Audio/Visual Order Form

Event Name:		Room/Booth:		
Company:		Delivery Date:	Delivery Time:	
Billing Name:		Pickup Date:	Pickup Time:	
Billing Address:		City:	State:	Zip:
Onsite Contact:		Email:		
PHONE		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		
Cardholder Name:		CC#		
Type of Card Visa Mastercard American Express Discover		Exp Date:	Security Code:	
Cardholder Signature:		Date:		

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive PRE SHOW rates Encore must receive this completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed with an additional 20% expedite fee.

ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED

Description	Pre Show	Qty	Days	Total
Video Equipment				
22" LCD Monitor (16x9)	$125			
32" LCD Monitor (16x9)	$250			
42" LCD Monitor (16x9)	$450			
50" LCD Monitor (16x9)	$525			
60" LCD Monitor (16x9)	$800			
80" LCD Monitor (16x9)	$1,475			
6' Stand for Monitors	$75			
6' Stand with Shelf	$105			
DVD/Blu-ray Player	$150			
LCD Projector: 4k Lumens	$470			
DLP HD Projector: 7k Lumens	$975			
DLP HD Projector: 10k Lumens	$1,750			
Folsom Image Pro Scaler	$350			
Barco PDS902 Seamless Switcher	$750			
Event Support				
Poster Easel	$15			
4' x 6' White Board on Wheels	$125			
Flipchart w/ Markers	$75			
3M Flipchart w/ Markers	$90			
Computer Equipment				
Laptop Computer	$250			
Wireless Presentation Mouse	$50			
Electrical				
5 Amp Power Service	$85			
10 Amp Power Service	$170			
20 Amp Power Service	$340			

Totals	
Total Equipment Charges	
20% Expedite Fee (Within 14 Days of Show Opening)	
23% Service Fee ($20 Minimum)	
LABOR estimate will be provided in ENCORE'S written quote.	xxxxxxx
Estimated TOTAL	

www.encoreglobal.com

PLEASE FAX COMPLETED FORM TO: 702-216-5366

P: 702-216-5336   F: 702-216-5366   E: VirginHotelsLasVegas@encoreglobal.com