



## CREDIT CARD AUTHORIZATION FORM

Cardholder's Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder's Phone Number

Order Number

Amount

I, \_\_\_\_\_, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

### PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

### TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. 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.** Rentals in the City of Atlanta are subject to city tax of 7%. **4.** Insurance for the subject equipment is Lessee's responsibility. **5.** On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 **6.** 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. **7.** 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. **8.** Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 404-818-4491



# EXHIBITOR PRICE GUIDE

## CLIENT / EXHIBITOR INFORMATION

Event Name

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Contact Name

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Company Name

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Billing Address

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City, State, Zip

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Phone

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Fax

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Email

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Booth Number (if applicable)

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Date equipment needed

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Time equipment needed (start)

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Event start date

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Event end date

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Date equipment use ends

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# EXHIBITOR PRICE GUIDE

## ELECTRICAL SUPPORT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
120/208 VOLT SINGLE PHASE SERVICE				
10 Amp 120v <i>(includes one extension cord &amp; power strip)</i>	\$95		N/A	
20 Amp 120v <i>(includes one extension cord &amp; power strip)</i>	\$190		N/A	
Power Strips	\$25			
25' Extension Cord	\$25			
50' Extension Cord	\$25			
			Subtotal	

\*IMPORTANT Electrical services include setup labor. Additional extension cords and power strips are extra. Five or more power strips or extension cords will require additional labor.

## PRINTERS, COMPUTERS & ACCESSORIES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Black & White Printer	\$350			
Color Printer	\$700			
Laptop Computer	\$250			
24" LCD Monitor	\$150			
60" LED Monitor w/ stand	\$700			
Flipchart Package	\$85			
			Subtotal	

## A/V EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
12" Powered Speaker w/ stand	\$125			
4 Channel Mixer	\$70			
Wired Handheld Microphone	\$62			
Wireless Handheld or Lavalier Microphone	\$190			
			Subtotal	

\*IMPORTANT Additional Equipment available. Please call for details.

### COMBINED SUBTOTAL

Add 10% for On-site Orders

25% Service Charge

8.9% GA State Tax

### GRAND TOTAL



# INTERNET ORDER FORM

## INTERNET & NETWORK

ITEM	RATE	QTY.	DAYS	TOTAL
Wired High Speed Internet Line - 6Mbps	\$150 per device			
Additional Hardwire Internet Line	\$75 per device			
Wireless Internet Access - 3Mbps (Comfortable browsing and email downloads)	\$39.95 per device			
Wireless Internet Access - 6Mbps (Best for VPN, browsing speed & downloads)	\$49.95 per device			
Customize Bandwidth Levels	Call for details			
Advanced Networking Services	Call for details			

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Subtotal

24% Service Charge of Subtotal Total

8.9% Tax on Grand Total

Add 15% for On-site Orders

**GRAND TOTAL**