



Exhibitor Services - AV Order Form

Encore Representative:
Silva Mungai
silva.mungai@encoreglobal.com
+1 (780) 886-3712

COMPANY:		SHOW NAME:	
STREET:		VENUE:	
CITY:		BOOTH #:	
PROV / STATE:		INSTALLATION DATE:	TIME:
POSTAL/ZIP:		EXHIBIT START DATE:	TIME:
E-MAIL:		EXHIBIT END DATE:	TIME:
PHONE:		CONTACT ON-SITE:	
ORDERED BY:		CONTACT ON-SITE PHONE:	

Please carefully read the following terms & conditions:

PAYMENT: For your privacy and security, we will call you directly for your credit card information. DO NOT SEND YOUR CREDIT CARD INFORMATION VIA E-MAIL.

ENCORE does not supply electrical outlets for your booth. This can be supplied by SHOWTECH. You can e-mail them at edmonton@showtech.ca or call them at 780.429.1162

Written Order Cancellation must be received at minimum one week prior to load-in and set-up to avoid a 1-day charge fee

Your authorized representative must be at your booth at the specified date and time to accept delivery of the equipment.

You or your authorized representative are responsible for safeguarding the equipment at all times. ENCORE does offer a Loss Damage Waiver of 4% of pre-discount rental rate

Once form is completed in full, please e-mail it to the ENCORE representative listed above. You will then be provided with an official document which includes all applicable charges (Delivery/Pick-Up, Set/Strike Labor, Cables & Consumables, Loss Damage Waiver and GST) which will need to be signed in order to confirm use of Encore services.

All prices are subject to applicable sales taxes. Labour rates are subject to change without notice during seasonal peak periods.

Customers are required to provide their own dongles for laptop or tablet devices. A fee may apply for specialty dongle requests made onsite.

To fill out the form, just input the QUANTITY amount and DAYS required. In the Totals, include the listed amounts for Delivery/Pick-Up and Set/Strike Labor.

QUANTITY	DESCRIPTION	PER DAY RATE	DAYS	TOTAL
	FLAT SCREEN MONITOR DISPLAYS			
	22" DELL 1080P 16:9 LCD DESKTOP MONITOR	\$132.25		\$0.00
	42" SHARP AQUOS LED/LCD MONITOR WITH STAND	\$359.25		\$0.00
	43" LG 4K UHD LED MONITOR WITH STAND	\$380.75		\$0.00
	46" SAMSUNG 1080P 16:9 LCD MONITOR WITH STAND	\$406.00		\$0.00
	49" LG 4K UHD LED MONITOR WITH STAND	\$490.75		\$0.00
	52" SHARP AQUOS LED/LCD MONITOR WITH STAND	\$571.00		\$0.00
	55" LG 4K UHD LED MONITOR WITH STAND	\$576.25		\$0.00
	65" LG 4K UHD LED MONITOR WITH STAND	\$708.50		\$0.00
	70" SHARP 1080P 16:9 LED MONITOR WITH STAND	\$762.25		\$0.00
	75" LG 4K LCD/LED MONITOR WITH STAND	\$872.25		\$0.00
	80" SHARP 1080P LED/LCD MONITOR WITH STAND	\$871.25		\$0.00
	COMPUTERS			
	DELL PRECISION 7510 LAPTOP WITH OFFICE 2019	\$238.00		\$0.00
	COMPUTER DONGLE (Mini-Display/USB-C to HDMI)	\$20.00		\$0.00
	INTERNET			
	Request Separate Order Form for Wi-fi Or Wired Internet			
MANDATORY FEES (enter manually) DELIVERY & PICK-UP FEE (FOR TVS ONLY): \$50 SET/STRIKE LABOR: \$129		EQUIPMENT TOTAL:		\$0.00
		SET/STRIKE LABOR:		\$0.00
		DELIVERY & PICK UP		\$0.00
		9.5% CABLES & CONSUMABLES FEE:		\$0.00
		SUB-TOTAL		\$0.00
		5% GST (If exempt, provide copy of exempt Letter):		\$0.00
		TOTAL:		\$0.00

ENCORE is a full-service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the ENCORE representative listed above for a custom solution.