

Facility Forms



NAME OF CONFERENCE	START DATE	END DATE
ORGANIZATION NAME	ONSITE CONTACT NAME	ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	ST/ZIP
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
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. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a 5-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. Please include applicable Sales Tax on equipment rental. PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT 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 state 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. Labor and/or service charges may apply and/or loss damage waiver.

YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.

PROJECTION EQUIPMENT	QTY.	DAILY RATE
LCD Projector		\$480
Projector Support Package (8ft tripod screen, HDMI, and dress kit)		\$200
19" Monitor – tabletop		\$215
32" Monitor – tabletop		\$265
55" Monitor – dual post floor stand		\$831
70" Monitor – dual post floor stand		\$1,246
AUDIO EQUIPMENT	QTY	DAILY RATE
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$220
PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)		\$529
Powered Speaker (up to 5 people)		\$120
4-Channel Mixer		\$75
MISCELLANEOUS EQUIPMENT	QTY	DAILY RATE
Laptop Computer		\$250
Post-It Flip Chart		\$96

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$30
Wired Internet Connection		\$190
Dedicated Bandwidth (please contact Encore for more information)		----
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$95
Pin Spotlight		\$55
10' Décor Drapery		\$240/panel
SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.		

BOOTH DIAGRAM

Internet – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. 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 labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Form Submission – Email completed forms to ren.schaumburg@encoreglobal.com.

If you are experiencing technical difficulties onsite, please contact Encore at **847-303-4125**.