

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 lito.Oliveros@encoreglobal.com. Once this request form is submitted, an Encore Representative will contact you for an official order review and signature. Please allow 72 hours to confirm your order. Your card will be charged approximately 1-3 days post show start date. Encore will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment. Cancellations received within 48 hours of the schedule delivery date are subject to 50% fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery are subject to full amount of the order.

Labor charges, sales tax, loss damage waiver, and service charges applied.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR (3000 LUMEN PROJECTOR, 8' TRIPOD SCREEN, SAFELOCK STAND AND VIDEO CABLE LOT)		\$615.
LCD SUPPORT PACKAGE (8' TRIPOD SCREEN, SAFELOCK STAND AND VIDEO CABLE LOT)		\$190
MONITOR	QUANTITY	DAILY RATE
20" MONITOR TABLETOP		\$190
46" MONITOR		\$465
55" MONITOR		\$645
AUDIO	QUANTITY	DAILY RATE
LAPTOP/MP3 AUDIO PACKAGE (1 SPEAKER W BUILT IN MIXER, COMPUTER/AUDIO DEVICE ADAPTER AND AUDIO CABLE LOT)		\$225
MISCELLANEOUS	QUANTITY	DAILY RATE
POLYCOM SPEAKER PHONE (W DID LINE)		\$170
POST-IT FLIPCHART PACKAGE		\$107
INTERNET	QUANTITY	SHOW RATE
SIMPLE WIFI CONNECTION @ 1Mbps		\$285
HARD LINE CONNECTION @ 5Mbps (plus setup fee)		\$390

If you are experiencing technical difficulties on site, please contact Encore On-Site at 872-222-1243