



Orders received after December 31st will be charged 2x Standard Rate.

Return Fax: 702-216-5366

Return Email: larry.walter@encore-us.com

Name of Show			
Show Information			
Exhibiting Company Name		Booth #	
Exhibiting Company Address			
City/State/Zip			
Print Name			
Email			
Phone		Fax	
On-Site Contact		On Site Contact Cell	

Your signature below denotes acceptance of Encore Event Technologies' Terms and Conditions.

EXHIBITOR CREDIT CARD AUTHORIZATION

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

- AMEX
 MASTERCARD
 VISA

Account No.		Exp. Date		cv code	
Cardholder Name (PRINT)					
Signature					
Cardholder Billing Address					
City/State/Zip					

THIRD PARTY AUTHORIZATION

FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Exhibitor Name	
Exhibitor Signature	

THIRD PARTY AGENT

Company Name			
Address			
City/State/Zip			
Phone		Fax	
Email			

AMEX MASTERCARD VISA

Credit Card Account No.		Exp. Date		CV	
Cardholder Name					
Print Name					
Authorized Signature					

BILLING ADDRESS

Address			
City/State/Zip			
Phone		Fax	

**Orders received after December 31st will be charged 2x Standard Rate.
All prices listed are for the entire duration of the show.**

Name of Show				
Exhibitor Name		Booth #		
AUDIO VIDEO EQUIPMENT				
DESCRIPTION	QTY	EARLY ORDER SHOW RATE	STANDARD SHOW RATE	TOTAL
FLAT SCREEN DISPLAYS AND ACCESSORIES				
17" LCD Flat Screen, Data Only, Aspect Ratio 4:3		N/A	\$ 240.00	
20" LCD Flat Screen, Data Only, Aspect Ratio 4:3		N/A	\$ 285.00	
42" Plasma Monitor w/ Wall Mount, Aspect Ratio 16:9 High Definition*		N/A	\$ 1,350.00	
52" Plasma Monitor w/ Wall Mount, Aspect Ratio 16:9 High Definition*		N/A	\$ 1,650.00	
65" Plasma Monitor w/ Wall Mount, Aspect Ratio 16:9 High Definition*		N/A	\$ 2,850.00	
Dual Post Plasma Stand		N/A	\$ 225.00	
Truss mounted Flat Screen Monitors may require additional labor.				
VIDEO PLAYERS RECORDERS				
	QTY			
DVD Player (Consumer Grade)		N/A	\$ 255.00	
AUDIO EQUIPMENT				
	QTY			
Large High Performance PA System (2 Lg. Speakers)		N/A	\$ 1,725.00	
Small High Performance PA System (2 Sm. Speakers)		N/A	\$ 675.00	
Wired Microphone (hand held)		N/A	\$ 150.00	
Wireless Microphone (hand or lavalier)		N/A	\$ 525.00	
Powered Speaker w/ Stand		N/A	\$ 450.00	
LIGHTING EQUIPMENT				
Source 4 Leko (Spotlight)		N/A	\$ 165.00	
Source 4 Par (Wash Light)		N/A	\$ 165.00	
LED Uplight		N/A	\$ 285.00	
Custom Steel Gobo		N/A	\$ 375.00	
Custom Glass Gobo		N/A	CALL	
Automated Lighting		N/A	CALL	
PROJECTION EQUIPMENT – PROJECTORS AND SCREENS				
Encore Event Technologies offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.				

Name of Show				
Exhibitor Name		Booth #		
ELECTRICAL AND INTERNET				
ELECTRICAL POWER				
QTY				
20 Amp Circuit		N/A	\$	195.00
30 Amp 3-Phase		N/A	\$	900.00
100 Amp 3-Phase		N/A	\$	2,100.00
LIGHTING				
Backdrop Uplighting Package		N/A	\$	675.00
Ground Supported front Lighting package		N/A	\$	975.00
Ceiling Mounted Lighting			call for quote	
INTERNET/TELEPHONE				
QTY				
Package #1 Up to 10 Concurrent Users in 1 location		N/A	\$	1,250.00
Package #2 Up to 25 Concurrent Users in 1 location		N/A	\$	2,187.50
Package #3 Up to 50 Concurrent Users in 1 location		N/A	\$	4,375.00
Single Internet Connection w/ 3mbps		N/A	\$	450.00
Telephone Line DID		N/A	\$	215.00
Telephone		N/A	\$	50.00
CALCULATING YOUR ORDER				
Equipment Subtotal				\$
Service Charge includes delivery, set up, and dismantle				\$
21% Service Charge:				\$
Sub-total Charges				\$
Sales Tax (8.15%)				\$
Total Charges				\$

**** For orders exceeding \$3,000, please contact Encore Event Technologies at (702) 693-5513 for a labor quote based on the hourly rates listed below.**

Hourly Labor Rates: \$85.00/hr Straight Time

Additional labor required for wall or truss mounted Flat Screen Monitors (if applicable)

ADDITIONAL EQUIPMENT NOT LISTED

Please call (702)693-5513 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting, and large format video solutions.

- > Orders confirmed before the deadline will receive the early order show rate (if applicable).
- > A representative must be in your booth to sign for delivery of the equipment.
- > All payments must be made in advance in U.S. Funds
- > Electrical Services are not included in equipment pricing.
- > For equipment not listed or assistance in completing your order, please call Encore Event Technologies at (702) 693-5513.
- > Items ordered after deadline date are subject to availability and applicable freight charges.
- > Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

Name of Show			
Exhibitor Name		Booth #	

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

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

By executing this order form, Lessee agrees as follows:

1. Cancellation: Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.
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 charge for replacement cost, labor, or parts for repair, as the case may be.
3. Rentals in Clark County, Nevada are subject to sales tax of 8.15%
4. Insurance for the subject equipment is Lessees' responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only; 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.**

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

Wireless (802.11) Internet Declaration:: Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 693-5513 and one of our staff will be happy to assist you.

I understand the above terms and conditions

Date _____

Please Print Name _____

Authorized Signature _____

Please fax or email your completed and signed Exhibit Order Form to:
 Fax (702) 216-5366 | Email: larry.walter@encore-us.com



Return Fax: (702) 216-5362

Return Email: businesscenter@hrhvegas.com

Name of Show			
Show Information			
Exhibiting Company Name		Booth #	
Exhibiting Company Address			
City/State/Zip			
Print Name			
Email			
Phone		Fax	
On-Site Contact		Cell	

Your signature below denotes acceptance of Encore Event Technologies' Terms and Conditions.

EXHIBITOR CREDIT CARD AUTHORIZATION

For your convenience, we will use this authorization to charge your credit card account for your advance orders,

AMEX

MASTERCARD

VISA

Account No.		Exp. Date		cv code	
Cardholder Name (PRINT)					
Signature					
Cardholder Billing Address					
City/State/Zip					
Name of Show					
Exhibitor Name		Booth #			

BUSINESS CENTER RENTALS				
COMPUTERS AND ACCESSORIES				
	QTY			
Desktop Computer, 3GHZ or faster w/ monitor		N/A	\$ 825.00	
Laptop – PIV 2GHz/512MB RAM/DVD/Win XP		N/A	\$ 750.00	
Computer Speakers		N/A	\$ 180.00	
Keyboard/ Mouse Set		N/A	\$ 150.00	
Apple iPad		N/A	\$ 525.00	
HP Laser Printer 40PPM		N/A	\$ 550.00	
Note: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.				
SHIPPING AND RECEIVING				
	QTY			
Letter		N/A	\$ 5.00	
Packages up to 5 lbs.		N/A	\$ 8.00	
Packages 6-15 lbs.		N/A	\$ 15.00	
Packages 16-25 lbs.		N/A	\$ 24.00	
Packages 26-51 lbs.		N/A	\$ 65.00	
Packages 52 lbs and over		N/A	\$ 85.00	
Skids/Pallets		N/A	\$ 240.00	
Skids/Pallets 500 lbs and over.		N/A	0.75C/lb	
MATERIALS HANDLING				
	QTY			
Hand Truck (Dolly)			\$ 15.00	
Manual Pallet Jack			\$ 21.00	
Electric Pallet Jack			\$ 200.00	
Forklift*			\$ 550.00	
			\$ -	
* - A forklift operator from Encore Event Technologies must be used at an additional cost, unless vendor has a licensed forklift operator of their own. Driving credentials of a vendor-provided operator will need to be provided to the Business Center on-site.				
A Dock Supervisor will be required for any load-in or load-out that is done after Business Center hours. That Supervisor comes at a rate of \$65.00/hour. Business Center hours are Monday-Friday, 7am-6pm; Saturday, 8am-4pm; and Sunday, 8am-4pm. Arrangements will need to be made prior to vendor arrival for after-hours loading.				
Please call the Hard Rock Business Center at 702.216-5361 for more information about any of the products and services listed. The Business Center also offers dozens of other services, not listed on this document.				
CALCULATING YOUR ORDER				
Equipment/Services Subtotal				\$
Service Charge of 15% on all orders over \$200.00				\$
Sub-total Charges				\$
Sales Tax (8.15%)				\$
Total Charges				\$
<ul style="list-style-type: none"> > Orders confirmed before the deadline will receive the early order show rate (if applicable). > A representative must be in your booth to sign for delivery of the equipment. > All payments must be made in advance in U.S. Funds > For equipment not listed or assistance in completing your order, please call Encore Event Technologies at (702) 216-5361. > Items ordered after deadline date are subject to availability and applicable freight charges. > Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time cancellation, a handling charge and a minimum one-day charge on equipment will be applied. 				

Name of Show			
Exhibitor Name		Booth #	
ALL ORDERS ARE SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.			
By executing this order form, Lessee agrees as follows:			
1. Cancellation: Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one- 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 charge for replacement cost, labor, or parts for repair, as the case may be. 3. Rentals in Clark County, Nevada are subject to sales tax of 8.15% 4. Insurance for the subject equipment is Lessees' responsibility. 5. Payment tendered for the specified equipment with this reservation form is an estimate only; 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.			
When shipping something to the Hard Rock Hotel & Casino, please label as follows: Name of Hotel Guest or Meeting Planner Group/Conference & Arrival Date Hard Rock Hotel & Casino 4455 Paradise Rd. Las Vegas, NV 89169			
Some shipping restrictions apply. Please contact the Business Center for details.			
I understand the above terms and conditions			
Date			
Please Print Name			
Authorized Signature			

Please fax or email your completed and signed Exhibit Order Form to:
Fax (702) 216-5362 | Email: businesscenter@hrhvegas.com