

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DAYS	DAILY RATE	TOTAL
LCD PROJECTOR			\$375	
TRIPOD SCREEN			\$80	
25' HDMI CABLE			\$26	

MONITOR	QUANTITY	DAYS	DAILY RATE	TOTAL
20" MONITOR TABLE TOP			\$165	
55" MONITOR			\$560	
65" MONITOR			\$665	
FLOOR STAND			\$55	

AUDIO	QUANTITY	DAYS	DAILY RATE	TOTAL
POWERED SPEAKER			\$100	

INTERNET	QUANTITY	DAYS	DAILY RATE	TOTAL
SIMPLE WIFI CONNECTION			\$45	
HARD LINE CONNECTION			\$250	

POWER & RIGGING	QUANTITY	DAYS	DAILY RATE / 3-DAY RATE	TOTAL
120V SINGLE PHASE – 20 AMP			\$135 / \$335	
120V THREE PHASE – 60 AMP			\$450 / \$1,125	
POWER STRIP			\$21 / \$50	
RIGGING & BANNER HANGING			RIGGING REQUEST FORM	

MISCELLANEOUS	QUANTITY	DAYS	DAILY RATE	TOTAL
LAPTOP			\$225	
FLIPCHART PACKAGE			\$59	
POST-IT FLIPCHART PACKAGE			\$81	
EASEL			\$16	