

NAME:

EMAIL:

 Email Completed forms to: [joseph.cattano@encoreglobal.com](mailto:joseph.cattano@encoreglobal.com)

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.

PROJECTION	QUANTITY	ADVANCED RATE/per day	REGULAR RATE/per day
LCD PROJECTOR		\$387.00++	\$430.00++
TRIPOD SCREEN		\$85.50++	\$95.00++
25' HDMI CABLE		\$23.40	\$26.00
MONITOR	QUANTITY	ADVANCED RATE/per day	REGULAR RATE/per day
32" MONITOR TABLETOP		\$216.00	\$240.00
50" MONITOR		\$589.50++	\$655.00++
60" MONITOR		\$697.50++	\$775.00++
FLOOR STAND		\$25.20	\$28.00
AUDIO	QUANTITY	ADVANCED RATE/per day	REGULAR RATE/per day
PERSONAL SPEAKER		\$99.00	\$110.00
INTERNET	QUANTITY	ADVANCED RATE/per day	REGULAR RATE/per day
WIFI CONNECTION		\$23.40	\$26.00
HARD LINE CONNECTION		\$153.00	\$170.00
MISCELLANEOUS	QUANTITY	ADVANCED RATE/per day	REGULAR RATE/per day
LAPTOP		\$216.00	\$240.00
FLIPCHART PACKAGE		\$126.90	\$141.00
POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE - 20 AMP One time charge + setup fees		\$220.00++	\$315.00++
120V THREE PHASE - 200 AMP One time charge + setup fees		\$1525.00++	\$1775.00++

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At 1-828-252-2711 ext1059  
 Questions: [joseph.cattano@encoreglobal.com](mailto:joseph.cattano@encoreglobal.com)



***CREDIT CARD AUTHORIZATION FORM***

The undersigned hereby authorizes Encore Event Technologies to charge my credit card for Services rendered, which includes the rental of equipment, labor charges, resale items, delivery and appropriate sales and use tax.

**Credit Card Information:**

Cardholder Name (please print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_ Zip Code of Billing Address \_\_\_\_\_

**Function Information:**

Group/Show Name: \_\_\_\_\_

Service Dates Requested: \_\_\_\_\_

Invoice/Work order # \_\_\_\_\_

Location: \_\_\_\_\_

Rental Dates \_\_\_\_\_

Total Amount Charged \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_