



Hilton Anatole

DALLAS

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed on site will receive a 25% markup. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and Service charge will be applied to all orders.

**ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **25% ETS Service Charge** will be applied to all orders. Labor charges may apply.

**Form Submission** – Email completed forms to: [exhibits@encoreglobal.com](mailto:exhibits@encoreglobal.com)

**MONITORS**

<input type="checkbox"/> 55" LCD monitor	PRICE	QTY	TOTAL
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	750	—	—
<input type="checkbox"/> 70" LCD monitor	\$ 1800	—	\$ —
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers			
<input type="checkbox"/> 80" LCD monitor	\$ 3600	—	\$ —
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers			

**AUDIO EQUIPMENT**

<input type="checkbox"/> Wireless microphone	PRICE	QTY	TOTAL \$
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	690	—	\$ —
<input type="checkbox"/> Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ 285	—	\$ —
<input type="checkbox"/> Sound system <i>two speakers, two stands, one mixer, one wired microphone</i> <i>up to 20 people</i>	\$ 1268	—	\$ —

**ACCESSORIES**

<input type="checkbox"/> Laptop	PRICE	QTY	TOTAL
	\$ 450	—	\$ —

**LIGHTING**

<input type="checkbox"/> LED Up-light	PRICE	QTY	TOTAL
	\$ 300	—	\$ —

**INTERNET** (Connections Per Device)

<input type="checkbox"/> Wired internet connection	PRICE	QTY	TOTAL
<input type="checkbox"/> Wireless internet connection	\$ 580	—	\$ —
<input type="checkbox"/> Dedicated bandwidth	\$ 160	—	\$ —

Please contact Encore for quote

**BANNER HANGING/RIGGING**

All rigging requests should be placed using the [Rigging Request Form](#).

**SPECIAL REQUESTS**

Please add any items not listed above that you require.

**POWER DISTRIBUTION SERVICES**

**Power** – Advanced pricing available 21 days prior to first day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales Tax and Service Charge will be applied to all orders.

Please list # of power drops required. Pricing is per show.

**SINGLE PHASE**

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	OnSite 25%	QTY	TOTAL
<input type="checkbox"/> 120	5	\$ 140	\$ 170	\$ 212	—	\$ —
<input type="checkbox"/> 120	10	\$ 205	\$ 260	\$ 325	—	\$ —
<input type="checkbox"/> 120	20	\$ 260	\$ 345	\$ 431	—	\$ —
<input type="checkbox"/> 208	20	\$ 440	\$ 565	\$ 706	—	\$ —
			710	887	—	\$ —
<input type="checkbox"/> 208	30	\$ 540	\$ —	\$ —	—	\$ —
<input type="checkbox"/> 208	60	\$ 740	\$ 950	\$ 1187	—	\$ —

**THREE PHASE**

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	OnSite 25%	QTY	TOTAL
<input type="checkbox"/> 208	20	\$ 600	\$ 785	\$ 981	—	\$ —
<input type="checkbox"/> 208	30	\$ 770	\$ 1030	\$ 1287	—	\$ —
<input type="checkbox"/> 208	60	\$ 1035	\$ 1400	\$ 1750	—	\$ —
<input type="checkbox"/> 208	100	\$ 1295	\$ 1785	\$ 2231	—	\$ —
<input type="checkbox"/> 208	200	\$ 1910	\$ 2320	\$ 2900	—	\$ —
<input type="checkbox"/> 208	400	\$ 2790	\$ 3485	\$ 3833	—	\$ —

**MISCELLANEOUS**

<input type="checkbox"/> Extension cord & power strip	PRICE	QTY	TOTAL
<input type="checkbox"/> Belkin power charging station	\$ 42	—	\$ —
	\$ 60	—	\$ —

**Electrician Rates** – Labor is included in pricing above, but additional labor rates will apply for additional support.

ENCORE will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution Encore uses will be UL/ ETL listed and will meet or exceed state and local requirements for safe electrical distribution. Ask your representative for full details regarding labor

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**BOOTH DIAGRAM**

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

**Internet**

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle back of the booth.

**Power**

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


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Adjacent Booth No. \_\_\_\_\_