

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	REGULAR RATE
LCD PROJECTOR		\$	\$
TRIPOD SCREEN		\$	\$
25' HDMI CABLE		\$	\$

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
32" MONITOR TABLE TOP		\$	\$
55" MONITOR		\$	\$
70" MONITOR		\$	\$
FLOOR STAND		\$	\$

AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
PERSONAL SPEAKER		\$	\$

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$	\$
HARD LINE CONNECTION		\$	\$

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE – 20 AMP		\$	\$
120V THREE PHASE – 60 AMP		\$	\$

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$	\$
FLIPCHART PACKAGE		\$	\$

Please Contact Encore At [301.247.5807](tel:301.247.5807)