



## AUDIOVISUAL ORDER FORM

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Ordered by \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Event Name \_\_\_\_\_

Booth # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_

Deliver Date \_\_\_\_\_ Time \_\_\_\_\_

Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

Type of Card:     Visa                       Mastercard                       Amex                       Discover

Credit Card Account # \_\_\_\_\_ Vcode\* \_\_\_\_\_ Exp. Date \_\_\_\_\_

\* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total \_\_\_\_\_ Digital Signature \_\_\_\_\_



# AUDIOVISUAL ORDER FORM

## Package 1

(For customers providing own LCD projector)

Meeting Room Screen  
 Projection Cart  
 Electrical Power & Cables

Qty	Days	Price	Total
		\$225.00	

\*Additional Options\*

- Wireless Lav Mic & Audio Mixer (+\$420)    Computer Audio Patch (+\$64)    Wireless Mouse USB (+\$175)

## Package 2

Meeting Room LCD Projector & Screen  
 Projection Cart/ Stand  
 All Cabling, Extension Cords, Etc.

		\$835.00	
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\*Additional Options\*

- Wireless Lav Mic & Audio Mixer (+\$420)    Computer Audio Patch (+\$64)    Wireless Mouse USB (+\$175)

## Package 3

Standing Podium  
 Podium Microphone & Mixer  
 Electrical Power & Cables

		\$330.00	
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\*Additional Options\*

- Wireless Lav Mic & Audio Mixer (+\$420)    Computer Audio Patch (+\$64)    Wireless Mouse USB (+\$175)

## Package 4

50" LED Monitor with Stand  
 DVD / Blu-ray Player  
 All Cabling, Extension Cords, Etc.

		\$1045.00	
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\*Additional Options\*

- Additional 50" Monitor (+\$810)    Wireless Lav & Audio Mixer (+\$420)

## Package 5

60" LED Monitor with Stand  
 DVD / Blu-ray Player  
 All Cabling, Extension Cords, Etc.

		\$1175.00	
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\*Additional Options\*

- Additional 60" Monitor (+\$940)    Wireless Lav & Audio Mixer (+\$420)

\* Prices reflect daily rates unless otherwise noted. AV packages subject to labor and service charges.



# AUDIOVISUAL ORDER FORM

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

VIDEO EQUIPMENT	Qty	Days	Preshow	Late Order	Total
50" LED Monitor			\$810.00	\$860.00	
60" LED Monitor			\$940.00	\$990.00	
80" LED Monitor			\$1600.00	\$1650.00	
6' LED Stand			\$100.00	\$150.00	
46" LCD Monitor			\$700.00	\$750.00	
52" LCD Monitor			\$860.00	\$910.00	
6' LCD Monitor Stand			\$100.00	\$150.00	
DVD / Blu-ray Player			\$135.00	\$185.00	
LCD Projector 4000 lumens			\$610.00	\$660.00	
LCD Projector 5000 lumens			\$960.00	\$1010.00	
32" Roll Cart w/ Skirt			\$38.00	\$88.00	
54" Roll Cart w/ Skirt			\$48.00	\$98.00	
Flipchart Package			\$143.00	\$193.00	
Display Easel			\$30.00	\$80.00	

COMPUTER EQUIPMENT	Qty	Days	Preshow	Late Order	Total
24" LCD Monitor			\$200.00	\$250.00	
32" LCD Monitor			\$330.00	\$380.00	
Laptop Computer			\$250.00	\$300.00	
Desktop Computer w/ 21" LCD Monitor			Call for pricing		
Wireless Presentation Mouse			\$175.00	\$225.00	

SCREENS	Qty	Days	Preshow	Late Order	Total
Tripod 6' x 6'			\$75.00	\$125.00	
Tripod 8' x 8'			\$75.00	\$125.00	
Cradle 10' x 10'			\$95.00	\$145.00	

RIGGING & STAGING	Qty	Days	Preshow	Late Order	Total
20' Scissor Lift			\$395.00	\$450.00	
Wooden Podium			\$105.00	\$155.00	
16'-22' Black Velvet Drape Panel			\$210.00/ panel	\$230.00/ panel	
RIGGING LABOR			\$110.00/ Per hour		

AUDIO EQUIPMENT	Qty	Days	Preshow	Late Order	Total
UHF Combo (check one) <input type="checkbox"/> HH or <input type="checkbox"/> Lav <input type="checkbox"/> Headset			\$235.00	\$285.00	
Wired Microphone			\$47.00	\$97.00	
Small Powered Speaker			\$75.00	\$125.00	
Large Powered Speaker			\$125.00	\$175.00	
Direct Box for Computer Audio			\$35.00	\$85.00	
12 Channel Mixer			\$185.00	\$235.00	
CD Player			\$95.00	\$145.00	
SMALL SPEAKER PACKAGE 2 Speakers, 2 Stands, 1 Wired Mic, 1 Mixer			\$435.00	\$485.00	
PRO AUDIO PACKAGE 4 Speakers, 4 Stands, 1 Wired Mic, 1 Small Effects, 1 Mixer			\$1275.00	\$1325.00	

YOUR TOTALS	Amount
Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
<b>TOTAL DUE</b>	

## CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

**ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE EVENT TECHNOLOGIES.**



## AUDIOVISUAL TERMS AND CONDITIONS

### 1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

### 2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

### 3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

### 4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

### 5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

### 6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

### 7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

### 8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

- (a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;

- (b) Sue to recover all rents and any other amounts owed or accruing to Encore;

- (c) Terminate this Rental Contract as to any or all items of Equipment; and/or
- (d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

### 9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

### 10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

### 12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

### 13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

### 14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

### 15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

### 16. SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

### 17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.