

EXHIBITOR SERVICES

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS			ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 10% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. ALL PRICING IS PER DAY.

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.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

Form Submission – SFL.WestinFortLauderdaleBeachResort@encoreglobal.com

MONITORS	PRICE	QTY.	DAYS RENTED	TOTAL
■ 22" Multi Sync Monitor	\$215	_____	_____	_____
□ Wall Mount □ Single-Pole Stand				
■ 32" LCD monitor	\$265	_____	_____	_____
□ Dual-Post Stand Table Stand □ Speakers				
■ 46" LCD monitor	\$525	_____	_____	_____
□ Dual-Post Stand Table Stand □ Speakers				
■ 55" LCD monitor	\$725	_____	_____	_____
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 70" LCD monitor	Please contact Encore for quote			

AUDIO EQUIPMENT	PRICE	QTY.	DAYS RENTED	TOTAL
■ CD player	\$80	_____	_____	_____
■ Wired microphone	\$70	_____	_____	_____
□ Handheld □ Lavalier				
■ Wireless microphone	\$220	_____	_____	_____
□ Handheld □ Lavalier				
■ Wireless headset microphone	\$90	_____	_____	_____
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$120	_____	_____	_____
<i>up to five people</i>				
■ Sound system	\$855	_____	_____	_____
<i>■ two speakers, two stands, one mixer, one wired microphone</i>				
<i>■ up to 20 people</i>				
■ 4-channel mixer	\$75	_____	_____	_____

ACCESSORIES	PRICE	QTY.	DAYS RENTED	TOTAL
■ DVD player	\$85	_____	_____	_____
■ Laptop	\$250	_____	_____	_____
■ Black-and-white printer	\$200	_____	_____	_____

PROJECTION	PRICE	QTY.	DAYS RENTED	TOTAL
■ LCD projector	\$480	_____	_____	_____
■ 42"-54" Rolling cart	\$65	_____	_____	_____
■ Tripod screen	\$95	_____	_____	_____
□ 5' □ 6' □ 7' □ 8'				

INTERNET	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$190	_____	_____	_____
■ Wireless internet connection	\$30	_____	_____	_____
■ Dedicated bandwidth	Please contact Encore for quote			

LIGHTING	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$60	_____	_____	_____

POWER	PRICE	QTY.	DAYS RENTED	TOTAL
■ 120V – 5 AMP	\$255	_____	_____	_____
■ 120V – 10 AMP	\$255	_____	_____	_____
■ 120V – 15 AMP	\$255	_____	_____	_____
■ 208V Single Phase – 20 AMP	\$145	_____	_____	_____
■ 208V Single Phase – 30 AMP	\$310	_____	_____	_____
■ 208V Single Phase – 60 AMP	\$ASK	_____	_____	_____
■ 208V Three Phase – 20 AMP	\$ASK	_____	_____	_____
■ 208V Three Phase – 30 AMP	\$ASK	_____	_____	_____
■ 208V Three Phase – 60 AMP	\$ASK	_____	_____	_____
■ 25" AC cable	\$21	_____	_____	_____
■ Power strip	\$21	_____	_____	_____

RIGGING
All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS	PRICE	QTY.	DAYS RENTED	TOTAL
■	\$	_____	_____	_____
■	\$	_____	_____	_____
■	\$	_____	_____	_____
■	\$	_____	_____	_____
■	\$	_____	_____	_____

SPECIAL REQUESTS
Please add any items not listed above that you require.

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	
SETUP AND TEAR DOWN (24% of Line 1—Required)	
SALES TAX (7% FL State tax—Excluding power, internet and labor)	
TOTAL DUE	