

EXHIBITOR SERVICES

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



NAPLES GRANDE
BEACH RESORT

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. 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.

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

Shipping Instructions – The Naples Grande Beach Resort has limited amount of storage space. For this reason, any packages sent to the hotel should arrive no earlier than three days prior to the start of your event.

Please label all materials as follows:

1. Address Packages to: Naples Grande Beach Resort, 475 Seagate Drive, Naples, FL 34103
2. Hold for: Group Name / Dates of Meeting
3. Name of individual who will ask for box(s) on property & Company Name
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: zack.mahanke@encoreglobal.com

MONITORS

	PRICE	QTY	DAYS	TOTAL
24" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wall mount <input type="checkbox"/> Single-pole stand				
32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
46" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
70" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
Powered speaker (laptop audio interface)	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
Laptop	\$ _____	_____	_____	\$ _____

INTERNET

	PRICE	QTY	DAYS	TOTAL
Wired internet connection	\$ _____	_____	_____	\$ _____
Simple WiFi (up to 3Mbps)	\$ _____	_____	_____	\$ _____
Superior WiFi (up to 5Mbps)	\$ _____	_____	_____	\$ _____
Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
Up-light	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
120V – 5 AMP	\$ _____	_____	_____	\$ _____
120V – 10 AMP	\$ _____	_____	_____	\$ _____
120V – 20 AMP	\$ _____	_____	_____	\$ _____

RIGGING

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

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

TOTAL COSTS	PRICE
Equipment Total	\$ _____
Setup & Teardown	\$ _____
Service Charge (25%)	\$ _____
Sales Tax (7.0% tax, excluding HSA services)	\$ _____
TOTAL DUE	\$ _____

Zack Mahanke

Sales Manager -Encore®

Naples Grande Beach Resort

475 Seagate Drive, Naples, FL 34103

office: 239.601.1728 email: zack.mahanke@encoreglobal.com

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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. _____

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