



Audiovisual Order Form

Exhibitor Guide

ADVANCED RATE: 21 or more days from show start • **STANDARD RATE:** 20 days or less from show start

Audio Equipment

Sound System w/2 powered speakers/stands/mixer
 Wireless Microphone
 handheld lavalier headset
 Wired Microphone
 handheld lavalier
 CD Player

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$125.00	\$150.00		
	\$25.00	\$35.00		
	\$40.00	\$50.00		

Display Equipment

Digital Media Player (USB)
 24" LCD Flat Panel Display (table top only)
 42" Plasma Display
 table top wall mount floor stand (+\$40)
 55" Plasma Display
 wall mount floor stand (+\$40)
 70" LCD Flat Panel Display
 wall mount floor stand (+\$40)

QTY	ADV.	STD.	DAYS	TOTAL
	\$40.00	\$50.00		
	\$125.00	\$150.00		
	\$325.00	\$350.00		
	\$475.00	\$500.00		
	\$625.00	\$650.00		

Computers

PC Laptop
 MAC Laptop

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$275.00	\$300.00		

Accessories

Rolling Cart with Black Drape
 Keyboard & Mouse
 25' VGA Cable or 6' HDMI Cable
 Polycom Speaker Phone (phone line not included)

QTY	ADV.	STD.	DAYS	TOTAL
	\$10.00	\$15.00		
	\$15.00	\$20.00		
	\$40.00	\$50.00		
	\$100.00	\$125.00		

Other

QTY	RATE	HOURS	DAYS	TOTAL

Rental Totals

EQUIPMENT TOTAL	1.	_____
DELIVERY / SETUP/ PICKUP (24% of line 1 or \$75.00 min.)	2.	_____
SUBTOTAL (add line 1, line 2)	3.	_____
SALES TAX (8.5% of line 3)	4.	_____
TOTAL DUE	5.	_____

Payment is due when order is placed

Customer Information

Show Name/Date _____
 Firm Name _____
 Ordered By _____
 Address _____

 City/State/Zip _____
 Phone _____
 Fax _____
 E-mail Address _____

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

- All items are charged daily. The total charge is per item multiplied by the number of show days. Show days are days the exhibit floor is open. No charge for set up days.
- Please include applicable Sales Tax on equipment rental.

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.

- All orders must include a service charge of 24%. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$75 then add \$75 on line 2.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- **CANCELLATIONS** - A. Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.
- Client or representative must be present at booth at time of delivery. Encore will not simply drop off equipment.

On-site Information

On-site Contact _____
 On-site Phone # _____
 Installation Date & Time _____
 Dismantle Date & Time _____
 Booth # _____