

|                                 |               |                               |             |                         |
|---------------------------------|---------------|-------------------------------|-------------|-------------------------|
| ENCORE VENUE/NAME OF CONFERENCE |               | START DATE                    | END DATE    | # OF EVENT DAYS         |
| COMPANY NAME                    |               | ON-SITE CONTACT NAME & NUMBER |             | ROOM/ BOOTH NAME/NUMBER |
| BILLING ADDRESS                 |               | CITY & STATE                  |             | ZIP CODE                |
| DELIVERY DATE                   | DELIVERY TIME | PICKUP DATE                   | PICKUP TIME |                         |
| ORDERD BY                       | EMAIL         |                               | PHONE       |                         |

Advanced rates are available if order is placed 10 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.  
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

| PROJECTION     | QUANTITY | ADVANCED RATE | REGULAR RATE |
|----------------|----------|---------------|--------------|
| LCD PROJECTOR  |          | \$480.00      | \$480.00     |
| TRIPOD SCREEN  |          | \$95.00       | \$95.00      |
| 25' HDMI CABLE |          | \$32.00       | \$32.00      |

| MONITOR                    | QUANTITY | ADVANCED RATE | REGULAR RATE |
|----------------------------|----------|---------------|--------------|
| 32" MONITOR TABLETOP       |          | \$297.00      | \$297.00     |
| 42" MONITOR W/ FLOOR STAND |          | \$637.00      | \$637.00     |
| 55" MONITOR W/ FLOOR STAND |          | \$837.00      | \$837.00     |
| 80" MONITOR W/ FLOOR STAND |          | \$1,382.00    | \$1,382.00   |

| AUDIO            | QUANTITY | ADVANCED RATE | REGULAR RATE |
|------------------|----------|---------------|--------------|
| PERSONAL SPEAKER |          | \$90.00       | \$90.00      |

| INTERNET               | QUANTITY | ADVANCED RATE | REGULAR RATE |
|------------------------|----------|---------------|--------------|
| SIMPLE WIFI CONNECTION |          | \$85.00       | \$105.00     |
| HARD LINE CONNECTION   |          | \$195.00      | \$240.00     |

| POWER                      | QUANTITY | ADVANCED RATE | REGULAR RATE |
|----------------------------|----------|---------------|--------------|
| 120V SINGLE PHASE - 20 AMP |          | \$240.00      | \$345.00     |

| MISCELLANEOUS             | QUANTITY | ADVANCED RATE | REGULAR RATE |
|---------------------------|----------|---------------|--------------|
| LAPTOP                    |          | \$250.00      | \$250.00     |
| POST-IT FLIPCHART PACKAGE |          | \$96.00       | \$96.00      |

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At **303.596.8189**


**Sheraton Denver Downtown Hotel**

# EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

## BOOTH DIAGRAM

|                   |                        |
|-------------------|------------------------|
| ORGANIZATION NAME | ROOM/EXHIBIT BOOTH NO. |
| SHOW NAME         | SHOW DATES             |

### Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

### Rigging

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

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Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_