

BUSINESS: _____	EVENT NAME: _____
ORDERED BY: _____	BOOTH: _____
ADDRESS 1: _____	INSTALLATION DATE (M/D/Y): _____ TIME (HH:MM): _____
ADDRESS 2: _____	EXHIBIT START DATE (M/D/Y): _____ TIME (HH:MM): _____
CITY: _____ POSTAL / ZIP: _____	EXHIBIT END DATE (M/D/Y): _____ TIME (HH:MM): _____
PROV/STATE: _____	ON-SITE CONTACT: _____
TEL: _____ ALT. TEL: _____	ON-SITE TEL: _____
EMAIL: _____	ON-SITE EMAIL: _____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	DAYS	TOTAL
FLAT SCREEN MONITORS				
	32" LCD FLAT SCREEN MONITOR			
	40" LCD FLAT SCREEN MONITOR			
	43" 4K SMART LCD FLAT SCREEN MONITOR			
	48" LCD FLAT SCREEN MONITOR			
	55" LCD FLAT SCREEN MONITOR			
	55" 4K SMART LCD FLAT SCREEN MONITOR			
	60" LCD FLAT SCREEN MONITOR			
	70" LCD FLAT SCREEN MONITOR			
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)			
	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)			
COMPUTERS (All computers supplied are with IOS MS Windows and MS Office software)				
	LAPTOP COMPUTER			
COMPUTER ACCESSORIES				
	GALAXY PS6 SPEAKER			
VIDEO ACCESSORIES				
	VIDEO CART WITH SKIRT			
	6 FT TRIPOD SCREEN			
AUDIO EQUIPMENT				
	BOOTH AUDIO SYSTEM (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)			
	WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)			
OTHER				
* Please inquire if you do not see what you are looking for by entering a special request note below - Thank you !				

Special Requests:

EQUIPMENT TOTAL:	
LABOUR:	
SUBTOTAL:	
SERVICE CHARGE (10%):	
HST:	
TOTAL:	

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 7 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at the time of setup.
Please allow a **2 hour window** for the delivery and setup of your equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an Encore representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Encore is not responsible for any equipment performance problems caused by customer's software.



2056 - 32nd Avenue
Lachine, Quebec H8T 3H7
Tel: (514) 631-0710

Method of Payment

Name of Event: _____ Order / Invoice #: _____

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Telephone #: _____ Ext.: _____ Fax: _____

Contact Name: _____

Contact Email Address: _____

Email Address for Invoice: _____

By Submitting this form and ordering equipment/services from Encore, you agree to be bound by all terms and conditions included/received with your proposal.

CREDIT CARD

The completion and signing of this form by the Cardholder, authorizes Encore to charge your credit card for your advance orders, and any additional amounts incurred as a result of on-site orders placed by your representative.

AMOUNT: _____ MasterCard Visa American Express

Credit Card Number: Please call us to provide credit card number Exp. Date: _____

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

* Payment is required prior to the start of the services to be rendered (copy of order attached).
Non-payment could cause delays in the rendering of our services.

To render this transaction complete, a duly signed copy of this document must be submitted to:

Email Address: ticc@encoreglobal.com

Attention: Encore

INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER

- * For your security, please complete all information relating to your credit card except for the Credit Card Number.
- * Contact us to give the Credit Card Number by phone.