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|---------------------------------|-------|-------------------------------|----------|-------------------------|
| ENCORE VENUE/NAME OF CONFERENCE | | START DATE | END DATE | # OF EVENT DAYS |
| COMPANY NAME | | ON-SITE CONTACT NAME & NUMBER | | ROOM/ BOOTH NAME/NUMBER |
| BILLING ADDRESS | | CITY & STATE | | ZIP CODE |
| ORDERD BY | EMAIL | | PHONE | |

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

| MONITOR | QUANTITY | ADVANCED RATE / DAY | REGULAR RATE / DAY |
|-------------------------|----------|---------------------|--------------------|
| 24" MONITOR TABLE TOP | | \$320 | \$400 |
| 32" MONITOR TABLE TOP | | \$480 | \$600 |
| 46" MONITOR FLOOR STAND | | \$880 | \$975 |
| 55" MONITOR FLOOR STAND | | \$1,020 | \$1,275 |
| LABOR | 1 | \$105 | \$105 |

| INTERNET | QUANTITY | ADVANCED RATE / SHOW | REGULAR RATE / SHOW |
|------------------------------|----------|----------------------|---------------------|
| WIRELESS CONNECT - BASIC | | \$190 | \$300 |
| WIRELESS CONNECT - PLUS | | \$230 | \$340 |
| ADT'L CONNECTIONS - WIRELESS | | \$55 | \$100 |
| WIRED CONNECT - BASIC | | \$665 | \$885 |
| ADT'L CONNECTIONS - WIRED | | \$225 | \$305 |
| LABOR (WIRED LINES ONLY) | 1 | \$105 | \$105 |

| POWER | QUANTITY | ADVANCED RATE / SHOW | REGULAR RATE / SHOW |
|---|----------|----------------------|---------------------|
| 120V SINGLE PHASE - 20 AMP w/ Power Strip | | \$444 | \$554 |
| 120V THREE PHASE - 60 AMP w/ Power Strip | | \$1,040 | \$1,559 |
| ADT'L Power Strip/Extension | | \$64 | \$64 |
| POWER LABOR | 1 | \$120 | \$120 |

| MISCELLANEOUS | QUANTITY | ADVANCED RATE / DAY | REGULAR RATE / DAY |
|----------------------------------|----------|---------------------|--------------------|
| LAPTOP | | \$260 | \$325 |
| BOOTH UP-LIGHTING (4 LED LIGHTS) | | \$380 | \$475 |

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At **617.937.5710**



EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

| | |
|-------------------|------------------------|
| ORGANIZATION NAME | ROOM/EXHIBIT BOOTH NO. |
| SHOW NAME | SHOW DATES |

Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

All IP Address information is assigned automatically via DHCP. Please ensure that that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Encore is not responsible for voltage fluctuations or power failure due to temporary conditions.

Adjacent Booth No. _____

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Adjacent Booth No. _____

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