



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 RCexhibits@encoreglobal.com and an Encore representative will contact you for an official order review and signature. All orders are subject to a 25% service charge and 6.5% sales tax. Labor is required for all specialty services at a standard rate of \$115/hour. Additional labor charges and loss damage waiver may apply. Full payment is due prior to show opening. Orders submitted less than 30 days prior to show opening will receive standard pricing for all services. Orders received less than (7) days prior to show opening may additionally incur a (1) hour labor charge. If tax exempt, please submit a State of Florida Exemption Certificate prior to services being rendered.



MONITORS (INCLUDE VGA or HDMI CABLE)	ADVANCED RATE	SHOW RATE	QUANTITY
24" LCD MONITOR - DESKTOP STAND ONLY	\$225	\$450	
32" LCD MONITOR – DESKTOP STAND ONLY	\$280	\$560	
46" LCD MONITOR WITH 72" FLOOR STAND	\$640	\$1,280	
55" LCD MONITOR WITH 72" FLOOR STAND	\$850	\$1,700	
65" LCD MONITOR WITH 72" FLOOR STAND	\$995	\$1,990	
70" LCD MONITOR WITH 72" FLOOR STAND	\$1,260	\$2,520	
MONITOR WALL MOUNT (WITH ENCORE MONITOR RENTAL ONLY)	\$85	\$170	

Floor stands and wall mounts may only be used with Encore equipment. They cannot be rented out for use with client monitors. Larger monitors and touch screen monitors are available and priced upon request. A labor fee will be incurred for touch screen monitor installations.

ADDITIONAL OPTIONS	ADVANCED RATE	SHOW RATE	QUANTITY
12" POWERED SPEAKER	\$105	\$210	
SPEAKER STAND	\$32	\$64	
4-CHANNEL MIXER	\$80	\$160	
WIRELESS MICROPHONE (HANDHELD OR LAVALIER)	\$230	\$460	
COMPUTER AUDIO	\$80	\$160	

LIGHTING	ADVANCED RATE	SHOW RATE	QUANTITY
LED UPLIGHTING PACKAGE	\$300	\$600	

ADDITIONAL OPTIONS	ADVANCED RATE	SHOW RATE	QUANTITY
LAPTOP (WINDOWS 10)	\$255	\$510	
INTEL COMPUTE STICK	\$245	\$490	
WIRELESS KEYBOARD & MOUSE	\$80	\$160	
HDMI DISTRIBUTION AMPLIFIER	\$330	\$660	
ADAPTER (MINI DISPLAY PORT, USB-C, ETC.)	\$26	\$52	

The 4% loss/damage waiver (optional rental insurance) protects the exhibitor if any equipment is lost, damaged, or destroyed. Please note if the loss/damage waiver is declined, the replacement cost is three times the rental amount for any damaged or missing equipment.

ON-SITE TECHNICAL ASSISTANCE

Please Contact Encore at: [407-948-1067](tel:407-948-1067)

STANDARD POWER – 120 VOLT	ADVANCED RATE	SHOW RATE	QUANTITY
5 AMP (500 WATTS)	\$125	\$170	
10 AMP (1000 WATTS)	\$185	\$260	
15 AMP (1500 WATTS)	\$215	\$305	
20 AMP (2000 WATTS)	\$240	\$345	
25' EXTENSION CORD	N/A	\$21	
6-OUTLET POWER STRIP	N/A	\$21	

Standard electrical outlet placement is the back of an inline booth; a (1.5) hour labor charge for installation and (1) hour dismantle charge will apply to any modified requests outside of standard placement at a rate of \$115/hour.

SPECIALTY POWER – 208 VOLT	ADVANCED RATE	SHOW RATE	QUANTITY
SINGLE PHASE – 20 AMP	\$400	\$565	
SINGLE PHASE – 30 AMP	\$495	\$710	
SINGLE PHASE – 60 AMP	\$670	\$950	
SINGLE PHASE – 100 AMP	\$835	\$1,180	

Additional power options are available upon request. Please contact a representative for more information.
A (2.5) hour minimum labor charge will be applied for all specialty services, custom installations, 208 volt services, island booths, and any drops that are not in the back center of the booth. A (1) hour reset fee will apply after lines have been placed.
A diagram with measurements for each power drop is required. Final labor charges will be determined after completion.

IMPORTANT INFORMATION – MUST COMPLETE

- For island booths/nonstandard installations, a scaled floorplan must accompany orders showing locations of electrical outlet(s), main drop location, connections, and lighting equipment.
- Will there be carpet in the booth? Please check one.
 - ☐ Yes, there WILL be carpet in the booth.
 - ☐ No, there WILL NOT be carpet in the booth.

RIGGING: All rigging requests must be submitted through the Encore Portal: www.encoreglobal.com/rigging-portal

COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	ROOM / BOOTH NAME/NUMBER

- Please indicate on the grid the location of your power drop(s) and how many amps per power drop (e.g., 15A).
- If no location is indicated, the power drop will be placed in the middle back of the booth.
- For all equipment supplied, read the ratings from the metal plate attached to the unit (see example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3
							Phase

Each square in the below diagram is _____ feet, since our booth is _____ feet wide x _____ feet long.

Behind Aisle or Adjacent Booth No. _____

Left Side Aisle or Adjacent Booth No. _____

Right Side Aisle or Adjacent Booth No. _____

Front/Across Aisle or Adjacent Booth No. _____

1. Orders must be received with payment a minimum of thirty (30) days prior to scheduled event set up for advance price. Orders received less than thirty (30) days prior to scheduled event set up or without payment will be charged at the standard price.
2. Encore electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be completed by an Encore electrician. Encore will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than an Encore electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Encore and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Under normal circumstances, all electrical outlets will be placed on the floor in the back of the booth. Island booth outlets may be brought to one (1) location at Encore's discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of two and a half (2 ½) hours labor charge, one and a half (1 ½) hour to install, and one (1) hour for dismantle. Time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment, regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Encore is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by Encore for this service order is furnished on a rental basis, remains the property of Encore, and shall be removed ONLY by Encore Employees. Price also includes all necessary disposable supplies.
13. Encore Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered, nor adjustments made unless filed in writing by the exhibitor prior to close of event. This claim must be verified by an Encore Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Encore its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds Encore harmless for any and all losses of power beyond Encore's control including, but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
19. As the official Electrical Contractor, Encore will be responsible for all under carpet distribution of electrical wiring and all motor and equipment hook-ups requiring hardware connections. The above items require electrical labor.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside the booth. For the safety of all, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays or the use of 2-wire clamp on fixtures is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
22. **Event Cancellation.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore, which will be payable by the Customer. Cancellations received 29 to 15 days before the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the event will be subject to cancellation charges of 75% of the total charges contained in the Event Quote. Cancellations received less than three days (72) hours before the first day of the Event or after equipment has departed from its storage facility will be subject to cancellation charges of 100% of the total charges contained in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer.