



Exhibit Order Form

EXHIBITOR INFORMATION

Event Name _____

Exhibit Dates _____ Ballroom _____

Company/Exhibitor _____ Booth# _____

Contact Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Fax # _____



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EVENT TECHNOLOGY GUIDE

110/120 VOLT *Note: All Power is "Per Show" inclusive of sales tax, labor & 24% service charge*

	<u>Quantity</u>	<u>Set Date</u>	<u>Discount Price</u>	<u>Standard Price</u>	
500 Watts (5 amps)	_____	_____	104.00	156.00	\$ _____
1000 Watts (10 amps)	_____	_____	180.00	270.00	\$ _____
2000 Watts (20 amps)	_____	_____	240.00	360.00	\$ _____

208/220 VOLT – Call for quote

Additional Labor If Needed (*Minimum Charge for Orders – 1 hour*)

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

	<u>Advance</u>	<u>Show Site</u>
Straight Time (<i>per hour</i>)	\$75.00	\$95.00
Monday – Friday, 8:00am – 4:30pm (<i>Excluding Holidays</i>)		
Overtime (<i>per hour</i>)	\$112.50	\$142.50
Monday - Friday, 4:30 pm - 8:00 am (<i>All day Saturday, Sunday and Holidays</i>)		

ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment 14 days prior to date of event, along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 1 hour prior to show opening and turned off 1 hour after show closes on show days.
- Power will be turned off immediately after final show closing.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- NO refunds will be applied to electrical services cancelled after installation.

	TOTALS
	Electrical \$ _____
	Additional Labor If Needed \$ _____
	Page 2 - Total \$ _____



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Audio Equipment

Qty	Items	Daily Rate	Days	Total
	JBL Powered Loudspeaker w/Stand	\$120.00		
	SM-58 Hardwire Microphone w/Stand	\$65.00		
	UHF Wireless Microphone (Handheld or Lavalier)	\$150.00		
	CD Player	\$65.00		
	4 Channel Mono Mixer	\$55.00		

Video Equipment

Qty	Items	Daily Rate	Days	Total
	HD Flat Panel Display Package: <i>(Includes: HD 52" Flat Panel LCD Display, Display Stand, DVD Player, Video & Power Cabling, Set & Strike Labor)</i> <i>*Recommended for Standalone Digital Signage, Directional Guidance and Exhibit Booths.</i>	\$650.00		

Computers, Internet & Phone Lines

Qty	Items	Daily Rate	Days	Total
	PC Laptop Computer	\$250.00		
	Desktop Computer w/Mouse & Keyboard	\$250.00		
	Single User (<i>Hardwire Internet Connection</i>)	\$375.00		
	Single User (<i>Wireless Internet Connection</i>)	\$325.00		
	Each add. Internet connection/day (<i>Hardline or wireless</i>)	\$100.00		
	Telephone w/DID Analog Line (<i>Domestic Calling</i>)	\$150.00		
	Telephone w/DID Analog Line (<i>International Calling</i>)	\$225.00		

All microphones and playback audio (e.g. laptop audio, MP3 players, etc.) must have an audio mixer and house sound patch/speaker for amplification.



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Miscellaneous Cables & Power

Qty	Items	Show Rate	Days	Total
	A/C Extension Cable	\$10.00		
	Power Strip	\$10.00		
	Extension/Power Strip Combo	\$20.00		
	VGA Cable (<i>for PC, projectors and monitors</i>)	\$10.00		

	Page 3-4 Total	Enter -->	\$
	Service Charge	x 24%	\$
	Anaheim Tax	8%	\$
	<i>(total from page 2 is inclusive of service charge and sales tax)</i> Page 2 – Total	Enter -->	\$
	GRAND TOTAL		\$



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CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing. *(If you do not have a master account established, you must include this form).*

Please make your selection below and fax completed to:

Encore Event Technologies:

FAX: (714) 748.2476

Please fax order form. Do not email.

I authorize Encore Event Technologies & Anaheim Marriott to charge my credit card for:

Date of Function _____

Name of Event/Group: _____

Type of Card *(Check One)*:

American Express _____ Visa _____ MasterCard _____

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name: _____

Card Holder Address: _____

Card Number: _____ Expiration Date: _____

Total Estimated Charges: \$ _____

Phone Number: _____

Signature: _____

Date: _____