

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER (PERSON AUTHORIZED TO MAKE CHANGES)		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
SET UP DATE	SET UP TIME	PICK UP DATE	PICK UP TIME	
ORDERD BY	EMAIL		PHONE	

PROJECTION	QUANTITY	ADVANCED RATE	ON-SITE RATE
LCD PROJECTOR		\$585	\$600
TRIPOD SCREEN		\$95	\$100

MONITOR (includes Power)	QUANTITY	ADVANCED RATE	ON-SITE RATE
24" MONITOR W/ TABLETOP STAND		\$450	\$465
32" MONITOR W/ TABLETOP STAND		\$570	\$590
46" MONITOR W/ FLOOR STAND		\$910	\$940
55" MONITOR W/ FLOOR STAND		\$1110	\$1150

AUDIO	QUANTITY	ADVANCED RATE	ON-SITE RATE
LAPTOP SPEAKER		\$95	\$100
PA W/ SPEAKER, MIXER & WIRED MIC		\$417	\$430

INTERNET SERVICES	QUANTITY	ADVANCED RATE	ON-SITE RATE
SINGLE WIFI CONNECTION		\$30	\$30
SINGLE HARD LINE CONNECTION		\$230	\$230

POWER	QUANTITY	ADVANCED RATE	ON-SITE RATE
5 AMP / 120V OUTLET		\$234	\$245
20 AMP / 120V OUTLET W/ POWER STRIP		\$409	\$425

MISCELLANEOUS	QUANTITY	ADVANCED RATE	ON-SITE RATE
LAPTOP W/ MICROSOFT OFFICE		\$250	\$260
FLIPCHART PACKAGE W/MARKERS, 1 PAD & EASEL)		\$96	\$100

- Published rates do not include sales tax, loss damage waiver, or Event Technology Support fees (labor).
- All rates are per day and apply for each day of usage.
- Advanced rates are available if order is placed 15 days or more before delivery date.
- Orders that have been received prior to set up day that do not have a credit card on file will be cancelled 24 hours prior to the start of the event.
- On-site requests may take up to 5 hours to fulfill and are subject to additional charges based on availability.
- For your security and to adhere to PCI Security Standards, Encore will contact you directly within approximately 72 hours of submission to provide order confirmation and finalize payment arrangements with a credit card.

ACCEPTANCE SIGNATURE	PRINT NAME	PHONE