

Exhibitor Order Form

* NAME OF CONFERENCE:
of EVENT DAYS:
* ON-SITE CONTACT NAME:
* ROOM/EXHIBIT BOOTH #:
* TELEPHONE NUMBER:
* EMAIL ADDRESS:
* ORDERED BY:

START DATE:
* COMPANY NAME:
* ADDRESS:
* CITY & STATE :
DELIVERY DATE:
PICKUP DATE:

END DATE:
* ZIP CODE:
DELIVERY TIME:
PICKUP TIME:

* = Required Fields

Equipment & Internet

	<u>Price (per day charge)</u>	<u>QTY</u>
Laptop Computer	\$280.50++	
24" Flat panel monitor	\$156++	
43" Flat panel monitor	\$423.75++	
55" Flat panel monitor	\$679.25++	
70" Flat Panel monitor	\$1028.50++	
Basic Wi-Fi per device (speed up to 5Mbps)	\$15.50+	
Premium Wi-Fi per device (speed up to 10Mbps)	\$24.50+	
Wired Internet	\$168++	

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable taxes (5% GST + 7% PST) on equipment rental and labour.

LABOUR

Setup/strike labor is subject to \$96 hourly rate with a 1 hour minimum.

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 (BC).

CANCELLATIONS:

A) Cancellations received within 72 hours of the scheduled delivery date are subject to a 75% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, rental charges and tax.

++ Labour & Service Charge apply
+ Only Service Charge apply

Power

	<u>Price</u>	<u>QTY</u>
7.5 Amp, 110 Volt Exhibitor Power with Power Bar	\$90++ (per event charge)	
15 Amp, 110 Volt Exhibitor Power with Power Bar	\$120++ (per event charge)	

Contact

Michelle Zhou

Send Completed Forms:

michelle.zhou@encoreglobal.com

**All items are subject to a standard AV Service Charge of 22%.
Taxes not included.**