

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	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 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			\$380	
TRIPOD SCREEN			\$85	
25' HDMI CABLE			\$32	

MONITOR	QUANTITY	DAYS	DAILY RATE	TOTAL RATE
20" MONITOR TABLETOP			\$170	
55" MONITOR			\$575	
65" MONITOR			\$685	
FLOOR STAND			\$65	

AUDIO	QUANTITY	DAYS	DAILY RATE	TOTAL RATE
PERSONAL SPEAKER			\$125	

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

POWER	QUANTITY	DAYS	DAILY RATE / 3-DAY RATE	TOTAL RATE
120V SINGLE PHASE - 20 AMP			\$130 / \$330	
120V THREE PHASE - 60 AMP			\$420 / \$1,100	
RIGGING & BANNER HANGING			RIGGING REQUEST FORM	
POWER STRIP			\$21	

MISCELLANEOUS	QUANTITY	DAYS	DAILY RATE	TOTAL RATE
LAPTOP			\$240	
FLIPCHART PACKAGE			\$60	
POST-IT FLIPCHART PACKAGE			\$82	
EASEL			\$22	