

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:

| | | | | | |
|-------------|--|--|--|--|--|
| 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 appears 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: _____

Exhibit Request Form

| | DAILY RATE | QUANTITY | DAYS | TOTAL |
|--|------------|----------|------|-------|
| VIDEO EQUIPMENT | | | | |
| 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 Lavalier 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.

