

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15 % markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

**ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**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.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Email Completed Form - [EncoreFairmontAustin@encoreglobal.com](mailto:EncoreFairmontAustin@encoreglobal.com)

Labor and/or service charges may apply and/or loss damage waiver.

## MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" LCD monitor	\$ 225			\$ 0
■ 43" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 555			\$ 0
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 765			\$ 0
■ 80" LCD monitor <input type="checkbox"/> Dual-post stand	\$ 1,380			\$ 0

## AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ 230			\$ 0
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ 325			\$ 0
■ Powered speaker <i>Up to five people</i>	\$ 210			\$ 0

## ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ 255			\$ 0

## PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ 505			\$ 0
■ 8' Tripod screen	\$ 100			\$ 0

## INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ 200			\$ 0
■ Wireless internet connection	\$ 33			\$ 0
■ Dedicated bandwidth	Please contact ENCORE for quote			

## LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ 100			\$ 0

## POWER

	PRICE	QTY	DAYS	TOTAL
■ Power Drop Single Phase - 5AMP	\$ 58			\$ 0
■ Power Drop Single Phase - 20AMP	\$ 145			\$ 0
■ Power strip	\$ 21			\$ 0

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0

## SPECIAL REQUESTS

Please add any items not listed above that you require.



EVENTS THAT TRANSFORM

# EXHIBITOR SERVICES

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## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_