



Exhibit Order Form

EXHIBITOR INFORMATION



Event Name 2019 IBPSA Conference and Trade Show

Exhibit Dates October 1-3, 2019 Ballroom Esmeralda

Company/Exhibitor _____ Booth# _____

Contact Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Fax # _____



Exhibit Order Form

EVENT TECHNOLOGY GUIDE

110/120 VOLT

Note: All Power is "Per Show" inclusive of sales tax, labor & 24% service charge

Quantity	Set Date	Discount Price	Standard Price	
500 Watts (5 amps)	_____	_____	110.00	160.00 \$
1000 Watts (10 amps)	_____	_____	180.00	270.00 \$
2000 Watts (20 amps)	_____	_____	240.00	360.00 \$

208/220 VOLT – Call for quote

Additional Labor If Needed (Minimum Charge for Orders – 1 hour)

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

	Advance	Show Site
Straight Time (per hour)	\$75.00	\$95.00
Monday – Friday, 8:00am – 4:30pm (Excluding Holidays)		
Overtime (per hour)	\$112.50	\$142.50
Monday - Friday, 4:30 pm - 8:00 am (All day Saturday, Sunday and Holidays)		

ADDITIONAL INFORMATION

- » To honor discount prices we must receive your order with full payment 14 days prior to date of event, along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- » A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- » Electricity is turned on 1 hour prior to show opening and turned off 1 hour after show closes on show days. Power will be turned off immediately after final show closing.
- » If a dedicated circuit is required, please order 2000 watts/20 amps.
- » Separate outlets should be ordered for each piece of equipment and/or each power location.
- » NO refunds will be applied to electrical services cancelled after installation.

TOTALS

Electrical \$ _____
 Additional Labor If Needed \$ _____
 Page 2 - Total \$ _____



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Computers, Internet & Phone Lines

Qty	Items	Daily Rate	Days	Total
	PC Laptop Computer	\$250.00		
	Desktop Computer w/Mouse & Keyboard	\$250.00		
	Single User (Hardwire Internet Connection)	\$375.00		
	Single User (Wireless Internet Connection)	\$50.00		
	Each add. Internet connection/day (Hardline or wireless)	\$50.00		
	Telephone w/DID Analog Line (Domestic Calling)	\$175.00		
	Telephone w/DID Analog Line (International Calling)	\$250.00		

All microphones and playback audio (e.g. laptop audio, MP3 players, etc.) must have an audio mixer and house sound patch/speaker for amplification.



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Miscellaneous Cables & Power

Qty	Items	Show Rate	Days	Total
	A/C Extension Cable	\$15.00		
	Power Strip	\$15.00		
	Extension/Power Strip Combo	\$30.00		
	VGA Cable (for PC, projectors and monitors)	\$10.00		

Page 3-4 Total	Enter -->	\$
Service Charge	x 24%	\$
Tax	8%	\$
(total from page 2 is inclusive of service charge and sales tax) Page 2 – Total	Enter -->	\$
GRAND TOTAL		\$

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: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. 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.
5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

RENTAL CONTRACT MUST BE COMPLETED, INCLUDING METHOD OF PAYMENT, FOR ORDER TO BE PROCESSED.

ALL EQUIPMENT ON PAGES 3-4 ARE CHARGED AT A DAILY RATE.

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CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing. *(If you do not have a master account established, you must include this form).*

**PLEASE COMPLETE YOUR PAYMENT INFORMATION, BELOW,
AND EMAIL TO IBPSA AT: natalie@ibpsa.com.**

We will then forward to Encore on your behalf.

I authorize Encore Event Technologies & Renaissance Indian Wells to charge my credit card for:

Date of Function _____

Name of Event/Group: _____

Type of Card *(Check One)*:

American Express _____ Visa _____ MasterCard _____

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name: _____

Card Holder Address: _____

Card Number: _____ Expiration Date: _____

Total Estimated Charges: \$ _____ Phone Number: _____

Signature: _____ Date: _____