

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 21 days or more before show opening. Email completed form 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 service charges may apply.

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE – 10 AMP		\$206.35	\$297.68
120V SINGLE PHASE – 20 AMP		\$287.54	\$378.87
25' Grounded Extension Cord		\$34.91	\$43.30
3' 6-Outlet Power Strip		\$29.32	\$43.30
Power Rates are for the run of expo with Labor, Service Charge and Sales Tax included.			

EQUIPMENT RENTAL PRICING IS PER DAY
DOES NOT INCLUDE LABOR, SERVICE CHARGE AND SALES TAX.

MONITOR	QUANTITY	EQUIPMENT RENTAL
46" Monitor on Floor Stand		\$705.00
50" Monitor on Floor Stand		\$905.00
60" Monitor on Floor Stand		\$1,040.00
Video Display Cable: HDMI Cable		\$32.00
Laptop		\$260.00

All Encore services are subject to our property's 25% service charge. Above prices do not reflect labor charges that may apply. All rates are subject to an 8.25% sales tax. All process listed are per room per day.

For 208v power, 3-Phase power, banner/sign hanging or any equipment not listed above, please call 214-303-4166.

ORDERING INSTRUCTIONS:
 To guarantee equipment availability, place order at least 21 days in advance.

TAX EXEMPT STATUS:
 If you are exempt from payment of sales tax, we require your tax exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:
 Cancellations received within 3 days or less of the scheduled delivery date or "no shows" are subject to the full amount of the order, including rental, labor, service charge and tax. Please read the Terms and Conditions on your official order from your Encore Representative for more information.

