



Exhibit Hall Services

Safety/Security Booth Order Form

Please fax or mail to:
 Attn: Exhibit Hall Operations
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 (P) 615-458-6390 (F) 615-458-6094

Convention Name	Booth #	Dates Security Needed	
Company Name	(Onsite) Contact Name	Phone Number	
Address	City	State	Zip

* PLEASE COMPLETE & INCLUDE WITH YOUR ORDER FORM THE ATTACHED CREDIT CARD AUTHORIZATION FORM *

WORK SCHEDULE

Fill in the desired security schedule below

	Date	Scheduled Hours	Total Hours
example	10/10/2013	10:00am - 5:00pm	7

	# Hours	14 Day Adv. Price	#Hours	Regular Price	Total
Security Officer (4 hr. min)		\$35.00		\$45.00	
Supervisor (4 hr. min)		\$45.00		\$55.00	
Subtotal					_____
TN Sales Tax 9.25%					_____
Total					_____

GAYLORD OPRYLAND SECURITY & SAFETY SERVICES HOURLY RATE STRUCTURE
\$35 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITH 14-DAY ADVANCE NOTICE
\$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITHOUT NOTICE
\$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITH 14-DAY ADVANCE NOTICE
\$55 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITHOUT NOTICE

**Gaylord Opryland is the exclusive provider of all security and medical services within the hotel for Convention Service need. Outside security (non-Gaylord) may not be hired to work within Gaylord Opryland Resort & Convention Center without explicit written permission from the Vice President or Director of Convention Services authorizing approval. Armed security requests may be fulfilled by the Metro Nashville Police Department's Secondary Employment Unit or any state or federal law enforcement agency with prior hotel approval.*

All conventions utilizing ballroom or exhibit hall meeting space within Gaylord Opryland must contract minimal security during their load-in and load-out for safety and security purposes. The minimum special event security required for any loading or unloading of materials on Gaylord Opryland property is no less than two officers per point of entry. Any exhibits in the Convention Center Exhibit Halls require a minimum of three officers during load-in and load-out. Security may be hired for a minimum of four hours per assignment in accordance with Gaylord Opryland labor policy.

A Security Supervisor shall be required any time there are five special event Security Officers requested concurrently. Gaylord Opryland Security Service pricing is subject to change. There is a \$10/hour surcharge for security requests not made with 14 advance notice. Security Service requests on federally recognized holidays are billed at a special rate of \$50/hour. If you have additional questions, please contact the Show Floor Manager or your Security Sales Coordinator.



Credit Card Authorization Form
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Convention Name

Convention Date(s)

Company Name

Booth Number

Contact Name

Contact Phone #

I, _____, the undersigned agree to give Gaylord Opryland Resort and Convention Center authorization to charge for Electrical Services (labor and materials), Compressed Air and Water/Drain to my credit card. Payment is accepted through Exhibit Hall Services in the form of VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER. Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur 7 days prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibit Hall Services Department prior to the close of the show.

Credit Card #

Expiration Date

Name of Cardholder (print)

Cardholder's Signature

Billing Address

City

State

Zip Code

Telephone #

Fax #

Email Address