

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	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form and any additional requests to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and 23% event technology support charges may apply.

PROJECTION (Daily Rate)	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD HD PROJECTOR 4000 LUMENS		\$405	\$450
6' or 8' TRIPOD PROJECTION SCREEN		\$81	\$90
25' HDMI CABLE		\$25.20	\$28
MONITOR (Daily Rate)	QUANTITY	ADVANCED RATE	REGULAR RATE
24" MONITOR TABLE TOP		\$171	\$190
60" MONITOR W/ FLOOR STAND		\$770	\$855
FLOOR STAND		\$68	\$75

INTERNET (Event Rate)	QUANTITY	ADVANCED RATE	REGULAR RATE
Exhibitor Wireless Basic (3Mbps) – per device		\$70	\$90
Exhibitor Wireless Plus (5Mbps) – per device		\$100	\$125
WIRED / HARD LINE CONNECTION (10Mbps)		\$165	\$205

POWER (Daily Rate)	QUANTITY	ADVANCED RATE	REGULAR RATE
SHARED 5A DROP (Includes extension cord & power strip)		\$54	\$60
DEDICATED 20A DROP (Includes extension cord & power strip)		\$126	\$140
ADDITIONAL EXTENSION CORD AND POWER STRIP		\$44.10	\$49

MISCELLANEOUS (Daily Rate)	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP (Includes WIFI connection for laptop)		\$216	\$240
FLIPCHART w/ EASEL AND 4 COLORED MARKERS		\$86	\$91

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 614-414-5000

