



Name of Conference _____ Start Date _____ End Date _____

Event Days _____ Company Name _____

On-Site Contact _____ Name _____ Room/Exhibit Booth # _____

Street Address _____ City & State _____ Zip Code _____

Telephone Number _____ Delivery Date _____ Delivery Time _____ AM PM

Email Address _____ Pick Up Date _____ Pick Up Time _____ AM PM

Ordered By _____

VIDEO / DATA DISPLAY	QTY	RATE
22" LCD Data Monitor on desk stand		\$95.00
60" LCD Data/Video Monitor w/Speakers on floor stand		\$475.00
Tripod Screen w/Skirt 6'-8'		\$100.00
COMPUTER EQUIPMENT	QTY	RATE
PC Laptop Computer (Intel Core i5 or similar w/Microsoft Office)		\$265.00
Desktop Computer Package (Includes: CPU, monitor, keyboard & mouse)		\$375.00
Desktop Computer Speakers		\$50.00
AUDIO EQUIPMENT	QTY	RATE
Wired Microphone		\$55.00
Wireless Hand-Held Microphone		\$175.00
4 Channel Mixer		\$60.00
Sound System (2 Powered Speakers w/ Stands, 4-Ch Mixer, Wired Microphone w/ Stand)		\$370.00

HIGH-SPEED INTERNET	QTY	RATE
Wired Internet		\$125.00
Wireless Internet @ 6Mbps (Charge per device connecting to network. No outside switches, routers or hubs are allowed on the hotel network.)		\$60.00
MISCELLANEOUS	QTY	RATE
Flip Chart w/ Markers		\$85.00
Booth Lighting Kit (2 LED light set)		\$150.00
POWER	QTY	RATE
Powerstrip Package (Power Strip and Extension Cord)		\$35.00
SUBTOTAL		
Service Charge (24%)		
Labor/Delivery/Pick-Up		
Sales Tax (10%)		
GRAND TOTAL		

It is required that Encore set-up, operate and strike all equipment unless union guidelines and requirements dictate otherwise. All equipment prices listed are per day prices. Equipment and labor pricing listed does not include a service charge or sales tax. All equipment and labor cancellations occurring less than 48 hours prior to scheduled function shall be billed to customer at full, published rates. This document, dated 1/9/2017, supersedes all previous and non-dated Price Guides. Pricing is subject to change without notice.