



Audiovisual Order Form

Exhibitor Guide

ADVANCED RATE: 21 or more days from show start • **STANDARD RATE:** 20 days or less from show start

Audio Equipment

Sound System w/2 powered speakers/stands/mixer
 Wireless Microphone
 handheld lavalier headset
 Wired Microphone
 handheld lavalier
 CD Player

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$125.00	\$150.00		
	\$25.00	\$35.00		
	\$40.00	\$50.00		

Display Equipment

Digital Media Player (USB)
 24" LCD Flat Panel Display (table top only)
 42" Plasma Display
 table top wall mount floor stand (+\$40)
 55" Plasma Display
 wall mount floor stand (+\$40)
 70" LCD Flat Panel Display
 wall mount floor stand (+\$40)

QTY	ADV.	STD.	DAYS	TOTAL
	\$40.00	\$50.00		
	\$125.00	\$150.00		
	\$325.00	\$350.00		
	\$475.00	\$500.00		
	\$625.00	\$650.00		

Computers

PC Laptop
 MAC Laptop

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$275.00	\$300.00		

Accessories

Rolling Cart with Black Drape
 Keyboard & Mouse
 25' VGA Cable or 6' HDMI Cable
 Polycom Speaker Phone (phone line not included)

QTY	ADV.	STD.	DAYS	TOTAL
	\$10.00	\$15.00		
	\$15.00	\$20.00		
	\$40.00	\$50.00		
	\$100.00	\$125.00		

Other

QTY	RATE	HOURS	DAYS	TOTAL

Rental Totals

EQUIPMENT TOTAL	1.	_____
DELIVERY / SETUP/ PICKUP (24% of line 1 or \$75.00 min.)	2.	_____
SUBTOTAL (add line 1, line 2)	3.	_____
SALES TAX (8.5% of line 3)	4.	_____
TOTAL DUE	5.	_____

Payment is due when order is placed

Customer Information

Show Name/Date _____
 Firm Name _____
 Ordered By _____
 Address _____

 City/State/Zip _____
 Phone _____
 Fax _____
 E-mail Address _____

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

- All items are charged daily. The total charge is per item multiplied by the number of show days. Show days are days the exhibit floor is open. No charge for set up days.
- Please include applicable Sales Tax on equipment rental.

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.

- All orders must include a service charge of 24%. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$75 then add \$75 on line 2.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- **CANCELLATIONS** - A. Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.
- Client or representative must be present at booth at time of delivery. Encore will not simply drop off equipment.

On-site Information

On-site Contact _____
 On-site Phone # _____
 Installation Date & Time _____
 Dismantle Date & Time _____
 Booth # _____





Rigging Signage Form

Exhibitor Guide

Rigging Information

- Encore is the exclusive rigging provider at the Tampa Convention Center (TCC). All rigging must conform to TCC limitations and show Management rules and regulations.
- All signs and banners must be assembled and disassembled by the exhibiting company.
- Hanging anchor points must be prefabricated and ready for use.
- If rigging must be installed prior to posted load-in dates please notify Encore for special authorization.
- Encore exercises reasonable care while rigging but isn't responsible for damage.
- All electrical signs must be in good working order and functionality is the sole responsibility of the owner.
- Electricity must be ordered in advance through the TCC Electric Service Order Form.

Please include a placement diagram and specs for review and approval. Actual placement may need to be adjusted based on available rigging points or structure.

Hourly Rates

Rigging Rates per hour	Straight Time	Overtime	Double Time
Advance Rate - 21 days prior to load in	\$285.00	\$427.50	\$570.00
Standard Rate - 1 to 20 days prior to load in	\$427.50	\$641.25	\$855.00
On-Site Rate - Load in Day(s)	\$570.00	\$855.00	\$1,140.00

(1) hour install and (1) hour dismantle minimum.

Straight Time: Mon - Fri 8am-5pm

Overtime: Mon - Fri 5pm-12am & Sat 8am-12am

Double Time: Mon - Sat 12am-8am, Sun Anytime & Holidays

Encore Event Technologies Rigging Conditions

Hardware:

1. The manufacturer must rate and mark all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. Encore rigging reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All signs must have through bolting of connected pieces including rigging attach points.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

Please visit our website to place your order.

<http://rigging.encore-us.com/app/locations/locationsMain.html>

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.

- After assembly of your banner and before rigging can commence, you must inform the service desk you are ready.
- All hourly rates include lift and crew
- Minimum (2) hour charge
- To guarantee standard rate, this order should reach us at least **21 DAYS PRIOR** to load-in.
- An e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and contact us.
- A structural integrity statement form must be received by encore prior to installation.
- **CANCELLATIONS** - Cancellation of an order must be received **72 HOURS PRIOR** to delivery date to receive a full refund less a \$50 administrative fee.





Structural Integrity Form

Exhibitor Guide

_____, the buyer (exhibitor), confirms and guarantees that the supplied hanging sign or equipment is structurally sound and properly engineered using hardware that is correctly rated for the loads necessary to hang the sign. If at any time Encore detects that some portion or all of the sign or equipment is not structurally sound, Encore reserves the right to refuse hanging service at the buyer's expense.

The buyer hereby releases, indemnifies and forever holds harmless Encore, the Tampa Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from claims of damage, liability, loss, fines or penalties arising from the installation, use or dismantling of the hanging sign, equipment or its structure.

Company	Booth #
Contact	Phone #
Contact Email	
Onsite Contact	Phone #
Display/Sign Builder	
Signature	



Credit Card Form

Exhibitor Guide

Customer Information

Company _____	
Contact _____	Order # _____
Address _____	Order Amount _____
City/State _____	Phone _____
Zip Code _____	E-mail _____

Credit Card Information

Credit Card # _____				
CC Type: <input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	Exp. Date _____	CCV (Security) Code _____
Cardholder Name _____				
Address _____				
City _____	State _____	Zip Code _____		

I authorize the above named business to charge the credit card indicated in this authorization form. This payment authorization is for the services described in the order number specified above, for the amount indicated above and any additional charges related to the same order number. This authorization is only valid for this order. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature _____	Date _____
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