



encore<sup>SM</sup>

THE WESTIN  
OTTAWA

## TRADESHOW ORDER FORM

### CUSTOMER INFORMATION

Company Name		Booth Number	
Address			
City, Prov/State		Conference Name	
Postal/Zip			
Customer Name		Start Date	
Phone			
Email		End Date	

\*\*\*Orders made 24 hours or less before the event start date are subject to a 25% fee increase\*\*\*

### BOOTH POWER OPTIONS

Hotel wall outlets are not to be used for tradeshow booths. All booths must order power needs from Encore.

POWER OPTIONS	DAILY RATE	CONNECTIONS REQUIRED	DAYS REQUIRED	TOTAL
15 AMP (Standard Outlet)	\$ 167.50			\$ -
20 AMP	\$ 167.50			\$ -
30 AMP 3 Phase (L21-30)	\$ 354.50			\$ -
60 AMP 3 Phase (Camlok Connection)	\$ 523.50			\$ -
100 AMP 3 Phase (Camlok Connection)	\$ 867.00			\$ -
200 AMP 3 Phase (Camlok Connection)	\$ 1,740.00			\$ -

INTERNET OPTIONS	DAILY RATE	QTY REQUIRED	DAYS REQUIRED	Total
Dedicated 5Mbps Wired Internet	\$ 602.75			\$ -

EQUIPMENT OPTIONS	DAILY RATE	QTY REQUIRED	DAYS REQUIRED	Total
Power Bar (Requires Power Order)	\$ 35.50			\$ -
Flipchart w/ Standard paper and Markers	\$ 88.25			\$ -
40" LCD Monitor	\$ 454.25			\$ -
46" LCD Monitor	\$ 477.50			\$ -
60" LCD Monitor	\$ 759.00			\$ -
Wireless Presentation Mouse	\$ 43.75			\$ -
Laptop (Windows)	\$ 280.00			\$ -

\*\*Only Encore can rig/hang overhead items. Please contact us for more info\*\*

\*\*Applicable Labour (\$92-122/hr) will be added to your quote.\*\*

Please Send Completed form to [Andon.Maratos@EncoreGlobal.com](mailto:Andon.Maratos@EncoreGlobal.com)

Questions? Feel free to email us.

SUBTOTAL	\$ -
18% Service Charge	\$ -
13% HST	\$ -
Total (minus applicable labour)	\$ -

**Terms & Conditions:** THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS, DAMAGE OR THEFT TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL ANY DAMAGED EQUIPMENT IS REPAIRED/REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS ENCORE (RENTEE) AND/OR ITS AGENTS AGAINST ALL LOSS OR LIABILITY ARISING OUT OF USE OF SAME. ENCORE MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY.