

EXHIBITOR INFORMATION



EVENT NAME \_\_\_\_\_

Exhibit Setup Date \_\_\_\_\_ Exhibit Tear Down Date \_\_\_\_\_

Company/Exhibitor \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

**A 24% Service Charge applies to all items with the exception of labor.**

UNIQUE.CREATIVE.INNOVATIVE [www.encore-us.com](http://www.encore-us.com) p: 503-499-6379 f: 503-499-6393 e: [eventspx@encore-us.com](mailto:eventspx@encore-us.com)

## Exhibit Guide

### 110/120 VOLT *Note: All Power is "Per Show" inclusive of labor. A 24% service charge applies.*

	Quantity	Set Date	Strike Date	Show Price	TOTAL
500 Watts (5 amps)	_____	_____	_____	\$90.00	=\$ _____
1000 Watts (10 amps)	_____	_____	_____	\$120.00	=\$ _____
2000 Watts (20 amps)	_____	_____	_____	\$150.00	=\$ _____

### 208/220 VOLT – Call for quote

#### Additional Labor If Needed (Minimum Charge for Orders – 1 hour)

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All island booths will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

<b>Straight Time (per hour)</b>	<b>\$75.00</b>
Monday - Saturday, 7:00 am – 5:00 pm	
<b>Overtime (per hour)</b>	<b>\$112.50</b>
Monday - Saturday, 5:00 pm - 7:00 am (All day Sunday)	
<b>Holiday</b>	<b>\$150.00</b>

#### ADDITIONAL INFORMATION

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- NO refunds will be applied to electrical services cancelled after installation.

QTY	ITEMS	SHOW RATE	QUANTITY	TOTAL
	Extension/Power Strip Combo	\$30.00		
ELECTRICAL TOTAL				

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### AUDIO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	JBL Powered Loudspeaker w/Stand	\$100.00		
	SM-58 Hardwire Microphone w/Stand	\$60.00		
	UHF Wireless Microphone (Handheld or Lavalier)	\$155.00		
	4 Channel Mono Mixer	\$65.00		

All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.

### VIDEO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	HD Flat Panel Display Package: <i>(Includes: HD 55" Flat Panel LCD Display, Display Stand, Video &amp; Power Cabling, Set &amp; Strike Labor)</i>	\$575.00		
	HD Flat Panel Display Package: <i>(Includes: HD 46" Flat Panel LCD Display, Display Stand, Video &amp; Power Cabling, Set &amp; Strike Labor)</i>	\$475.00		

### COMPUTER, INTERNET & PHONE EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	PC Laptop Computer	\$250.00		
	Hardwire Internet Connection (single user)	\$125.00		
	Wireless Internet Connection (single user)	\$50.00		
	Polycom Speaker Phone	\$185.00		
	Telephone w/DID Analog Line	\$150.00		

\*Phone setup charges do not include usage fees.

Electrical Total	Enter →	\$
Equipment Total	Enter →	\$
Service Charge	x 24%	\$
Labor (service charge does not apply)	Enter →	\$
<b>GRAND TOTAL</b>		<b>\$</b>

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## CREDIT CARD AUTHORIZATION

Please make your selection below and email or fax completed to:

**Encore Event Technologies:**

**FAX: (503) 499.6393**

**EMAIL: [eventspx@encore-us.com](mailto:eventspx@encore-us.com)**

I authorize Encore Event Technologies & Marriott Downtown Waterfront to charge my credit card for:

Date of Function \_\_\_\_\_

Name of Event/Group: \_\_\_\_\_

Type of Card (Check One):

American Express \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

Card Holder Email: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCID: \_\_\_\_\_ Total Estimated Charges: \$ \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. *Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.*
2. *Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.*
3. *Insurance for the subject equipment is Lessee's responsibility.*
4. *Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.*
5. *It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.*

**Please make checks payable to: Portland Marriott Downtown Waterfront**

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