

ENTERTAINMENT PRODUCTION SERVICES EXHIBITOR ORDER FORM

Questions, Please Call: (857) 770-4281

Email Completed Forms to:

Margaret.Johnson@encorebostonharbor.com

****Please turn in this form a week (7 Days) before event start by 12PM EST. Any forms submitted after that time will be subjected to a 25% price increase (before taxes)****

****Equipment ordered after your due date is subject to availability****

Instructions:

- This is a fillable PDF form, please only fill in the blue boxes. Note your totals will generate automatically.
- Fill in the quantity of each item you would like.
- Fill in the number of days you will need to rent (excluding set and strike days).
- Labor will be filled out by the Production Manager and will be confirmed before payment.
- Please fill out the order information. You do not need to provide a CC number until you are in contact with our accounting team.
- Once pricing is confirmed we will connect you with our accounting team for payment.

Frequently Answered Questions:

- If you need any assistance day of the event, please call our manager on duty at: **857-703-7985**
- Power is a one-time charge for the duration of the event so please only put the quantity of drops you will need.
- Our monitors do come with a complimentary HDMI cable.
- We cannot guarantee that our monitors will have Airplay capabilities or the ability to play directly from a USB so we strongly suggest bringing a laptop.
- Please double check with your event planner what they will cover in terms of your AV so we do not double charge for the event.
- For anything non-AV related please contact you event planner.

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Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
43" Monitor with Floor Stand		\$450		
65" Monitor with Floor Stand		\$750		
Audio	Qty.	Daily Rate	# of Days	Total
Power Speakers on Stand (Pair)		\$220		
Powered Speaker on Stand		\$175		
Wired Microphone on Stand		\$55		
Wireless Microphone on Stand (Lavalier or Handheld)		\$150		
Audio Mixer		\$100		
iPod/Computer Connection		\$35		
A/V Support	Qty.	Daily Rate	# of Days	Total
Laptop Computer		\$350		
Slide Advancer w/Green Pointer*		\$75		
24" or 42" Skirted Cart - Or Similar size.		\$40		
Flip Chart w/ Adhesive Flip Chart Pads & Markers		\$75		
If items are not returned or damaged, the appropriate fee will be applied to the final bill				
Hardwire Internet	Qty.	Daily Rate	# of Days	Total
7Mbs Hard Wired Internet Daily Access		\$200		
Encore Power	Qty.	Daily Rate	# of Days	Total
15 Amp Power Drop w/Cable and 6 Way Power Strip (Includes Set/Strike Labor)		\$95	N/A	
30 Amp Power Drop w/Cable and (1) Dog House (Includes Set/Strike Labor)		\$250	N/A	
Additional AV Equipment Not Listed	Qty.	Daily Rate	# of Days	Total
25% Past Due Date increase	N/A		N/A	
Labor	Qty.	Hourly Rate	# of Hours	Total
AV Technician/s to Set (TBD) Filled in by EPS PM		\$110		
AV Technician/s to Strike (TBD) Filled in by EPS PM		\$110		
		EQUIPMENT SUBTOTAL:		
		LABOR SUBTOTAL:		
		SALES TAX 6.25%:		
		GRAND TOTAL:		
ORDER INFORMATION			Booth #	
Event Name:		Event Date(s):		
Company Name:				
On Site Contact:		Phone Number:		
Email Address:				
A representative will contact you via email with credit card portal				
Cardholder's Name:				
Cardholder's Address:				
Cardholder's Email:				
Phone Number:				