



encore

exhibitor services

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only and cover the length of show. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

Event Name	Start Date	End Date
Exhibitor/Vendor Name	Room/Booth #	
Contact Name	Email	Phone
Install Day & Time	Teardown Day & Time	

Submit completed forms to chuck.perez@encoreglobal.com. Encore will contact you directly for payment information

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Shipping Instructions:

Mark any materials sent to the venue as follows:

Address Packages to:

Gaylord Palms, 3206 Gaylord Way,
Kissimmee, FL 34746

Hold for Arrival - Attn: Guest’s Name and/or Organization
Complete Return Address

Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Video	Cost	Qty	Total
32" Monitor	\$ 700.00	_____	\$ _____
46" Monitor	\$ 1,385.00	_____	\$ _____
55" Monitor	\$ 1,900.00	_____	\$ _____
75" Monitor	\$ 2,935.00	_____	\$ _____

Accessories	Cost	Qty	Total
Laptop	\$ 635.00	_____	\$ _____
Slide Advancer	\$ 150.00	_____	\$ _____

Special Requests

Please add any items you would like pricing on that isn't listed here:

Service charges and/or loss damage waiver may apply.

On-site labor rate is \$120 per hour.

All rental prices are subject to a 15% markup when ordered on site.

Rigging

All rigging performed on property space must be installed and removed exclusively by an Encore rigger. This includes standard rigging AND all banner/marketing hangs. Additionally, all truss must be supplied by Encore *whether flown or ground supported*. Under no circumstances will rigging services or truss be provided by anyone other than Encore certified riggers.

All rigging requests should be placed using the [Rigging Request Form](#)

