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 #:_________________________

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<tbody>
<tr>
<td>A010E</td>
<td>120</td>
<td>1,000</td>
<td>10</td>
<td>Single</td>
<td>$217</td>
<td>$311</td>
<td>$342</td>
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<tr>
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<tr>
<td>B020E</td>
<td>* 120/208</td>
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<td>20</td>
<td>Single</td>
<td>$304</td>
<td>$433</td>
<td>$476</td>
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<tr>
<td>C020E</td>
<td>* 120/208</td>
<td>5,700</td>
<td>20</td>
<td>Three</td>
<td>$434</td>
<td>$620</td>
<td>$682</td>
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<tr>
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<td>$587</td>
<td>$645</td>
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<tr>
<td>C030E</td>
<td>* 120/208</td>
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<td>30</td>
<td>Three</td>
<td>$610</td>
<td>$871</td>
<td>$958</td>
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Additional power (60, 100, 200, and 400 amps) is available. Contact Exhibitor Services to order.

- **COMPRRESSED AIR**: 120 PSI at 4 CFM. Hotel supplies ¼” D quick-release female connection. $175 for 20 cu ft, $210 for 50 cu ft, $231 for 100 cu ft.
- **WATER**: Hotel supplies ½” male threaded hose connector. Exhibitor is responsible for connecting to a water source. $175 for up to 50 gallons, $210 for up to 100 gallons, $231 for up to 150 gallons.
- **DRAINAGE**: Available depending on booth or exhibit location. A pump may be required at an additional cost. $140 for up to 50 gallons, $170 for up to 100 gallons, $187 for up to 150 gallons.
- **FILL & DRAIN up to 50 gallons (price includes labor)**: $150.
- **FILL & DRAIN over 50 gallons (price includes labor)**: $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.
** 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–6:00am $90 per hour 6:01am–6:59am $104 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.
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: 

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Rev. 9/21/2018
Event Name: **Association of Legal Administrators**  
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: ____________________________

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**BACK OF BOOTH**

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**FRONT**