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|--------------------|-------------------------------|--------------|-------------------------|-----------------|
| 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 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.

| PROJECTION | QUANTITY | REGULAR RATE |
|-----------------------|----------|--------------|
| LCD PROJECTOR | | \$ 425 |
| TRIPOD SCREEN | | \$ 90 |
| 25' HDMI CABLE | | \$ 32 |
| MONITOR | QUANTITY | REGULAR RATE |
| 32" MONITOR TABLE TOP | | \$ 235 |
| 55" MONITOR | | \$ 645 |
| 70" MONITOR | | \$ 1,060 |
| FLOOR STAND | | \$ 75 |
| AUDIO | QUANTITY | REGULAR RATE |
| PERSONAL SPEAKER | | \$ 85 |
| MISCELLANEOUS | QUANTITY | REGULAR RATE |
| LAPTOP | | \$ 225 |
| SIGN EASEL | | \$ 22 |
| FLIPCHART EASEL | | \$ 50 |
| FLIPCHART PACKAGE | | \$ 71 |


SAFE
 CREDIT UNION

**Convention &
 Performing Arts District**