

NAME OF CONFERENCE		ROOM		BOOTH NUMBER
COMPANY NAME	ON-SITE CONTACT NAME		ON-SITE CONTACT PHONE NUMBER	
BILLING ADDRESS		CITY & STATE/PROV.		ZIP/POSTAL CODE
SETUP DATE	SETUP TIME	DISMANTLE DATE	DISMANTLE TIME	# OF EVENT DAYS
ORDERD BY		EMAIL		PHONE

Email completed form to vardaan.narang@encoreglobal.com

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

Labour charges, sales tax, and 18% service charges may apply. **Setup/dismantle labour is subject to \$107.75 hourly rate with a one hour minimum.**

MONITOR	QUANTITY	REGULAR DAILY RATE
55" MONITOR w/FLOOR STAND (more sizes available)		\$682.50

AUDIO	QUANTITY	REGULAR DAILY RATE
SMALL POWERED SPEAKER		\$55.00

POWER	QUANTITY	REGULAR RATE
EXHIBITOR POWER with POWER BAR		\$55.00

MISCELLANEOUS	QUANTITY	REGULAR DAILY RATE
LAPTOP		\$282.00
FLIPCHART PACKAGE		\$55.00

If your group requires technical assistance during the conference, please contact our onsite Encore supervisor at
+1 (604) 999-5190

If your group requires any equipment not listed on the form, kindly reach out to the Encore Sales Manager at
+1 (604) 727-6330