

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	E:MAIL		PHONE	

Email completed form to bill.fluster@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 prior to 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 24% service charges will apply.

PROJECTION	QUANTITY	DAILY RATE X3
LCD PROJECTOR* (3000 LUMEN PROJECTOR, 8' TRIPOD SCREEN, SAFELOCK STAND AND VIDEO CABLE LOT)		\$890
LCD SUPPORT PACKAGE* (8' TRIPOD SCREEN, SAFELOCK STAND AND VIDEO CABLE LOT)		\$255
MONITOR	QUANTITY	DAILY RATE X3
24" MONITOR TABLE TOP*		\$285
55" MONITOR*		\$1160
65" MONITOR*		\$1340
AUDIO	QUANTITY	DAILY RATE X3
LAPTOP/MP3 AUDIO PACKAGE (1 SPEAKER W BUILT IN MIXER, COMPUTER/AUDIO DEVICE ADAPTER AND AUDIO CABLE LOT)		\$398
MISCELLANEOUS	QUANTITY	DAILY RATE X3
LAPTOP		\$325
POST-IT FLIPCHART PACKAGE*		\$126
INTERNET	QUANTITY	DAILY RATE X3
SUPERIOR WIFI CONNECTION		\$32
HARD LINE CONNECTION* (REQUIRES 1 HOUR SET/STRIKE)		\$315
LABOR	QUANTITY	HOURLY RATE
TECHNICIAN TO SET/STRIKE		\$165
* REQUIRES 1 HOUR SET/STRIKE		

If you are experiencing technical difficulties on site, please contact Encore at (415) 291-6611

