

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

POWER	QUANTITY	DAILY RATE
120V SINGLE PHASE – 20 AMP		\$50
120V THREE PHASE – 60 AMP		\$150

INTERNET	QUANTITY	DAILY RATE
SIMPLE WIFI CONNECTION		\$30
HARD LINE CONNECTION		\$50

MONITOR	QUANTITY	DAILY RATE
55" MONITOR		\$350
60" MONITOR		\$400

PROJECTION	QUANTITY	DAILY RATE
BREAKOUT PROJECTOR PACKAGE		\$300
TRIPOD SCREEN		\$150
25' HDMI CABLE		\$15

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$150
FLIPCHART PACKAGE		\$65