

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		\$340	\$420
32" MONITOR TABLE TOP		\$495	\$615
46" MONITOR FLOOR STAND		\$800	\$975
55" MONITOR FLOOR STAND		\$1,030	\$1,285
LABOR	1	\$115	\$115

INTERNET	QUANTITY	ADVANCED RATE / SHOW	REGULAR RATE / SHOW
WIRELESS CONNECT - BASIC		\$120	\$280
WIRELESS CONNECT - PLUS		\$170	\$330
ADT'L CONNECTIONS - WIRELESS		\$50	\$95
WIRED CONNECT - BASIC		\$665	\$885
ADT'L CONNECTIONS - WIRED		\$225	\$305
LABOR (WIRED LINES ONLY)	1	\$115	\$115

POWER	QUANTITY	ADVANCED RATE / SHOW	REGULAR RATE / SHOW
120V SINGLE PHASE - 20 AMP w/ Power Strip		\$319	\$429
ADT'L Power Strip/Extension		\$64	\$64
POWER LABOR	1	\$130	\$130

MISCELLANEOUS	QUANTITY	ADVANCED RATE / DAY	REGULAR RATE / DAY
LAPTOP		\$280	\$345
BOOTH UP-LIGHTING (4 LED LIGHTS)		\$440	\$535

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At 617-342-5570

# 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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