

# EXHIBIT SERVICES ORDER FORM

CONTACT INFORMATION				
Event/Conference Name	_____			
Organization/Company Name	_____			
Function Room	_____			
Booth #	_____			
Setup Date/Time	_____			
Tear Down Date/Time	_____			
Contact Name	_____			
Billing Address	_____			
City, State, Zip	_____			
Contact Number	_____			
Email Address (for receipt)	_____			
PAYMENT				
Name on Card	_____			
Card Number	<i>Contact Encore to provide payment information Please allow up to 48 hours to process payment.</i>			
EQUIPMENT & SERVICES	Daily Rate	QTY	# Days	Total
Powerstrip & Extension Cord	\$ 42.00			
Wired Internet Line	\$ 190.00			
22" Desktop Monitor	\$ 215.00			
32" Desktop Monitor	\$ 265.00			
55" Monitor on stand	\$ 725.00			
PC Laptop	\$ 250.00			
Video Cable (HDMI, VGA, etc)	\$ 26.00			
Video Adapter (Mac adapter, etc)	\$ 25.00			
Clicker/Slide Advancer	\$ 60.00			
Audio Adapter	\$ 70.00			
Small Bluetooth Speaker	\$ 45.00			
Large Speaker	\$ 297.00			
Microphone + Speaker Package	\$ 517.00			
Projector + Screen Package	\$ 680.00			
Flipchart w/ markers	\$ 76.00			
<b>SUBTOTAL</b>				
23% Service Charge				
Sales Tax 8.25%				
<b>TOTAL</b>				

*\*\*Prices subject to change if order is submitted less than 14 days prior to first day of event*

*\*\*\*Signature and payment required to confirm order.*

*\*\*\*\*The equipment requested in this order is being rented for the specified period of time only. Fees will apply as daily rates for each day of use. Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without written permission of Encore. All equipment must be returned to Encore in the same condition as it was in at the time of delivery- normal wear and tear excluded. Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.*

\_\_\_\_\_  
**CLIENT SIGNATURE**

\_\_\_\_\_  
**DATE**



The University of Texas at Austin  
AT&T Hotel and Conference Center

