

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	

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.

POWER	QUANTITY	ADVANCE DAILY RATE	ON SITE DAILY RATE
STANDARD POWER		\$55	\$81
120V 3 PHASE 30 AMP POWER		\$175	\$225
INTERNET	QUANTITY	DAILY RATE	
WI-FI		COMPLIMENTARY	COMPLIMENTARY
WIRED INTERNET		\$175	\$205
MONITOR	QUANTITY	DAILY RATE	
43" MONITOR		\$300	\$445
55" MONITOR		\$625	\$710
PROJECTION	QUANTITY	DAILY RATE	
SMALL PROJECTOR PACKAGE		\$577	\$650
TRIPOD SCREEN		\$185	\$205
MISCELLANEOUS	QUANTITY	DAILY RATE	
LAPTOP		\$175	\$225
FLIPCHART PACKAGE		\$94	\$104
WIRELESS PRESENTER		\$60	\$88

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 228-386-7692