

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	

Email completed form to [Matthew.Felkins@encoreglobal.com](mailto:Matthew.Felkins@encoreglobal.com) 619-234-6529. 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 may apply.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$680.00
TRIPOD SCREEN		\$200.00
25' HDMI CABLE		\$32.00

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLETOP STAND		\$265.00
55" MONITOR		\$805.00
80" MONITOR		\$1,220.00

AUDIO	QUANTITY	DAILY RATE
POWERED SPEAKER (1 SPEAKER, 1 STAND, 1 MIXER, POWER STRIP & AC CABLE)		\$252.00
COMPUTER AUDIO CONNECTION		\$70.00

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$250.00
BLACK & WHITE PRINTER		\$205.00
FLIPCHART PACKAGE		\$76.00

POWER	QUANTITY	ADVANCED SHOW RATE	REGULAR SHOW RATE
120V SINGLE PHASE - 20 AMP		\$240.00	\$240.00
120V THREE PHASE - 60 AMP		\$985.00	\$985.00
POWER STRIP & EXT. CORD		---	\$42.00