



EXHIBITOR PRICE GUIDE

CLIENT / EXHIBITOR INFORMATION

Event Name

Contact Name

Cell #

Company Name

Billing Address

City, State, Zip

Phone

Fax

Email

Booth Number (if applicable)

Date equipment needed

Time equipment needed (start)

Event start date

Event end date

Date equipment use ends

Date equipment use ends

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INTERNET

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Wired High Speed Internet Line	\$150 1st device			
Additional Hardwire Internet Line	\$75 per device			
Wireless Internet Access	\$49.95 per device			
Polycom Phone	\$125 per device			

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Subtotal

ELECTRICAL SUPPORT

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
120/208 VOLT SINGLE PHASE SERVICE					
5 Amp 120v (includes 1 extension cord & power strip)	\$120	\$75			
20 Amp 120v (includes 1 extension cord & power strip)	\$190	\$171		N/A	
Power strips	\$25	\$15			
25' Extension cord	\$25	\$15			
50' Extension cord	\$25	\$15			

*IMPORTANT: Electrical services include setup labor. Additional extension cords and power strips are extra. Five or more power strips or extension cords will require additional labor. ** ADVANCED RATE - Complete order received ten business days prior to event.

Subtotal

PRINTERS, COMPUTERS & ACCESSORIES

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
Black & White Printer	\$350	\$225			
Color Printer	\$425	\$300			
Laptop Computer	\$225	\$150			
Desktop Computers	Call for details	Call for details			
17" LCD Monitor	\$125	\$112			
22" LCD Monitor	\$150	\$135			
40" LCD Monitor w/ stand	\$450	\$300			
60" LCD Monitor w/ stand	\$600	\$540			
Laser Pointer	\$50	\$45			
Flipchart Package	\$55	\$45			

** ADVANCED RATE - Complete order received ten business days prior to event.

Subtotal

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A/V EQUIPMENT

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
VHS/DVD Combo Player	\$95	\$85			
12" Powered Speaker w/ stand	\$100	\$75			
4 Channel Mixer	\$50	\$45			
Wired Handheld Microphone	\$50	\$45			
Wireless Handheld/Lavaliere Microphone	\$195	\$150			
4,000 Lumen LCD Projector Package (includes protector, projector stand, 8" screen & cables)	\$650	\$500			
Projector Support Package (includes projector stand, 8" screen, cables & technical assistance)	\$195	\$150			

*IMPORTANT: Additional Equipment available. Please call for details.
** ADVANCED RATE Complete order received ten business days prior to event.

PLEASE REMIT TO:
Encore Event Technologies
c/o Omni Hotel Richmond
100 S 12th St, Richmond, VA 23219
P: (804) 225-1990 F: (804) 225-8011

A/V Subtotal	_____
Internet Subtotal	_____
Electrical Subtotal	_____
Printers, Computers & Accessories Subtotal	_____
SUBTOTAL	_____
24% Service Charge	_____
5.3% Sales Tax	_____
Add 15% for On-site Orders	_____
GRAND TOTAL	_____

PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #	Authorized Signature		
Credit Card #	CCID	Type	Exp
Billing Address	City	State	Zip
Customer Signature	Print Name	Date	

TERMS AND CONDITIONS.

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:
1. ALL CHECKS MUST BE RECEIVED 72 HOURS PRIOR TO EVENT. 2. CANCELLATION: IN THE EVENT LESSEE CANCELS THIS ORDER, LESSEE WILL BE CHARGED A CANCELLATION FEE EQUAL TO 10% OF ONE DAY'S RENTAL OF THE SUBJECT EQUIPMENT. CANCELLATION MADE WITHIN 48 HOURS OF THE DELIVERY DATE WILL BE CHARGED A CANCELLATION FEE EQUAL TO ONE DAY'S RENTAL PLUS HANDLING CHARGES. 3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. **4. Rentals in the City of Richmond are subject to city tax of 5.3% 5. Insurance for the subject equipment is Lessee's responsibility 6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. 8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. 9. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.**

I understand the above condition.

Authorized Signature: _____ Print Name: _____ Date: _____

