

EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a % markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. This order is subject to all terms and conditions as set forth in the Event Quote.

ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. If you do not provide such certificate, then sales taxes will be charged.

Cancellations – If you cancel this order 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore. The following cancellation fees will apply regardless of the reason for cancellation. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the services ordered below or as set forth in the Event Quote (whichever is greater). Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the services ordered below or as set forth in the Event Quote (whichever is greater). Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the services ordered below or as set forth in the Event Quote (whichever is greater).

Shipping Instructions - Materials sent to the venue must be marked as follows:

Form Submission –
Email completed form to:

MONITORS	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> 22" Multi Sync Monitor <input type="checkbox"/> Wall Mount <input type="checkbox"/> Single-Pole Stand	\$			
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$			
<input type="checkbox"/> 46" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$			
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$			
<input type="checkbox"/> 70" LCD monitor	Please contact Encore for quote			

AUDIO EQUIPMENT	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> CD player	\$			
<input type="checkbox"/> Wired microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$			
<input type="checkbox"/> Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$			
<input type="checkbox"/> Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$			
<input type="checkbox"/> Powered speaker <i>up to five people</i>	\$			
<input type="checkbox"/> Sound system <input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone <input type="checkbox"/> up to 20 people	\$			
<input type="checkbox"/> 4-channel mixer	\$			

ACCESSORIES	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> DVD player	\$			
<input type="checkbox"/> Laptop	\$			
<input type="checkbox"/> Black-and-white printer	\$			

PROJECTION	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> LCD projector	\$			
<input type="checkbox"/> 42"-54" Rolling cart	\$			
<input type="checkbox"/> Tripod screen <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$			

LIGHTING	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> Up-light	\$			

POWER	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> 120V – 5 AMP	\$			
<input type="checkbox"/> 120V – 10 AMP	\$			
<input type="checkbox"/> 120V – 15 AMP	\$			
<input type="checkbox"/> 208V Single Phase – 20 AMP	\$			
<input type="checkbox"/> 208V Single Phase – 30 AMP	\$			
<input type="checkbox"/> 208V Single Phase – 60 AMP	\$			
<input type="checkbox"/> 208V Three Phase – 20 AMP	\$			
<input type="checkbox"/> 208V Three Phase – 30 AMP	\$			
<input type="checkbox"/> 208V Three Phase – 60 AMP	\$			
<input type="checkbox"/> 25" AC cable	\$			
<input type="checkbox"/> Power strip	\$			

INTERNET	PRICE	QTY.	DAYS RENTED	TOTAL
<input type="checkbox"/> Wired internet connection	\$			
<input type="checkbox"/> Wireless internet connection	\$			
<input type="checkbox"/> Dedicated bandwidth	Please contact Encore for quote			

RIGGING
All rigging requests should be placed using the [Rigging Request Form](#).

SPECIAL REQUESTS
Please add any items not listed above that you require.

Once processed, an Event Quote will be emailed to you for signature. The total charge per item is determined by multiplying the price by number of days by the quantity ordered. Your Event Quote will include applicable Sales Tax on equipment rental, labor and/or service charges may apply and/or loss damage waiver.

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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____