Card, please attach credit card authorization form .								
American Express Visa MasterCard Company Check #								
Authorizing Signature								

GAYLORD OPRYLAND RESORT & CONVENTION CENTER



I authorize Presentation Services to charge my card in the amount of \$_____

Type of card: ☐ Amer Express ☐ Visa ☐ MasterCard

Company Invoiced: _____ Invoice Number(s)::_____

Cardholders Name: _____

Credit Card Number: _____

Expiration Date: _____

Cardholder's Phone Number: _____

Cardholder's Billing Address: _____

State, City and Zip Code: _____

Event Name: _____ Date of Event: _____

Email Address: _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature _____ Date _____

Cancellation Policy

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

AV office use only
Rental Order Number _____ Location # _____

Approval Code _____



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 by the exhibitor must be approved by the Hotel Exhibit Manager. Proper tape can be purchased from the Hotel Exhibit 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 the Hotel 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. Hotel 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 of the Hotel.

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 building without written consent of the Director of Conference Services or the Exhibit Hall Manager at the Hotel. **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 material furnished to the Exhibitor by the Gaylord Opryland Resort & Convention Center will remain the Hotel's property and will be removed by the Hotel after close of show.

LIABILITY: The Hotel 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 not caused by the willful negligence of an employee of the Hotel. Each exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel 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 expenses.

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 FIRE MARSHALL: **Display vehicles must meet the following requirements:**

- Fuel level must be no more than 1/8 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.** The Hotel has no facilities for the storage of exhibits. All shipments for and 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 the Gaylord Opryland Resort & Convention Center.**



GAYLORD OPRYLAND™

RESORT & CONVENTION CENTER

Nashville

EXHIBIT HALL SERVICES

ELECTRICAL/PLUMBING ORDER FORM

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Please mail, fax or email to:

Attn: Exhibit Hall Operations
Gaylord Opryland Resort &
Convention Center

2800 Opryland Drive
Nashville, TN 37214
(P) 615-871-6390, (F) 615-871-6094
bpowell@gaylordhotels.com

Name of Convention		Booth No.		Company Name		Exhibit Set-up Date	
120 VOLT POWER							
QTY.		15 Day Advance Price	Regular Price	Amount			
_____	1 Outlet to 500 watts or 5 Amp	\$85.00	\$105.00	\$ _____			
_____	2 Outlets to 1000 watts or 10 Amp	120.00	160.00	\$ _____			
_____	3 Outlets to 1500 watts or 15 Amp	145.00	185.00	\$ _____			
_____	4 Outlets to 2000 watts or 20 Amp	175.00	215.00	\$ _____			
_____	6 Outlets to 3000 watts or 30 Amp	225.00	265.00	\$ _____			
EXTENSION CORDS (RENTAL ONLY)							
<i>Pick-up at service desk</i>							
_____	25 ft. 1 Outlet Extension Cord	\$15.00	\$15.00	\$ _____			
_____	25 ft. 3 Outlet Extension Cord	20.00	20.00	\$ _____			
_____	6 Outlet Power Strip	25.00	25.00	\$ _____			
208 VOLT POWER							
	1 Ø or 3 Ø						
_____	15 Amp <input type="checkbox"/>	\$225.00	\$265.00	\$ _____			
_____	20 Amp <input type="checkbox"/>	295.00	395.00	\$ _____			
_____	30 Amp <input type="checkbox"/>	415.00	575.00	\$ _____			
_____	50 Amp <input type="checkbox"/>	650.00	915.00	\$ _____			
NOTE: All equipment utilizing nominal 208 voltage must have appropriate male plug. Please list (NEMA) No. _____							
480 VOLT POWER: PLEASE CALL FOR PRICING							
SPECIAL / LARGER REQUIREMENTS _____				\$ _____			
_____				\$ _____			
*COMPRESSED AIR - Minimum charge, \$150.00 (includes labor).				\$ _____			
**WATER - Minimum charge, \$150.00 (includes labor).				\$ _____			
**DRAINAGE - Available depending on location of exhibit.				\$ _____			
Minimum charge. \$120.00 (includes labor).				\$ _____			
FILL & DRAIN - 0 - 50 gal \$150.00				\$ _____			
51 - 200 gal \$225.00				\$ _____			
201 - 500 gal \$300.00				\$ _____			
over 500 gal (please call)				\$ _____			
LABOR: For troubleshooting and/or special wiring only. GORACC is not a source of electrical SET-UP labor. No. Hrs. _____				\$ _____			
7:00 a.m. to 5:00 p.m. \$60.00/Hr.				Sub-total \$ _____			
5:00 p.m. to 7:00 a.m. \$90.00/Hr.				TN Sales Tax 9.25% \$ _____			
				TOTAL \$ _____			

SEE TERMS AND CONDITIONS

Full Payment must accompany this order form in order to avoid paying regular price. Not refundable for non-user or no show. In order to receive a refund, cancellations must be made at least (7) days prior to set-up day. Prices are subject to change without notice.

ISLAND BOOTHS

Electrical service will come from Exhibit Hall ceiling and will be provided in the most convenient manner. GORACC does not supply labor for connecting or running electrical inside booth area.

ELECTRICAL CONNECTIONS

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. GORACC does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, GORACC will staff an electrical service desk during exhibitor set-up.

COMPRESSED AIR

GORACC supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. GORACC supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____

****WATER AND DRAINAGE**

Water - GORACC 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.

GORACC USE ONLY

Payment due before show opens

PAYMENT INFORMATION

Charge to Gaylord Hotel Room No. _____	Company Name _____
Cash _____	Check No. _____
	(Make check payable to Gaylord Opryland)
Major Credit Card No. _____	Contact _____
	Address _____
Card Holder _____	Suite _____ Phone (____) _____
	Ext. _____
Signature _____	City _____ State _____ Zip _____

TELEPHONE SERVICE ORDER FORM



Please Return To:
 Attention: Telecommunications
 2800 Opryland Drive
 Nashville, TN 37214 (615) 458-0000
 FAX # (615) 458-0010
 (615) 458-0020

Name of Convention or Group

Name of Exhibitor

Booth #

Setup Date/Time

Removal Date/Time

Please indicate below the services you will require for the upcoming convention. **The standard telephone provided is a 2500 set. One is provided at no charge for each line rented.*

15-Day Advance Payment Requested for the Following:

	15-Day Advance Payment	Amount
PHONE / MODEM LINE		
DIRECT INWARD DIALING:	\$175.00	_____
Hotel lines allow placement of hotel in-house calls, local calls and any long distance calls by direct dial, (615) 889-1000. Local calls are \$1.00 + tax, Toll calls are \$1.00 + tax for the initial 60 minutes, and \$.10 per minute, beginning at minute 61, and any Long Distance direct dialed charges.		
HOTEL BUSINESS LINE (ACCESS USE FEES WAIVED)	\$295.00	_____
DRY PAIR	Additional \$100.00	_____
ANALOG SPEAKER PHONE	Additional \$ 50.00	_____
DIGITAL SPEAKER PHONE	Additional \$100.00	_____
POLY COM PHONE (LINE INCLUSIVE)	Additional \$350.00	_____
(HOTEL ISDN LINE 128K AVAILABLE UPON REQUEST) (ROUTER NOT PROVIDED)	\$375.00	_____
25 FT LINE CORD (FOR LAPTOPS, MODEMS & EXTENSIONS)	Additional \$ 2.50	_____
SPECIAL REQUESTS: _____		

For high speed internet call (615-871-5010)

If order is not prepaid, payment by the following means is required at the show.

Check No. _____, Major Credit Card Title _____, Card No. _____,
 Expires _____, Card Holder _____, Interbank No. _____.

NOTE: A credit card is required if check does not cover added services & line costs.

MASTER ACCOUNT# _____

**Prepayment
not refundable
for non-use or
no-show**

Firm _____
 Attention _____ Telephone No. _____
 Street _____
 City _____ State _____ Zip Code _____

AUTHORIZED BY: _____
 Name (Please Print)

Title and Company _____

Date _____ Signature _____

*All orders received after the 15 days cut off are subject to a \$50.00 expedite fee.

IMPORTANT!

NOTE: Hotel does not guarantee satisfaction on orders received less than 15 days prior to required setup date. Only signed and acknowledged orders can be serviced by Hotel personnel. Prices include tax and are subject to change without notice.

Gaylord Opryland Hotel shall properly connect and setup all requested telephone equipment; however, it is fully understood that Gaylord Opryland Hotel does not guarantee the quality of the transmission over lines not within its control. ***This is an order/form reservation. Limited availability.*



HIGH SPEED INTERNET ACCESS

NETWORK SERVICES

Fax or Mail to: Gaylord Opryland & Convention Center
Attn: Technology Solutions Sales
2800 Opryland Drive
Nashville, TN 37214
(615) 458-0123
(615) 458-0120 FAX

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Gaylord Opryland Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center is exclusive. IT Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. This also refers to wireless devices. Routine audits are performed to ensure adherence.

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) will be billed to the exhibiting firm name.

Delivery data transmission lines ordered from an outside vendor will only be allowed to the property DMARC Center. 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.

All exhibitor 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 will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The 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 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 \$80.00/hour (advanced -- scheduled) and \$125.00/hour (standard -- non-scheduled).

Notification of cancellation must be received in writing a minimum of five (5) days prior to the 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. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

HIGH SPEED INTERNET ACCESS

NETWORK SERVICES

Fax or Mail to: Gaylord Opryland & Convention Center
Attn: Technology Solutions Sales
2800 Opryland Drive
Nashville, TN 37214
(615) 458-0123
(615) 458-0120 FAX

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NETWORK | INTERNET | WIRELESS:

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. The services being provided by Gaylord Opryland Resort and Convention Center will facilitate communications between the Gaylord Opryland Resort and Convention Center's authorized users and the entities reachable through the Internet. 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 as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Opryland Resort and Convention Center 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 its 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 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.

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. Physical layer network audits are performed to ensure adherence.

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.

Wireless Specific (802.11a, b, g): The use of any wireless access point or any other device that interferes with the facilities wireless data frequencies is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Opryland Resort and Convention Center without prior authorization. **Additional charges will be added upon violation.**

Wireless users will receive a user name and password specific to that MAC Address that it initially logs onto the network. If the username and password is used more than once by a different device i.e. (pc, laptop, pocket pc, etc.) additional connections will apply at the standard rate. These charges are subject to be applied to the credit card on file without notification. No sharing of password and usernames will be permitted. Each device needing connectivity will need there own username and password.

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 exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) 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 provides limited security, such as the use of a firewall, and network address translation (NAT). Gaylord Opryland does NOT provide any virus protection for any Internet services. It is the sole responsibility of the exhibitor or customer to provide any and all additional 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.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

NETWORK SERVICES

Fax or Mail to: Gaylord Opryland & Convention Center
Attn: Technology Solutions Sales
2800 Opryland Drive
Nashville, TN 37214
(615) 458-0123
(615) 458-0120 FAX

ADVANCED PRICE DEADLINE – 10 DAYS PRIOR TO SHOW START

Ordering Instructions

1. Fill out this form completely, including payment information, and mail or fax to the above address. Cash is not accepted. All credit card payments should include a copy of the front and back of credit card.
2. **Fax a layout of your booth to Gaylord Opryland Resort and Convention Center at 615-458-0120.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 10 days of show will bear Standard Price
3. Wireless Access Information **requires** a user name and a password. **Both must be** at least one character long just for this event (preferably something the user will be able to remember while on property)
4. **All equipment and services are subject to a 9.25% sales tax. Please Provide a Tax exempt form if applicable**

Payment In full must be rendered before the beginning of show. **Cash not accepted.**

FORM OF PAYMENT:

Remit to Gaylord Opryland Resort & Convention Center

☐ Check or Money Order in the amount of \$_____

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Diners Club

Card No.: _____ Exp. Date: _____

Name on Card (Please print): _____ Authentication Code: _____

Authorized Signature: _____ **Date:** _____

Please Print or Type:

NAME OF EVENT: _____ EVENT DATES: _____

COMPANY NAME: _____ BOOTH NO.: _____

ADDRESS: _____

CITY, ST, ZIP: _____

PHONE NO.: _____ FAX NO.: _____

ON SITE PERSON: _____ **TITLE:** _____



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HIGH SPEED INTERNET ACCESS

NETWORK SERVICES

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(615) 458-0120 FAX

ADVANCED PRICE DEADLINE – 10 DAYS PRIOR TO SHOW START

NETWORK CONNECTIONS - Rates quoted for data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. Each device that needs Internet connectivity will be first charged one Initial connection (wired/wireless) and additional connections (both wired/wireless) additional connection charge per device. **Rates Reflect Show Duration (Not Daily).**

High-Speed Internet – 3Mb/s Shared

	Qty	Advance Rate	Standard Rate	Total
✱ High Speed Internet Access (One Device, includes cable)	_____	\$ 1,200	\$ 1,380	_____
➤ Additional Connection (Each Device)	_____	\$ 250	\$ 300	_____
➤ Customer Provided Equipment (Hub, Switch)	_____	\$ 200	\$ 250	_____

Wireless Internet – 3Mb/s Shared

✱ Wireless Internet Access (Initial Connection)	_____	\$ 750	\$ 930	_____
➤ Additional Wireless Connection (Each Device)	_____	\$ 375	\$ 450	_____

Wireless Access Information – case sensitive – alpha numeric characters – at least one character

User Name: _____ Password: _____

Labor/ Equipment/ Network Access/ Infrastructure

✱ Cable Rental – Less than 50 feet	_____	\$ 40	\$ 60	_____
✱ Cable Rental - Greater Than 50 feet	_____	\$ 75	\$ 100	_____
✱ Labor – Per Technician – Per Hour – Minimum Half Hour	_____	\$ 80	\$ 125	_____
✱ Equipment – 8 Port Switch	_____	\$ 150	\$ 200	_____
✱ Equipment – 16 Port Switch	_____	\$ 300	\$ 400	_____
✱ Equipment - 24 Port Switch	_____	\$ 450	\$ 500	_____
✱ Any Public IP Address – Non-Firewalled	_____	\$ 350	\$ 400	_____
✱ Gaylord Firewall Configuration – changes	_____	\$ 500	\$ 600	_____
✱ Static 1 to 1 NAT	_____	\$ 700	\$ 800	_____
✱ Fiber Optic Cable Dry Pair	_____	\$ 800	\$ 900	_____
✱ Co- Location per device	_____	\$ 500	\$ 600	_____
✱ VLAN Setup and Configuration	_____	\$ 2,750	\$ 3,500	_____
✱ T1 Extension	_____	\$ 3,500	\$ 4,500	_____

Dedicated Internet Access – Dedicated Private VLAN - Wired or Wireless

✱ 1.5 Mb/sec	_____	\$ 5,500	\$ 6,875	_____
✱ 3.0 Mb/sec	_____	\$ 8,500	\$ 10,625	_____
✱ 6.0 Mb/sec	_____	\$ 12,500	\$ 15,645	_____
✱ 12.0 Mb/sec	_____	\$ 23,000	\$ 28,750	_____
✱ 24.0 Mb/sec	_____	\$ 45,000	\$ 56,250	_____
➤ Room Charge	_____	\$ 250	\$ 300	_____
➤ Any Public IP Address – Non-Firewalled	_____	\$ 350	\$ 400	_____
➤ Wireless Dedicated Delivery (per Room)	_____	\$ 600	\$ 700	_____
		Subtotal	\$ _____	
		9.25%Tax	\$ _____	
		TOTAL	\$ _____	