



EXHIBITOR PRICE GUIDE

CLIENT / EXHIBITOR INFORMATION

Event Name

Contact Name

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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VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
DVD/VHS Player	\$75.00			
22" LCD Monitor	\$155.00			
60" LCD Monitor, DVD/Package	\$500.00			
60" LCD Montior	\$550.00			
LCD Projector (WXGA) w/stand & 6' Screen	\$600.00			
Other monitor and screen sizes available, please call for a quote.				Subtotal

SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$40.00			
Powered Speaker (100W)	\$100.00			
Wireless Microphone Handheld/Lavaliere	\$150.00			
Custom systems available, please call for a quote.				Subtotal

COMPUTER EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Desktop Computer	\$300.00			
Laptop, PC	\$250.00			
Laptop, MAC	\$300.00			
Custom system available, please call for a quote.				Subtotal

Video Equipment Subtotal _____

Sound Equipment Subtotal _____

Computer Equipment Subtotal _____

(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

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STANDARD WIRED INTERNET SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared ethernet	\$300.00			
Additional user/device	\$100.00			
			Subtotal	

WIRELESS INTERNET SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Access point activation/WiFi connection (1st device)	\$100.00			
			Subtotal	

SPECIAL NETWORK SERVICES BY REQUEST

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Higher Bandwidth Caps - Available (current per user - 6Mbps)	\$55.00/each add'l Mbps			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom items available	Please Call			
			Subtotal	

TELECOMMUNICATIONS SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Direct Inward Dial (DID)	Please Call			
Standard Analog Line	Please Call			
Polycom Speakerphone	\$125.00			
			Subtotal	

Standard Wired Internet Services Subtotal _____
 Wireless Internet Services Subtotal _____
 Special Network Services by Request Services Subtotal _____
 Telecommunication Services Subtotal _____
(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL _____

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ELECTRICAL SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
120 VOLT SINGLE PHASE SERVICE				
5 Amp 120v (includes extension cord and power strip)	\$65.00			
20 Amp 120v(includes extension cord and power strip)	\$100.00			
208 VOLT THREE PHASE SERVICE				
30 Amp 208v	\$100.00			
60 Amp circuit	\$225.00			
100 Amp circuit	\$400.00			
200 Amp circuit	N/A			
400 Amp circuit	N/A			
Power strips	\$15.00			
25' Extension cord	\$15.00			
50' Extension cord	\$25.00			
IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call your Encore representative for details.			Subtotal	

Electrical Services Subtotal _____

(Before taxes service charge and/or labor) **EQUIPMENT SUBTOTAL** _____

Exhibit Rental Reservation GRAND TOTAL

Equipment TOTAL _____

Networking/Telecom TOTAL _____

Electrical TOTAL _____

(Before taxes service charge and/or labor) **GRAND TOTAL** _____

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LABOR SERVICE RATES

HOURS	RATE
8am to 6pm	\$60.00
6pm to 12 am	\$75.00
12am to 8am	\$105.00
Holidays	\$105.00

FUNCTION SPACE

FUNCTION SPACE	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH	ROOM/ BOOTH
Start Date & Time:					
End Date & Time:					

CLIENT/EXHIBITOR INFORMATION

Event Name	Event Location	
Exhibitor	Booth#	
Contact Name	Email Address	
Address	Phone #	
Fax#	City	
State	Zip	Delivery Date

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place.

Pick-up Date: _____

Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Comments

- ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.
- Equipment listed is a partial inventory. Additional equipment is available upon request.
- Custom sizes and/or specifications are also available. Please call for quote.

EXHIBITOR PRICE GUIDE

CREDIT CARD AUTHORIZATION FORM

Cardholder's Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder's Phone Number

Order Number

Amount

I, _____, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

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.

TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows

1. 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. **2.** 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. **3.** Rentals in the City of Atlanta are subject to city tax of 7%. **4.** Insurance for the subject equipment is Lessee's responsibility. **5.** 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 **6.** 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. **7.** 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. **8.** Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO RJ LONG AT (361)886-3541

OR EMAIL TO rj.long@encore-us.com

OMNI  HOTELS & RESORTS
corpus christi | texas

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ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS

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2. 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.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. 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.
6. 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.

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
9. You agree to remain entirely liable for all activities conducted through the network connections.

10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed..
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: _____
(Required)