



Utility Services

E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

ADVANCE PRICE DEADLINE
Monday, April 1, 2019

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: Association of Legal Administrators Event Dates: April 14–17, 2019

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 <i>(rental only; you may bring your own if you prefer)</i>						\$25	\$25		\$
6-Outlet Power Strip <i>(rental only; you may bring your own if you prefer)</i>						\$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.
- ** Available in the Exhibit Hall only.

Name: _____ Subtotal: \$ _____

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

Phone: _____ TOTAL: \$ _____

On-Site Contact: _____ Phone: _____

ELECTRICITY CONNECTIONS

Prices are per outlet, for run of show. Permanent building electricity outlets may not be used by exhibitor. **All circuits are on 24 hours a day.**

SCALED BOOTH DIAGRAM & LABOR

Please include a booth diagram showing the requested location of outlets. Rates do not include connecting equipment. 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. **Labor rates: 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.

RECEIPTS

Available upon request. Email TexanExhibitHall@gaylordhotels.com or call 817-778-3680. Include show name, booth number, and return email.



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CREDIT CARD AUTHORIZATION FORM FOR BOOTH UTILITIES

Event Name: Association of Legal Administrators

Event Dates: April 14–17, 2019

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

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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.

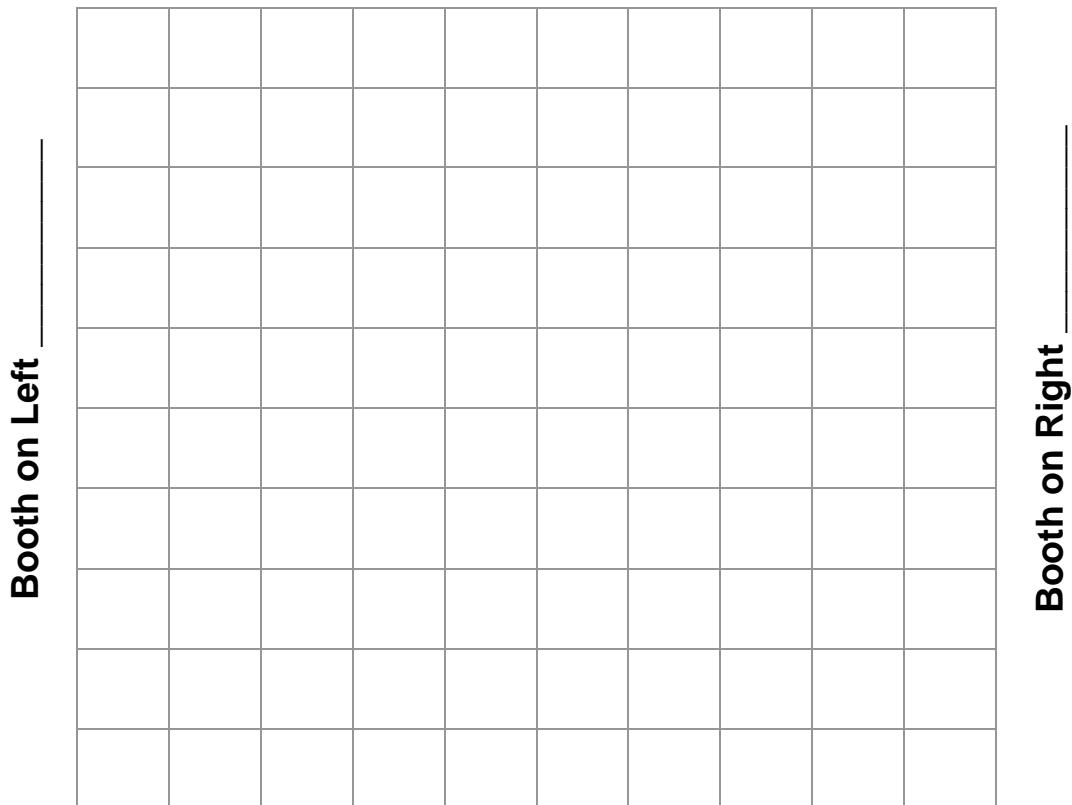
If you submit a separate booth diagram—*don't forget to label your diagram with the tradeshow name, booth name, and booth number.*

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



FRONT