

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/PROVINCE	POSTAL/ZIP CODE
ORDERED 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 payment information. Minimum labor charge of 1 hour at \$100.25/hour, additional labor may be required for multiple items. Sales tax, and service charges of 12%-23% will apply. Rates are subject to change.

PROJECTION	QUANTITY	RATE	DAYS
MEETING ROOM PROJECTOR PACKAGE		\$621.00	
PROJECTOR SUPPORT PACKAGE		\$199.25	

MONITOR	QUANTITY	RATE	DAYS
24" MONITOR W/ TABLETOP STAND		\$160.00	
32" MONITOR W/ TABLETOP STAND		\$250.50	
42" MONITOR W/TABLETOP STAND		\$394.50	
43" MONITOR W/ FLOOR STAND		\$466.50	
55" MONITOR		\$696.25	
FLOOR STAND		\$77.00	

AUDIO	QUANTITY	RATE	DAYS
MEETING OWL		\$447.00	
12"-15" SPEAKER		\$134.50	

MISCELLANEOUS	QUANTITY	RATE	DAYS
LAPTOP		\$287.50	
FLIPCHART PACKAGE		\$90.75	

POWER	QUANTITY	RATE	DAYS
120V SINGLE PHASE – 15AMPS (Power to the booth/table)		\$172.25	
POWER STRIP & EXTENSION CORD		\$21.00	

To guarantee equipment availability and advanced rate, this order should reach us **21 days** prior to delivery.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order to include installation, drayage and tax