



## 2021 EXHIBIT EQUIPMENT PRE-ORDER FORM

Please send form to:  
[exhibits.bonnet.creek@encoreglobal.com](mailto:exhibits.bonnet.creek@encoreglobal.com)

ALL ORDERS MUST BE RECEIVED **14 DAYS PRIOR** TO INSTALLATION FOR ADVANCE RATES

= Editable Field								
<b>COMPUTER</b>		Advance	Onsite	QTY	TOTAL	<b>INFORMATION</b>		
Laptop PC w/Windows/Office		\$ 255.00	\$ 275.00		\$ -	EVENT NAME		
Wireless Presentation Remote		\$ 65.00	\$ 75.00		\$ -			
25' Cable (HDMI/VGA/DISPLAY)		\$ 32.00	\$ 42.00		\$ -			
<b>MONITORS</b>		Advance	Onsite	QTY	TOTAL	COMPANY		
24" Flat Panel Monitor on Table Stand		\$ 225.00	\$ 245.00		\$ -			
55" LCD Monitor w/ Stand		\$ 850.00	\$ 870.00		\$ -	ADDRESS		
<b>AV</b>		Advance	Onsite	QTY	TOTAL	CITY	STATE	ZIP
LED Uplighting package - 2 fixtures		\$ 200.00	\$ 220.00		\$ -			
Flipchart w/Markers		\$ 102.00	\$ 122.00		\$ -	PHONE #		
iPod/Laptop/MP3 audio connection		\$ 80.00	\$ 100.00		\$ -			
Wired Hand Held Microphone & Stand		\$ 80.00	\$ 100.00		\$ -	EMAIL		
Wireless Microphone (Hand or Lav)		\$ 230.00	\$ 250.00		\$ -			
4 Channel Mixer		\$ 80.00	\$ 85.00		\$ -	On-Site REPRESENTATIVE'S NAME		
Powered Speaker on Stand		\$ 162.00	\$ 182.00		\$ -			
Other:					\$ -	On-Site REPRESENTATIVE'S Cell Phone #		
<b>INTERNET</b>		Advance	Onsite	QTY	TOTAL	ROOM	BOOTH	
Basic WiFi (per connection)		\$ 22.00	\$ 42.00		\$ -			
Wired Internet (per PC- Up to 5Mbps)		\$ 200.00	\$ 250.00		\$ -	START DATE:	TIME:	
Custom Internet Configuration		<b>contact for pricing</b>				END DATE:	TIME:	
<b>ELECTRICAL - 120 volt</b>		Advance	Onsite	QTY	TOTAL	ADDITIONAL INSTRUCTIONS		
5 AMP Power Drop - one time fee		\$ 125.00	\$ 170.00		\$ -			
10 AMP Power Drop - one time fee		\$ 185.00	\$ 260.00		\$ -			
15 AMP Power Drop - one time fee		\$ 215.00	\$ 305.00		\$ -			
20 AMP Power Drop - one time fee		\$ 240.00	\$ 345.00		\$ -			
AC Extension Cord		\$ 21.00	\$ 31.00		\$ -			
Power Strip		\$ 21.00	\$ 41.00		\$ -			
<b>***For Services not listed above contact for pricing***</b>						<b>Payment must be received 14 days prior to installation to receive advance rate</b>		
Labor for all equipment and services will be added to the total and a confirmation will be sent for final order approval.								
<b>DAILY SUB TOTAL (not including power)</b>					\$ -	<b>For your security Encore will not take credit card information through email. An Encore representative will reach out by phone to collect information.</b>		
<b>NUMBER OF DAYS NEEDED (please fill out for a proper estimate)</b>								
<b>EQUIPMENT SUB TOTAL (including power)</b>					\$ -			
HOTEL SERVICE CHARGE 25%					\$ -			
<b>SUB TOTAL</b>					\$ -			
SALES TAX 6.5%					\$ -			
<b>ESTIMATED GRAND TOTAL (additional labor may be needed)</b>					\$ -			
<b>***ALL CHARGES ARE ON A PER DAY BASIS, unless otherwise noted***</b> Advance pricing applicable for <b>order received 14 days</b> prior to load in. ***Daily charge will apply on set up day if requested before 2pm*** 6.5% Sales Tax & 25% Service Charge is applied to all orders.						SIGNATURE (Type name below as an Electronic Signature)		
Totals listed do not include set up and tear down labor . This will be added by Encore upon receipt of your order if needed. Labor is charged as follows: * Mon-Fri 8am to 5pm \$105/hr (\$130/hr for electrician) * Mon-Fri 5pm to 12am, Saturdays 8am to Midnight \$157.50/hr (\$195/hr for electrician) * Sundays, Holidays and Mon-Sat 12am - 8am \$210/hr (\$260 for electrician)						All cancellations require 48 hour notice or full rental charges will apply. <b>PAYMENT MUST</b> be established before installation. All fees current as of January 2021		
Labor included for Power Drops placed behind standard inline/peninsula booths. Additional labor will be required for drops that need to be run to specific locations in a booth (1 hour min) or to an island booth (2 hour min). A booth diagram worksheet is available upon request.								