encore
EVENTS THAT TRANSFORM

EXHIBIT SERVICES

RSCExhibits@encoreglobal.com
(407) 996-4473

NAME OF CONFERENCE	START DATE	END DATE	# OF EVENT DAYS

COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	BOOTH NUMBER

BILLING ADDRESS	CITY	STATE OR PROVINCE	POSTAL CODE	COUNTRY

ORDERD BY	EMAIL	PHONE

ADVANCE RATES are available if order is placed 30 days or more before show opening
Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
A service charge of 26% and 6.5% sales tax will be applied to all orders. Labor charges at a rate of **$135/hr** may also be applied.

POWER – 120 VOLT	QUANTITY	ADVANCE RATE	STANDARD RATE
5 AMP (500 WATTS)		$125	$170
10 AMP (1000 WATTS)		$185	$260
15 AMP (1500 WATTS)		$215	$305
20 AMP (2000 WATTS)		$240	$345
25' EXTENSION CORD		$32	$32
POWER STRIP (6 OUTLETS)		$32	$32

VIDEO EQUIPMENT	QUANTITY	DAY RATE	SHOW RATE	SCREEN ORIENTATION	
				HORIZONTAL	VERTICAL
24" MONITOR (TABLETOP ONLY) *		$145	$290		
32" MONITOR (TABLETOP OPTIONAL)*		$275	$550		
46" MONITOR *		$525	$1050		
55" MONITOR *		$710	$1420		
70" MONITOR *		$1195	$2390		
72" MONITOR FLOOR STAND *(only available as add-on equipment for monitors rented from Encore)*		$125	$125	N/A	
LAPTOP		$250	$250	N/A	

* All monitors listed on this form are not capable of supporting a USB flash drive plugged directly into the screen to display images/videos. You will have to connect a computer in order to properly display your content. However, you may rent a device from Encore that helps provide this functionality, please talk to an Encore representative about possible options.

RIGGING REQUESTS

If rigging is required, please use the following link to request approval.
https://www.encoreglobal.com/rigging-portal/

There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 Volt Services, Island Booths, and any drops that are not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

If You Are Experiencing Technical Difficulties On-Site
Please Contact Encore At 407-616-4556 or 407-996-4556

ROSEN SHINGLE CREEK ORLANDO

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POWER – 208 VOLT SINGLE PHASE	QUANTITY	ADVANCE RATE	STANDARD RATE
20 AMPS		$400	$565
30 AMPS		$495	$710
60 AMPS		$670	$950
100 AMPS		$835	$1180
POWER – 208 VOLT THREE PHASE	**QUANTITY**	**ADVANCE RATE**	**STANDARD RATE**
20 AMPS		$550	$785
30 AMPS		$720	$1030
60 AMPS		$985	$1400
100 AMPS		$1245	$1785
200 AMPS		$1860	$2320
400 AMPS		$2740	$3485
COMPRESSED AIR SERVICE	**QUANTITY**	**ADVANCE RATE**	**STANDARD RATE**
MASTER LINE DROP		CONSULTATION REQUIRED	CONSULTATION REQUIRED
ADDITIONAL CONNECTIONS		$60	$80
WATER LINE SERVICE	**QUANTITY**	**ADVANCE RATE**	**STANDARD RATE**
MASTER LINE DROP		CONSULTATION REQUIRED	CONSULTATION REQUIRED
ADDITIONAL CONNECTIONS		$60	$80

There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 Volt Services, Island Booths, and any drops that are not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.
LABOR IS CHARGED AT $135/hr

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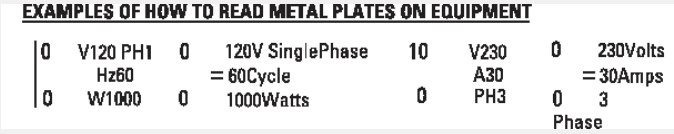
- Please indicate, on the grid, the location of your power drop(s) and amount of amperage per drop (e.g., 10A)
- If no location is indicated, the power drop will be placed in the middle back of the booth.
- For all equipment supplied, read the ratings from the metal plate attached to the unit (see example below). If the rating is in watts, order by wattage. If the rating is in amps, order by amperage.



- For island booth/non-standard installations, a scaled floorplan must accompany orders showing locations of electrical outlet(s), main drop location, connections, and/or AV equipment. **Labor is a minimum of 2.5 hours at $135/hr**.
- The expo hall is already carpeted. Will you be using additional carpeting in your booth that we may have to run electrical lines under? Please check one.

  ☐ Yes, there **WILL** be additional carpet in the booth.

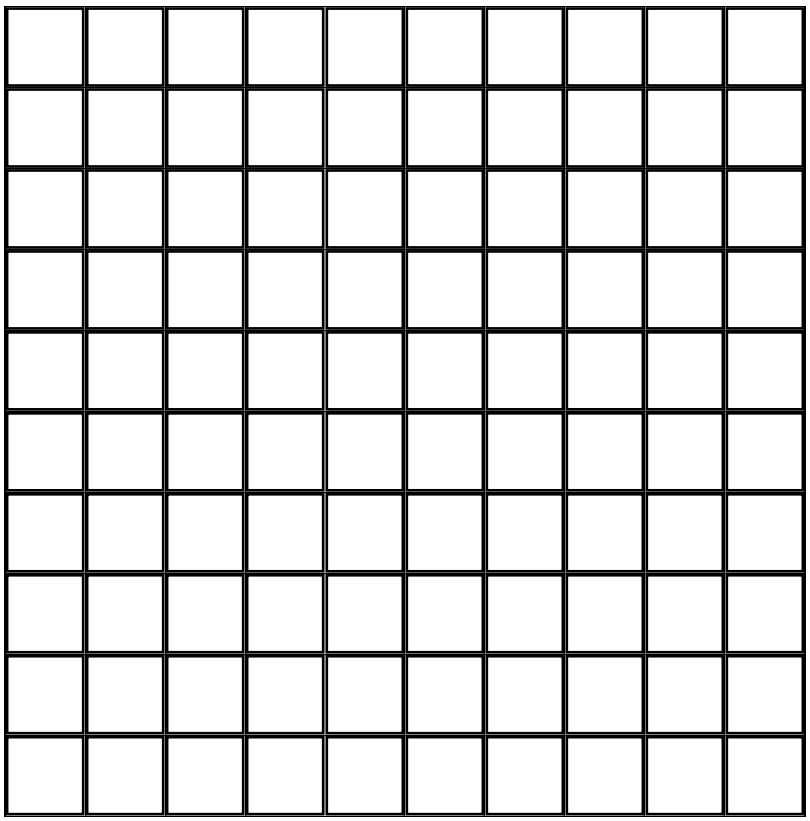
  ☐ No, there **WILL NOT** be additional carpet in the booth.

- Each square in the diagram below is _____ feet since our booth is _____ feet wide by _____ feet long.

Company Name:		Booth #

Adjacent Booth No. _____

Adjacent Booth No. _____



Adjacent Booth No. _____

Adjacent Booth No. _____

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CREDIT CARD AUTHORIZATION FORM

This form must be submitted in order to process the order.

COMPANY/BOOTH NAME	BOOTH #

CREDIT CARD NUMBER	EXPIRATION DATE

BILLING ADDRESS	CITY	STATE	ZIP CODE

CARDHOLDER'S NAME	PHONE NUMBER

EMAIL ADDRESS (FOR RECEIPT)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order. As well as any additional amounts incurred as a result of all show site changes ordered by myself or my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancelation fees or damages/losses owed per Encore Terms and Conditions/Exhibit Regulations and General Information.

Signature: _____ Date: _____

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TERMS & CONDITIONS

Rosen Shingle Creek Orlando
9939 Universal Blvd, Orlando, FL 32819
RSCExhibits@encoreglobal.com

1. Orders must be received with payment a minimum of thirty (30) days prior to scheduled event set up for advance price. Orders received less than thirty (30) days prior to scheduled event set up or without payment will be charged at the standard price.
2. Encore electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be completed by an Encore electrician. Encore will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than an Encore electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Encore and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Under normal circumstances, all electrical outlets will be placed on the floor in the back of the booth. Island booth outlets may be brought to one (1) location at Encore's discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of two and a half (2 ½) hours labor charge, one and a half (1 ½) hour to install, and one (1) hour for dismantle. Time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment, regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Encore is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A $25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by Encore for this service order is furnished on a rental basis, remains the property of Encore, and shall be removed ONLY by Encore Employees. Price also includes all necessary disposable supplies.
13. Encore Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered, nor adjustments made unless filed in writing by the exhibitor prior to close of event. This claim must be verified by an Encore Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Encore its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds Encore harmless for any and all losses of power beyond Encore's control including, but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
19. As the official Electrical Contractor, Encore will be responsible for all under carpet distribution of electrical wiring and all motor and equipment hook-ups requiring hardware connections. The above items require electrical labor.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside the booth. For the safety of all, remember these points:

    All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.

    The use of clip-on sign sockets, latex, or lamp cord wire in displays or the use of 2-wire clamp on fixtures is prohibited by order of fire prevention bureaus at trade shows and conventions.

    Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
22. **Event Cancellation**. If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore, which will be payable by the Customer. Cancellations received 29 to 15 days before the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the event will be subject to cancellation charges of 75% of the total charges contained in the Event Quote. Cancellations received less than three days (72) hours before the first day of the Event or after equipment has departed from its storage facility will be subject to cancellation charges of 100% of the total charges contained in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer.

ON-SITE TECHNICAL ASSISTANCE
Please Contact Encore at: 407-616-4556

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