

ENCORE VENUE/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	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
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.

EQUIPMENT	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP COMPUTER		\$350	\$402.50
20" LCD W/TABLETOP STAND		\$215	\$247.25
52" LCD MONITOR/STAND		\$905	\$1,040.75
60" LCD MONITOR/STAND		\$1,040	\$1,196.00
INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
Exhibitor Single Connect Basic (Wired)		\$195	\$224.25
Exhibitor Wireless Connect Basic		\$105	\$120.75
DEDICATED Please Call			
POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V 5 AMP POWER DROP		\$60	\$69
120V 10 AMP POWER DROP		\$85	\$97.75
120V 20 AMP POWER DROP		\$145	\$166.75
6 Port Power Strip		\$21	\$24.15
25' to 50' AC Power Cord		\$25	\$28.75
Over 20 Amps, 3 Phase			
Or specialty needs please call			
Power drops don't include cable			

If You Are Experiencing Technical Difficulties On Site
Please Contact dial 1234 on any house phone

EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

Rigging

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

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