

BUSINESS: _____	EVENT NAME: _____
ORDERED BY: _____	BOOTH: _____
ADDRESS 1: _____	INSTALLATION DATE (M/D/Y): _____ TIME (HH:MM): _____
ADDRESS 2: _____	EXHIBIT START DATE (M/D/Y): _____ TIME (HH:MM): _____
CITY _____ POST/ZIP: _____	EXHIBIT END DATE (M/D/Y): _____ TIME (HH:MM): _____
PROV/STATE _____	ON-SITE CONTACT: _____
TEL: _____ ALT. TEL: _____	ON-SITE TEL: _____
EMAIL: _____	ONSITE EMAIL: _____

QUANTITY	EQUIPMENT AVAILABLE	RATE	DAYS	TOTAL
<b>FLAT SCREEN MONITORS</b>				
	32" LCD FLAT SCREEN MONITOR			
	40" LCD FLAT SCREEN MONITOR			
	43" 4K SMART LCD FLAT SCREEN MONITOR			
	48" LCD FLAT SCREEN MONITOR			
	55" LCD FLAT SCREEN MONITOR			
	55" 4K SMART LCD FLAT SCREEN MONITOR			
	60" LCD FLAT SCREEN MONITOR			
	70" LCD FLAT SCREEN MONITOR			
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)			
	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)			
<b>COMPUTERS</b> (All computers come with 10/100 Ethernet, Windows and Office software)				
	LAPTOP COMPUTER			
<b>COMPUTER ACCESSORIES</b>				
	GALAXY PS6 SPEAKER			
<b>VIDEO ACCESSORIES</b>				
	VIDEO CART WITH SKIRT			
	6 FT TRIPOD SCREEN			
<b>AUDIO EQUIPMENT</b>				
	BOOTH AUDIO SYSTEM (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)			
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)			
<b>OTHER</b>				
PLEASE ENQUIRE IF YOU DO NOT SEE WHAT YOU NEED!				

Once this form is received an order will be created and sent via DocuSign for a convenient digital signature. An Encore representative will reach out to you by phone to process the payment safely and securely.

EQUIPMENT TOTAL:	
LABOUR:	
<b>SUBTOTAL:</b>	
SERVICE CHARGE (10%):	
HST:	
<b>TOTAL:</b>	

## INSTRUCTIONS FOR USE

It couldn't be simpler! Just complete the form & hit the e-mail button to send the document to us!

### TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 7 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at the time of setup.  
Please allow a **2 hour window** for the delivery and setup of your equipment.  
**Please note: we cannot leave equipment in your booth without your representative there to receive it.**
- 5 The equipment is your responsibility until picked up by an Encore representative.  
**Please do not leave equipment unattended in your booth when the show finishes.**
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Encore is not responsible for any equipment performance problems caused by customer's software.