

NAME OF CONFERENCE	START DATE	END DATE
ORGANIZATION NAME	ONSITE CONTACT NAME	ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	ST/ZIP
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
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 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a 5-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. **PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT PRICING IS PER DAY.**

**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.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage, and tax. Labor and/or service charges may apply and/or loss damage waiver.

**YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.**

<b>PROJECTION EQUIPMENT</b>	<b>QTY.</b>	<b>DAILY RATE</b>
LCD Projector		\$515
Projector Support Package (8ft tripod screen, HDMI, and dress kit)		\$237
24" Monitor – tabletop		\$230
55" Monitor – dual post floor stand		\$1,285
70" Monitor – dual post floor stand		\$1,800
<b>AUDIO EQUIPMENT</b>	<b>QTY</b>	<b>DAILY RATE</b>
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$235
PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)		\$520
Powered Speaker (up to 5 people)		\$160
10-Channel Mixer		\$155
<b>MISCELLANEOUS EQUIPMENT</b>	<b>QTY</b>	<b>DAILY RATE</b>
Laptop Computer		\$280
Post-It Flip Chart		\$103

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$32/device
Wired Internet Connection		\$200
Dedicated Bandwidth (please contact Encore for more information)		----
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$100
Pin Spotlight		\$60
10' Décor Drapery		\$24 per foot
<b>SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.</b>		

**BOOTH DIAGRAM**

**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.

Adjacent Booth No. \_\_\_\_\_


**Form Submission** – Email completed forms to [ren.schaumburg@encoreglobal.com](mailto:ren.schaumburg@encoreglobal.com).

If you are experiencing technical difficulties onsite, please contact Encore at **312.296.7970**.

**THIS PHONE NUMBER IS FOR ONSITE SUPPORT ONLY!**