

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 and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. Same day orders are subject to a 15% markup. Operator labour, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

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

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the province 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. Labour, service charges and/or loss damage waiver may apply.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" Multi sync monitor <input type="checkbox"/>	\$ _____	_____	_____	\$ _____
■ 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
■ 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$ _____	_____	_____	\$ _____
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	\$ _____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	_____	\$ _____
■ Powered speaker <i>Up to Five people</i>	\$ _____	_____	_____	\$ _____

COMPUTER

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ _____	_____	_____	\$ _____
■ 8' Tripod screen	\$ _____	_____	_____	\$ _____

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____
■ Dedicated bandwidth	Please contact ENCORE for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V –10 AMP - Show rate	\$ _____	_____	_____	\$ _____
■ 120V –15 AMP- Show rate	\$ _____	_____	_____	\$ _____
■ Power strip	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the **Rigging Request Form**.
<https://www.encoreglobal.com/rigging-request/>

SPECIAL REQUESTS

Please add any items not listed above that you require.

■ **LABOUR CHARGE - 100.25 \$ PER HOUR**

Labour requirements are determine by ENCORE

■ **email:** Dirk.Bohns@encoreglobal.com

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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 labour 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. _____