

# SEPA 2019 Conference Exhibitor Request Form

March 21<sup>st</sup> through 23<sup>rd</sup>  
Conference Center A

Exhibit Price Guide

Fax/Email completed forms to (904) 634-4508 or HRJaxExhibits@encore-us.com

ELECTRICAL SERVICES	DAILY RATE	QTY	DAYS	TOTAL
<b>120 VOLT SINGLE PHASE SERVICE</b>				
Shared 5 Amp Drop (Includes extension cord & power strip)	\$ 30.00			
Discrete 20 Amp Drop ( Includes extension cord & power strip)	\$ 50.00			
Discrete 60 Amp Drop	\$ 125.00			
<b>208 VOLT THREE PHASE SERVICE</b>				
100 Amp Circuit Cam Lock (Requires Certified Electrician)	\$ 320.00			
200 Amp Circuit Cam Lock (Requires Certified Electrician)	\$ 400.00			
400 Amp Circuit Cam Lock (Requires Certified Electrician)	\$ 550.00			
200 Amp Power Distro	\$ 250.00			
ADDITIONAL Power Strips	\$ 25.00			
25' AC Cable	\$ 25.00			
50' AC Cable	\$ 35.00			
<b>IMPORTANT:</b> Electrical Services and/or extensive set-ups may require labor. Please call your Encore representative with any special requirements, requests, or instructions. Standard power connections provided unless otherwise requested.				

MANAGED INTERNET SERVICES – PER DEVICE	DAILY RATE	QTY	DAYS	TOTAL
3 Mbps WiFi	\$ 29.95			
6 Mbps WiFi	\$ 49.95			
Hardwired Internet Drop – 6 Mbps	\$ 100.00			
Public Static IP Address	\$ 200.00			

TELEPHONY SERVICES	DAILY RATE	QTY	DAYS	TOTAL
Telephone Line DID	\$ 100.00			
Polycom Telephone Unit	\$ 150.00			
Fax Machine	\$ 150.00			



**UNIQUE. CREATIVE. INNOVATIVE**  
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A/V EQUIPMENT SERVICES	DAILY RATE	QTY	DAYS	TOTAL
LCD Projector Package (Includes: 4K Projector, 8' Screen, Stand, & Cables)	\$ 550.00			
24" LCD Monitor (Includes Table Stand)	\$ 150.00			
27" 2K LED Monitor (Includes Table Stand)	\$ 250.00			
48" LED Monitor (Includes Floor Stand)	\$ 400.00			
55" LED Monitor (Includes Floor Stand)	\$ 500.00			
70" LED Monitor (Includes Floor Stand)	\$ 700.00			
Laptop Computer	\$ 250.00			
DVD Player	\$ 75.00			
Mid-Size P.A. System	\$ 300.00			
Computer Speakers	\$ 50.00			
1/8" Audio Cable & Direct Box	\$ 50.00			
Wired Microphone	\$ 50.00			
Wireless Microphone	\$ 175.00			
Wireless Presenter	\$ 50.00			
Flip Chart – Non-stick Pad & (4) Markers	\$ 50.00			
White Board	\$ 60.00			
Cork Board	\$ 60.00			
LED Lighting Instrument (RGB)	\$ 50.00			

Sub-Total	
24% Taxable Service Charge	
7% Tax	
<b>Grand Total</b>	



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## Client/Exhibitor Information

Group/Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Requested by \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 On-Site Cell # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Exhibitor must be present to sign for order at time of delivery. Please contract the Audio Visual Service Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contract the Electricians for your delivery. Encore Event Technologies is unable to guarantee a delivery time.*

*Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.*

## Payment Information

**IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #:	Authorized Signer's Name:		
Credit Card #	CCID:	Type:	Exp:
Customer Signature	Print Name (as it appears on credit card)		Date

## Terms and Conditions

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.**

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. 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.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Jacksonville are subject to city tax of 7%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320.

*I understand the above condition.*

Authorized Signature: \_\_\_\_\_ Please Type or Print Name: \_\_\_\_\_

7. 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.

8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. **Absolutely no credits will be issued after show closing.**

9. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

*I understand the above condition.*

Authorized Signature: \_\_\_\_\_ Please Type or Print Name: \_\_\_\_\_



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