

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed on site will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and Service charge will be applied to all orders.

ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

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. **25% ETS Service Charge will be applied to all orders.** Labor charges may apply.

Email completed forms to: miki.alex@encoreglobal.com

MONITORS

	PRICE	QTY	TOTAL
55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____
70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____
80" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____

AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	\$ _____
Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	\$ _____
Sound system <i>two speakers, two stands, one mixer, one wired microphone up to 20 people</i>	\$ _____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	TOTAL
Laptop	\$ _____	_____	\$ _____

LIGHTING

	PRICE	QTY	TOTAL
LED Up-light	\$ _____	_____	\$ _____

INTERNET (Connections Per Device)

	PRICE	QTY	TOTAL
Wired internet connection	\$ <u>580</u>	_____	\$ _____
Wireless internet connection	\$ <u>160</u>	_____	\$ _____
Dedicated bandwidth	Please contact PSAV for quote		

BANNER HANGING/ RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

SPECIAL REQUESTS

Please add any items not listed above that you require.

POWER DISTRIBUTION SERVICES

Exhibitor Power – Ensure your event receives sufficient power to bring your vision to life. Our professional power setup provides all your electric needs, and our on-site technical specialists will monitor your power use throughout the entire event.

Power – Advanced pricing available 21 days prior to 1st day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales Tax and ETS Service Charge will be applied to all orders.

*Please circle power drop required and list QTY. Pricing is per show.

SINGLE PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
120	5	\$ <u>140</u>	\$ _____	\$ _____	_____	\$ _____
120	10	\$ <u>205</u>	\$ _____	\$ _____	_____	\$ _____
120	20	\$ <u>260</u>	\$ _____	\$ _____	_____	\$ _____
208	20	\$ <u>440</u>	\$ _____	\$ _____	_____	\$ _____
208	30	\$ <u>540</u>	\$ _____	\$ _____	_____	\$ _____
208	60	\$ <u>740</u>	\$ _____	\$ _____	_____	\$ _____

THREE PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
208	20	\$ <u>600</u>	\$ _____	\$ _____	_____	\$ _____
208	30	\$ <u>770</u>	\$ _____	\$ _____	_____	\$ _____
208	60	\$ <u>1035</u>	\$ _____	\$ _____	_____	\$ _____
208	100	\$ <u>1295</u>	\$ _____	\$ _____	_____	\$ _____
208	200	\$ <u>1910</u>	\$ _____	\$ _____	_____	\$ _____
208	400	\$ <u>2790</u>	\$ _____	\$ _____	_____	\$ _____

MISCELLANEOUS

	PRICE	QTY	TOTAL
Extension cord & power strip	\$ _____	_____	\$ _____
Belkin power charging station	\$ _____	_____	\$ _____

Electrician Rates – Labor is included in pricing above, but additional labor rates will apply for additional support.

Encore will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution Encore uses will be UL/ETL listed and will meet or exceed state and local requirements for safe electrical distribution. Ask your representative for full details regarding labor rates which can vary based on complexity and time of service.

Mrs. Miki Alex

Senior Sales Manager

email: miki.alex@encoreglobal.com



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

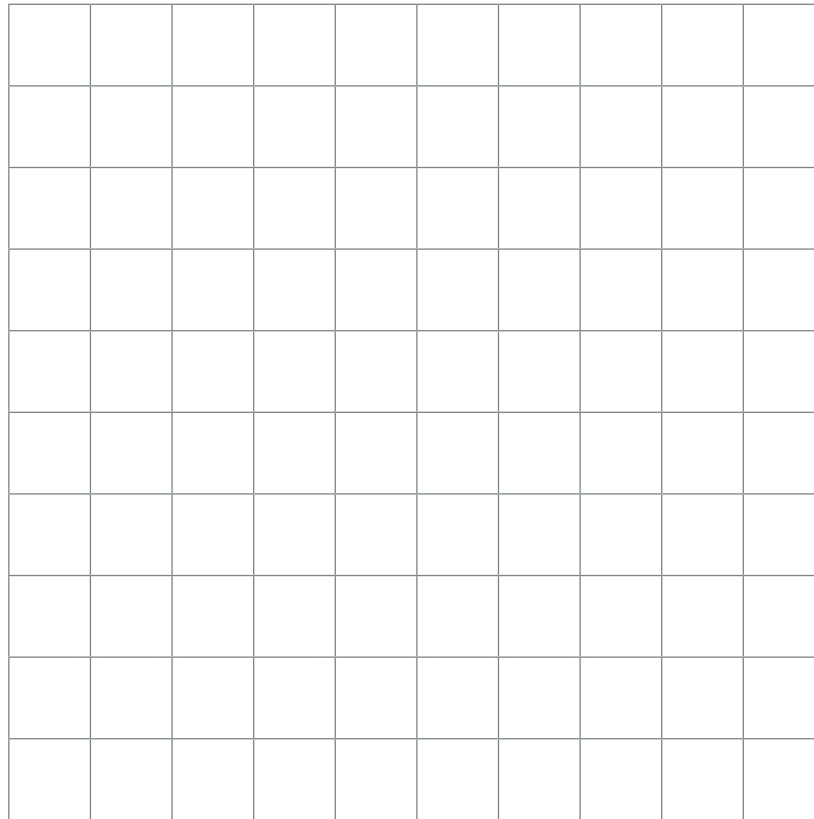
Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth
No. _____



Adjacent Booth
No. _____

Adjacent Booth No. _____