

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.
BILLING ADDRESS STREET ADDRESS		BILLING 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.

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
■ 22" Multi Sync Monitor	\$ _____	_____	_____	_____
<input type="checkbox"/> Wall Mount <input type="checkbox"/> Single-Pole Stand				
■ 32" LCD monitor	\$ _____	_____	_____	_____
<input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers				
■ 46" LCD monitor	\$ _____	_____	_____	_____
<input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers				
■ 55" LCD monitor	\$ _____	_____	_____	_____
<input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers				
■ 70" LCD monitor	Please contact PSAV for quote			

AUDIO EQUIPMENT

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

ACCESSORIES

	PRICE	QTY.	DAYS RENTED	TOTAL
■ DVD player	\$ _____	_____	_____	_____
■ Laptop	\$ _____	_____	_____	_____
■ Black-and-white printer	\$ _____	_____	_____	_____

PROJECTION

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

LIGHTING

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$ _____	_____	_____	_____

INTERNET

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$ _____	_____	_____	_____
■ Wireless internet connection	\$ _____	_____	_____	_____
■ Dedicated bandwidth	Please contact Encore for quote			

SPECIAL REQUESTS

Please add any items not listed above that you require.

Once processed, an Event Quote will be emailed to you for signature and for credit card payment. The total charge per item is determined by multiplying the price by number of days by the quantity ordered.

Your Event Quote will include:

- Sales Tax on equipment rental,
- Minimum of 1 hour of install/strike labor
- 26% Event Tech Support

Orders requiring additional labor will have it included on the Event Quote.

