

EXHIBITOR ORDER FORM

Video Equipment

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
DVD Player	\$ 120.00			
24" LCD Monitor	\$ 200.00			
50" LCD Monitor w/stand	\$ 500.00			
60" LCD Monitor w/stand	\$ 600.00			
70" LCD Monitor w/stand	\$ 700.00			
LCD Projector (WXGA) w/stand & 7' Screen	\$ 700.00			
OTHER MONITOR AND SCREEN SIZES AVAILABLE. PLEASE CALL FOR QUOTE. ENCORE MONITORS FOR USE WITH ENCORE STANDS ONLY.				

Sound Equipment

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Wireless Microphone Handheld	\$ 180.00			
Wireless Microphone Lavalier	\$ 180.00			
Audio Mixer	\$ 70.00			
CUSTOM AUDIO AND RECORDING SYSTEMS AVAILABLE. PLEASE CALL FOR QUOTE				

Computer Equipment

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Laptop Computer, PC	\$325.00			
Wireless Remote	\$ 75.00			
Laptop Computer, Mac	\$ 350.00			
CUSTOM SYSTEMS, LARGE QUANTITIES, & CUSTOM NETWORKED SOLUTIONS ARE AVAILABLE. PLEASE CALL FOR QUOTE				

EQUIPMENT TOTALS

Video Equipment Subtotal:	
Sound Equipment Subtotal:	
Computer Equipment Subtotal:	
EQUIPMENT TOTAL (Before Taxes, Service Charge and/or Labor – See Comments Section):	

EXHIBITOR ORDER FORM

Internet Services

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Single user/device shared Ethernet connection -1st device	\$ 300.00			
Additional user/device	\$ 100.00			

SUBTOTAL:

Wireless Internet Services

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Single user/device shared WiFi connection -1st device	\$ 49.95			
Additional user/devices	\$ 29.95			

SUBTOTAL:

Special Network Services by Request

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Higher Bandwidth Caps Available (current per user cap - 3Mbps)	\$ 500.00 <small>/ea. add'l Mbps</small>			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom Items Available	Please Call			

SUBTOTAL:

Telecommunication Services

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Direct Inward Dial (DID)	\$ 150.00			
Standard Analog Line	Please Call			
Polycom Speakerphone	\$ 300.00			

SUBTOTAL:

NETWORKING/TELECOM TOTALS

Standard Wired Internet Services:	
Wireless Internet Services:	
Special Network Services by Request:	
Telecommunication Services:	
NETWORKING / TELECOM TOTAL <small>(Before Taxes, Service Charge and/or Labor):</small>	

EXHIBITOR ORDER FORM

ELECTRICAL SERVICES

120 VOLT SINGLE PHASE SERVICE—EACH SERVICE IS (1) OUTLET AT REAR OF BOOTH—EXTENSION CORDS AND POWERSTRIPS ARE ADDITIONAL COST—LISTED BELOW	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Shared 5 Amp 120v	\$125.00			
Discrete 15 Amp 120v Edison	\$175.00			
ADDITIONAL POWER SERVICES OR NON-STANDARD	CALL			
20 AMP QUAD BOX	\$275.00			
60 Amp Circuit Cam Lock (Requires Certified Electrician)	\$400.00			
100 Amp Circuit Cam Lock (Requires Certified Electrician)	\$600.00			
Power Strips	\$35.00			
25' Extension Cord	\$35.00			
50' Extension Cord	\$45.00			
IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call your ENCORE representative with any special requirements, requests, or instructions. Standard power connections provided unless otherwise requested.				

SUBTOTAL:

ELECTRICAL TOTAL

	Electrical Services:	
	ELECTRICAL TOTAL	
(Before Taxes, Service Charge and/or Labor See Comments Section):		

EXHIBITOR ORDER FORM

Exhibit Rental Reservation Grand Total

	Rental Total:	
	Service Charge (25%):	
	Sales Tax (9.5%):	
	GRAND TOTAL :	

Labor Services Rates

Rates below are for reference only – ENCORE will quote when additional services are needed	RATE PER HOUR
8am to 5pm	\$80.00
5pm to 12am	\$80.00
12am to 8am	\$160.00
Holidays	\$160.00

Function Space & Installation Times (Required)

FUNCTION SPACE OR ROOM:					
Installation Start Date & Time:					
Dismantle End Date & Time:					

ENCORE requires completion of function space fields. This is mandatory, and ENCORE will not process any requests without this information. Please contact your ENCORE representative with questions.

EXHIBITOR ORDER FORM

Exhibitor Information & Payment Information (Required)

Event Name _____ Event Location _____

Exhibitor Company Name _____

Booth # _____ (Required – Please put TBD if it has not been assigned)

Billing Contact Name _____

E-mail Address _____

Onsite Contact Name _____ (Required)

E-mail Address _____

Billing Address _____

City _____ State _____ Zip (Must Match Credit Card) _____

Phone # _____

Fax # _____

Credit Card Number _____ Expiration Date _____

Billing Zip Code: _____ CRV #: _____

Card Type: Visa MasterCard Discover Card American Express

Please contact Encore Event Technologies for delivery and installation instructions. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place. Encore Event Technologies will bill the above credit card for event technology services rendered at the Omni Nashville Hotel. Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Comments

- ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
ALL SERVICES ARE SOLD ON A PER DAY BASIS UNLESS OTHERWISE NOTED IN FORM.
- **TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.** 25% Service Charge is applied to all orders. All orders subject to Nashville Sales tax of 9.50%. Encore Event Technologies may call card holder to verify information.
- Equipment listed is a partial inventory. Additional equipment is available upon request.

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

ENCORE
EVENT TECHNOLOGIES

A Freeman Company

COMMITTED TO EXCELLENCE

www.encore-us.com

Return completed form to:

Email: OmniNashvilleExhibit@encore-us.com

P: 615-761-3675

EXHIBITOR ORDER FORM

Equipment Terms and Conditions

By executing this order form, Lessee agrees as follows:

1. **Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
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 charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and 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.

Telecommunications Terms and Conditions

1. It is understood that ENCORE Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that ENCORE shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless ENCORE from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on ENCORE provided available options.
7. All materials and equipment furnished by ENCORE for this service order shall remain the property of ENCORE and shall be removed only by ENCORE at the close of the meeting.
8. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
9. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
10. You agree to remain entirely liable for all activities conducted through the network connections.
11. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
12. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by ENCORE at any time.
13. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
14. You or your IT professional will be responsible for appropriate computer configuration for the service provided. ENCORE personnel cannot be responsible for making configuration changes to your personal computer.
15. If you are uncertain of your requirements or of any changes, you must notify an ENCORE representative.

Electrical Regulations

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an ENCORE Event Technologies representative. ENCORE Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an ENCORE Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed.
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: _____ (Required)

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