

Vendor Order Form Effective 06/21/2024

Please return filled form to grandhyatt.nashville@royalproductions.com

Show Name		Show Dates		to	
Company Name		Vendor Load In Date:		Time:	
Booth #		Vendor Load Out Date:		Time:	
On-Site Contact		On-Site Cell			

All orders are a one-time event charge unless specified

Signed order must be received 10 days prior to set-up to receive advance rate

Electrical Service	Qty	Adv. Rate	Std. Rate	Equipment/Service Total
20a 120v Outlet (Service to Booth Only)		\$200	\$222	
25' Extension Cord		\$32	\$35	
Power Strip (6-plug)		\$32	\$35	
Tabletop Power Cube incl. 8 AC and 6 USB ports		\$72	\$80	

Please call 615-622-4045 for custom or additional power requests

Internet Service	Qty	Adv. Rate	Std. Rate	Equipment/Service Total
Wireless Internet Connection (per Device)		\$63	\$70	
Wired Internet Connection @ 15Mbps		\$315	\$350	
Wired Internet Connection @ 30Mbps		\$450	\$500	
5-Port Network Switch (includes ethernet cable)		\$135	\$150	

Audiovisual Equipment	Qty	Adv. Rate	Std. Rate	Equipment/Service Total
22" Computer Monitor (Table Stand)		\$270	\$300	
32" Computer Monitor (Table Stand)		\$380	\$420	
43" TV (Table Stand)		\$774	\$860	
60" TV (Floor Stand)		\$1,350	\$1,500	
70" TV (Floor Stand)		\$1,620	\$1,800	
85" TV (Floor Stand)		\$1,900	\$2,100	
Digital Flipchart / Whiteboard		\$1,000	\$1,200	
Tabletop iPad Kiosk with Stand		\$189	\$210	
Easel		\$54	\$60	
Powered Speaker with Wired Microphone		\$360	\$400	
Windows Laptop		\$405	\$450	

Please call 615-622-4045 for any equipment not listed

Labor:	Subtotal	\$	-
Less than \$1,000 Subtotal = \$105	Labor	\$	-
\$1,000 to 1,499 Subtotal = \$150	26% Service Charge	\$	-
\$1,500 to \$1,999 Subtotal = \$200	9.25% State Tax	\$	-
\$2,000 to \$2,499 Subtotal = \$250	SubTotal	\$	-
\$2,500 to \$2,999 Subtotal = \$300	CC Processing Fee	\$	-
\$3,000 to \$3,499 Subtotal = \$350	Total	\$	-
\$3,500 to \$3,999 Subtotal = \$400			
*Greater than \$4,000 Subtotal = \$450			

*Exceptions may apply based on Scope of Work

Terms and Conditions

All power must be ordered through Royal Productions, wall outlets and floor pockets are reserved for use by Hotel services only.
 Power that crosses heavy freight paths (IE: to island booths) may have to wait until freight is fully unloaded to receive service.
 By signing this document, you agree to abide by all hotel policies and guidelines
 RP is the exclusive Truss/Rigging/Hanging Banner provider, exceptions must be pre-approved 10 days prior to load-in
 RP is not responsible for TV mounts. Pleaser contact your expo company.
 No fixing signs or banners to any part of the ballroom, must be free-standing or hung off of pipe+drape, use of tape on hotel walls is prohibited.
 All storage must be arranged through Exhibitor Services. We do not allow back-of-house storage for any shipping materials or setup equipment
 All structures above 14' may be subject to an additional safety review. It will appear on your invoice if applicable.

Customer Signature _____ Date _____