



Submit your order via email: [natalie.hornstein@encoreglobal.com](mailto:natalie.hornstein@encoreglobal.com)

**CUSTOMER INFORMATION**

Room Name: _____	Booth Number: _____
Company: _____	Onsite Contact: _____
Address: _____	Onsite Cell: _____
City: _____ State & Zip: _____	<b>Delivery / Setup:</b>
Ordered By: _____ Fax: _____	Delivery Time & Date: _____
Phone: _____ Email: _____	Pick-Up Time & Date: _____

**ALL PRICING IS PER DAY**

Presentation Monitors	Select One	Qty	Standard Rate	Number of Days	Total
24" Video/Data Monitor with table stand/cabling (16:9)	HDMI or VGA		\$ 250.00		\$ -
55" Video/Data Monitor with stand/cabling (16:9)	HDMI or VGA		\$ 855.00		\$ -
70" Video/Data Monitor with stand/cabling (16:9)	HDMI or VGA		\$ 1,270.00		\$ -
86" Video/Data Monitor with stand/cabling (16:9)	HDMI or VGA		\$ 1,530.00		\$ -

If you need another connection please let us know. If multiple monitors, are they all connected to the same source? **Yes or No**

Computers	Qty	Standard Rate	Number of Days	Total
Laptop - (Windows)		\$ 240.00		\$ -

Audio	Qty	Standard Rate	Number of Days	Total
Computer Audio (Requires Sound System or House Patch)		\$ 80.00		\$ -
Shure Wireless Microphone (Requires Sound System or House Patch)	Handheld or Lapel	\$ 255.00		\$ -
Small Sound System For Booth (Includes 1-12" Speaker, 4ch Mixer and Cabling)		\$ 355.00		\$ -

Power	Qty	Standard Rate	Number of Days	Total
Booth Power (20 AMPS)		\$ 150.00		\$ -
Extension Cord		\$ 21.00		\$ -
Power Strip		\$ 21.00		\$ -
Table Top Power Center( USB & Edison Outlets )		\$ 30.00		\$ -

Internet	Qty	Standard Rate	Number of Days	Total
Wireless Internet Connection		\$ 24.00		\$ -
Wired Internet Connection ( Quote available after discussion of IT requirements )		*		

Miscellaneous	Qty	Standard Rate	Number of Days	Total
Direct TV Cable Box		\$ 225.00		\$ -

**Functional and Decorative Lighting Options Available - Please consult with your Encore Representative**

**Additional Equipment - Contact your Encore Representative for equipment and services not listed.**

**Terms & Conditions**

Please allow 72 hours to confirm your order. If you do not receive a confirmation from Encore, your order has not been received.		<b>Equipment Rental</b>	\$ -
Credit card is the accepted form of payment and all card information will be captured upon approval of your order. <b>Products and services will not be provided without client approval and over-the-phone credit card authorization .</b> Sales taxes are estimated and are subject to charges on all equipment and labor where applicable. The prevailing sales tax rate will be applied at the time the customer's credit card is charged.		<b>Required Set/Strike Labor</b>	\$ 115.00
<b>IMPORTANT: Encore Cancellation Policy - All cancellations must be submitted in writing.</b> 7-day notice required to avoid a charge of 50% of the order total. Cancellations received less than 72 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.		<b>Sub Total</b>	
<b>Loss Damage Waiver (LDW)</b> Is a product offering that protects customers from the cost of replacing equipment in the event that it's lost, damaged or stolen while in their possession.		<b>4% LDW</b>	\$ -
<b>Service Charge</b> Covers all of the support elements needed for your event, beyond equipment and dedicated labor, which are billed for separately. This includes an onsite event technology team that works seamlessly with the hotel to make your event a success. It also provides you with daily gear preparation, equipment testing, and technology consultation – before, during and after your event.		<b>24% Service Charge</b>	\$ -
<b>Tax Exempt Status</b> If you are exempt from payment of sales tax, we require an exemption certificate for the state of Florida.		<b>7% Sales Tax</b>	
<b>Labor Rates</b> Upon completion and submission of your equipment requests, labor will be billed at \$115/hour based on items ordered.			
<b>Confirmation of Order</b> Final costs will be emailed to you. Once approved, over-the-phone credit card information will be collected.		<b>Estimated Final Total</b>	

<b>Payment Information</b>			
Cardholder Name: _____	Card Number: _____	Exp: _____	