

Exhibit Request Form

Contact Information

Client/Exhibitor Information

Company/Organization:		Event:	
Requested By		Email Address	
Address	City	State Zip	Phone#
		Fax #	

On-Site Contact

____On-Site Mobile #_____

Service Request

BOOTH NAME/NUMBER	ζ:
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DATES:			
Start Time:			
End Time:			

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Credit Card #:			
CCID:	Type:	Exp:	
Print Name (as it app	ears on credit card)		
Credit Card Holder	Signature		

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.

2. Cancellation charges will be incurred at 100% for equipment and labor canceled within 24 hours of your event 75% within 48 hours and 50% within 72 hours.

3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

4. Insurance for the subject equipment is Lessee's responsibility.

5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site.

Absolutely no credits will be issued after show closing.

Signature below indicates acknowledgment and acceptance of Terms and Conditions outlined above.

Authorized Signature:

Print Name:

Date:



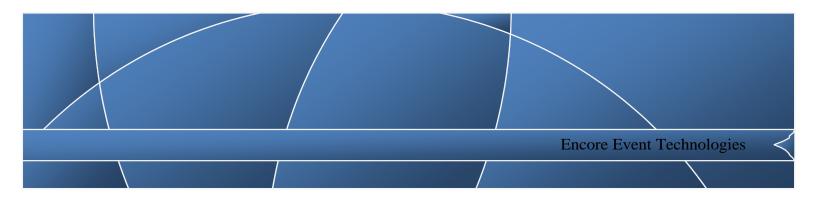


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VIDEO EQUIPMENT	DAILY RATE	QUANTITY	DAYS	TOTAL
PC Laptop	\$250.00			
24" LCD Montior	\$150.00			
50" LED Monitor	\$500.00			
60" LED Monitor	\$600.00			
70" LED Monitor	\$700.00			
Height Adjustable Monitor Stand (for 50", 60" or 70" monitors)	\$75.00			
6-10' HDMI Cable	\$25.00			

AUDIO EQUIPMENT

10" Portable Speaker	\$100.00		
4-Channel Mixer	\$50.00		
Wireless Lavaliere Microphone	\$150.00		
Wireless Handheld Mircrophone	\$150.00		
Wired Handheld Mircrophone	\$50.00		

NETWORKING EQUIPMENT

Wired Internet Access (up to 5Mbps)*	\$200.00		
Basic Wireless Internet Access (up to 5Mbps)*	\$40.00		
Premium Wireless Internet Access (up to 10Mbps)*	\$80.00		

TELECOM EQUIPMENT

DID Phone Line**	\$100.00		
Standard Office Phone	\$25.00		
Conference Speaker Phone with Extension Microphones	\$150.00		

SUBTOTAL:

Service Charge=22% of Subtotal:

Sales tax=6.5% of Subtotal & Service Charge:

GRAND TOTAL:

Signed Encore contract must be received prior to installation of service.

