



# Audiovisual Order Form

## Exhibitor Guide

**ADVANCED RATE:** 21 or more days from show start • **STANDARD RATE:** 20 days or less from show start

### Audio Equipment

Sound System w/2 powered speakers/stands/mixer  
 Wireless Microphone  
 handheld  lavalier  headset  
 Wired Microphone  
 handheld  lavalier  
 CD Player

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$125.00	\$150.00		
	\$25.00	\$35.00		
	\$40.00	\$50.00		

### Display Equipment

Digital Media Player (USB)  
 24" LCD Flat Panel Display (table top only)  
 42" Plasma Display  
 table top  wall mount  floor stand (+\$40)  
 55" Plasma Display  
 wall mount  floor stand (+\$40)  
 70" LCD Flat Panel Display  
 wall mount  floor stand (+\$40)

QTY	ADV.	STD.	DAYS	TOTAL
	\$40.00	\$50.00		
	\$125.00	\$150.00		
	\$325.00	\$350.00		
	\$475.00	\$500.00		
	\$625.00	\$650.00		

### Computers

PC Laptop  
 MAC Laptop

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$275.00	\$300.00		

### Accessories

Rolling Cart with Black Drape  
 Keyboard & Mouse  
 25' VGA Cable or 6' HDMI Cable  
 Polycom Speaker Phone (phone line not included)

QTY	ADV.	STD.	DAYS	TOTAL
	\$10.00	\$15.00		
	\$15.00	\$20.00		
	\$40.00	\$50.00		
	\$100.00	\$125.00		

### Other

QTY	RATE	HOURS	DAYS	TOTAL

### Rental Totals

EQUIPMENT TOTAL  
 DELIVERY / SETUP/ PICKUP (24% of line 1 or \$75.00 min.)  
 SUBTOTAL (add line 1, line 2)  
 SALES TAX (7% of line 3)  
**TOTAL DUE**

Payment is due when order is placed

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Customer Information

Show Name/Date \_\_\_\_\_  
 Firm Name \_\_\_\_\_  
 Ordered By \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

### Ordering Instructions

- All items are charged daily. The total charge is per item multiplied by the number of show days. Show days are days the exhibit floor is open. No charge for set up days.
- Please include applicable Sales Tax on equipment rental.

**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.

- All orders must include a service charge of 24%. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$75 then add \$75 on line 2.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- CANCELLATIONS** - A. Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.
- Client or representative must be present at booth at time of delivery. Encore will not simply drop off equipment.

### On-site Information

On-site Contact \_\_\_\_\_  
 On-site Phone # \_\_\_\_\_  
 Installation Date & Time \_\_\_\_\_  
 Dismantle Date & Time \_\_\_\_\_  
 Booth # \_\_\_\_\_

