

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	

RENTAL ITEMS	QUANTITY	DAILY RATE
HDMI CABLE		\$32.00
DESKTOP MONITOR (up to 24")		\$300.00
55" HD MONITOR AND FLOOR STAND		\$1,030.00
FLIPCHART PACKAGE – (Stand, Paper, and 4 Colored markers)		\$91.00

WIRELESS INTERNET	QUANTITY	DAILY RATE
EXHIBITOR WIFI CONNECTION (up to 3mbps)		\$66.75
EXHIBITOR WIFI CONNECTION (up to 5mbps)		\$81.75
EXHIBITOR WIFI CONNECTION (up to 10mbps)		\$378.75

AUDIO ITEMS	QUANTITY	DAILY RATE
1 SPEAKER SMALL SOUND SYSTEM (includes speaker & mixer)		\$519.50
WIRED MICROPHONE W/STAND		\$147.50
WIRELESS HANDHELD MICROPHONE W/STAND		\$282.50
WIRELESS LAVALIER MICROPHONE		\$257.50
WIRED AUDIO CONNECTION FOR LAPTOP		\$122.50

1. Email completed form to psscav@encoreglobal.com or call (760) 322-8455. Once this request form is submitted, an Encore Representative will contact you for an official order review and signature. Please allow 72 hours to confirm your order. Your card will be charged approximately 1-3 days post show start date.
2. Cancellations received within 48 hours of the schedule delivery date are subject to 50% fee applicable to equipment and tax.
3. Cancellations received on the day of scheduled delivery are subject to full amount of the order.
4. Labor charges, sales tax, and service charges will apply. You may choose to decline the Loss Damage Waiver at your discretion.

If you are experiencing technical difficulties on site, please contact Encore at (872) 222-1243