

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.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$400
TRIPOD SCREEN		\$95
25' HDMI CABLE		\$25

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLE TOP		\$350
55" MONITOR		\$680
70" MONITOR		\$750
FLOOR STAND		\$100

AUDIO	QUANTITY	DAILY RATE
PERSONAL SPEAKER		\$120

INTERNET	QUANTITY	SHOW RATE
SIMPLE WIFI CONNECTION		\$25
HARD LINE CONNECTION		\$150

POWER	QUANTITY	SHOW RATE
SINGLE OUTLET EXTENSION CORD		\$15
6 OUTLET POWER STRIP		\$15

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$235
POST-IT FLIPCHART PACKAGE		\$91

If you are experiencing technical difficulties on site
 Please Contact Encore At 919-903-3553

