



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- 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 the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” 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 be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



## Welcome to Gaylord National Online Ordering

**Gaylord National is excited to be hosting **ALA 2018 Annual Conference & Expo****

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

### Discount Schedule

<b>Advance Price Beginning:</b>	<b>Monday, December 18, 2017</b>
<b>Standard Price Applies:</b>	<b>Friday, April 20, 2018</b>
<b>Exhibit Show Floor Manager:</b>	<b>Mae Dioquino</b>

### Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com).

### Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com). We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

**Please contact an Exhibitor Services Representative at (301) 965-3710 or [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com) for any questions or additional assistance.**

# Gaylord National Exhibits Electrical Pricing

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$165.00	\$205.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$240.00	\$275.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$138.00	\$175.00
120	2,000	20	Single	\$220.00	\$245.00
208	3,300	20	Single	\$300.00	\$350.00
208	5,700	20	Three	\$400.00	\$475.00
208	5,000	30	Single	\$410.00	\$490.00
208	8,600	30	Three	\$550.00	\$655.00
208	9,900	60	Single	\$700.00	\$840.00
208	17,000	60	Three	\$1,100.00	\$1,300.00
208	20,800	100	Single	\$1400.00	\$1700.00
208		100	Three	\$1900.00	\$2300.00
208		200	Three	\$3400.00	\$3900.00
208		400	Three	\$5200.00	\$6500.00
1 Outlet Extension-cord. RENTAL ONLY					\$15.00
6 Outlet Multi-strip. RENTAL ONLY					\$25.00
<b>Compressed Air:</b> Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$350.00
<b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)					\$350.00
<b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)					\$350.00
One time fill and drain. Maximum of 300 gallons					\$400
Transformer Rental					\$150.00
<b>Special orders</b> Example: Overhead electrical, 24 hour service					

**Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.**

# Gaylord National Exhibits Internet Pricing

**ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE**

	<u>Advance Rate</u>	<u>Standard Rate</u>
	<i>&gt;2 weeks Adv</i>	<i>&lt;2 weeks</i>
<b><u>High-Speed Wireless Access</u></b>		
Wireless Internet (1st Device)	\$800.00	\$1,100.00
Additional Connection	\$250.00	\$300.00
<b><u>High-Speed Wired Access</u></b>		
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>		
Wired Internet Access (1st Device)	\$1,300.00	\$1,500.00
Additional Connection	\$300.00	\$350.00
<b><u>Dedicated Internet Access – Dedicated Private VLAN</u></b>		
1.5 Mb/sec	\$2,500.00	\$3,900.00
3.0 Mb/sec	\$5,000.00	\$6,500.00
6.0 Mb/sec	\$7,500.00	\$11,000.00
Static Public IP <i>Requires dedicated selection</i>	\$350.00	\$400.00
<b><u>Telecommunication (Telephone) Services</u></b>		
Standard DID telephone/fax/modem line	\$325.00	\$350.00
Polycom (speakerphone)	\$250.00	\$350.00
Standard Desk Telephone	\$30.00	\$40.00
Labor - Troubleshooting / Move / Change	\$100.00	\$150.00

**Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders**

# Gaylord National Exhibits Food & Beverage Pricing

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Freshly Brewed Regular Coffee	\$ 104.00		gal			
Freshly Brewed Decaffeinated Coffee	\$ 104.00		gal			
White Lion Tea Selection	\$ 104.00		gal			
Soft Drinks	\$ 6.50		each			
Still Bottled Waters	\$ 6.50		each			
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn			
Freshly Baked Cookies or Brownies	\$ 68.00		dzn			
Assorted Mini Cupcakes	\$ 68.00		dzn			
Haagen-Dazs Ice Cream Bars	\$ 7.00		each			
Popcorn Cart* ( <i>each bag pops approx. 100 bags</i> )	\$ 500.00		bag			
Candy Jar Display ( <i>approx. 100 portions</i> )	\$ 600.00		each			
5-Gallon Water Bubblers (Power Required)	\$ 250.00		each			
5-Gallon Water Bubblers Refill	\$ 75.00		each			
CQ Mango Mint Pineapple	\$ 225.00		container			
CQ Strawberry Basil	\$ 225.00		container			
CQ Lemon Cucumber	\$ 225.00		container			
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax
Domestic & Import Beer	\$10.00		drink			
Craft Beer	\$11.50		drink			
Deluxe Cocktails	\$12.50		drink			
Deluxe Wine - White	\$14.00		drink			
Deluxe Wine - Red	\$14.00		drink			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
*Attendant / Bartender ( <i>first 2 hours</i> )	\$225.00		each			
Attendant / Bartender ( <i>additional for each hour or fraction thereafter</i> )	\$75.00		each			

















**(Ask your Catering Representative When this is Required)**

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Delivery Fee(s)	\$50.00					

**\*\*Please be aware there may be charges and fees associated with your order. For a full quote please reach out to [gnexthibits@gaylordhotels.com](mailto:gnexthibits@gaylordhotels.com) or call 301-965-3710\*\***



## Gaylord National Resort and Convention Center Information Technology Standard Terms and Conditions

-  Installation of network and cabling services within the Gaylord National Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord National Staff.
-  All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for IT services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord National 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 National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.
-  All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.
-  All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord National IT Staff.
-  Rates quoted for all services; include delivery of the requested communication services to a booth, will be in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.
-  Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.
-  Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancellations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord National IT Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.
-  The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies, without prior approval. Users of Gaylord National 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 National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
-  Gaylord National Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National 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 National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server.
-  Gaylord National Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
-  Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.
-  Internet Performance Disclaimer: Gaylord National 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 National Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.
-  **Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**