

Email completed form to the Encore Representative listed above.  
 Once this request form is submitted, an Encore Representative will contact you for Credit Card Information.  
 Labor charges, sales tax and service charge may apply.

\*\*\*Due to PCI compliance all credit card information must be taken over the phone. We cannot accept any credit card information via email.\*\*\*

<b>Event Name</b>		<b>EVENT START DATE</b>	<b>EVENT END DATE</b>	<b># OF EVENT DAYS</b>
<b>COMPANY NAME</b>		<b>ON-SITE CONTACT NAME &amp; NUMBER</b>		<b>BOOTH NUMBER/ BOOTH NAME</b>
<b>BILLING ADDRESS</b>		<b>CITY &amp; STATE</b>		<b>ZIP CODE</b>
<b>SET BY DATE</b>	<b>SET BY TIME</b>	<b>PICKUP DATE</b>	<b>PICKUP TIME</b>	
<b>ORDERED BY</b>		<b>EMAIL</b>	<b>PHONE</b>	

Power Distribution	Daily Rate	Quantity	Number of days	Total
20 Amp 120v Shared Circuit*1	\$85			
20 Amp-120v (Dedicated Circuit)*2	\$145			
Power Strip	\$21			
AC Cable 25'	\$21			
Additional Power Options	Please Contact your Encore Representative			

\*Power drops come with (1) Power strip and (1) extension cable

\*1-Shared Circuit with other Exhibitors. Amperage may vary

\*2- Additional labor may be associated with Multiple dedicated circuits

Internet Services	Daily Rate	Quantity	Number of days	Total
Wi-Fi Connection (1 Device)- Up to 3Mbps	\$21			
Wi-Fi Connection (1 Device)- Up to 5Mbps				
Wired Internet, single user/device -Up to 3Mbps*3	\$240			
Additional Wired Internet, singleuser/device -Up to 3Mbps	\$60			
Additional Bandwidth	\$265 Per 1Mbps			
Additional Network Configurations	Please Contact your Encore Representative			

\*3- Cannot be used for additional signal distribution e.g. Routers or switches

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Video Equipment	Daily Rate	Quantity	Number of days	Total
24" LCD Desktop Monitor	\$215			
32" LCD Monitor w/Floor Stand	\$265			
46" LCD Monitor w/Floor Stand	\$525			
55" LCD Monitor w/Floor Stand	\$725			
65" LCD Monitor w/Floor Stand	\$865			
Other Video Display Options	Please Contact your Encore Representative			

Audio Equipment	Daily Rate	Quantity	Number of days	Total
Powered Speaker w/Stand	\$152			
4ch Analog Mixer	\$75			
Wireless Microphone	\$220			
Computer Audio Interface	\$70			

- All prices listed above are subject to availability.
- Please submit your order no less than 10 days prior to your event.
- Orders placed onsite will incur a rush fee

**Subtotal:** \_\_\_\_\_

#### EQUIPMENT TERMS AND CONDITIONS

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. 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.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
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 representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

#### ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore representative. Encore Global will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed.
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

#### TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Global does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
9. You agree to remain entirely liable for all activities conducted through the network connections.
10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at anytime.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

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