



JW MARRIOTT

DESERT SPRINGS PALM DESERT

EXHIBIT ORDER FORM



EXHIBITOR INFORMATION

SHOW / EVENT NAME _____ DATES _____

BOOTH NAME & NUMBER _____

ON-SITE CONTACT _____ CONTACT NUMBER _____

EMAIL _____

EXHIBIT ELECTRICAL PRICE GUIDE - OVERVIEW

- Electricity is turned on at a minimum 1 hour prior to show opening.
- For equipment located in different areas within your booth, extension cords and multi-outlet power-strips are available for rent.
- NO refunds will be applied to electrical services cancelled within 24 hours of installation.
- All 110v connections are inclusive of an extra electrician labor call.
- All 208/220v connections will require an additional minimum electrician labor call.
- Electrical Services are installed in tandem with the managing Expo drayage company's schedule.
- Power will be placed at the back of the booth unless otherwise specified.
- All Exhibit Electrical orders are subject to a 25% Service Charge.
- Exhibitors setting up on Wednesday January 30th and dismantling on February 4th will pay a maximum of \$300.

ELECTRICAL PRICE LIST - 110V - LOW VOLTAGE

SERVICE	DAILY PRICE	QUANTITY	DAYS	SUBTOTAL
20 Amps – For Laptops & Monitors	.100			
Extension Cord	.15			
Multi-Outlet Power Strip	.15			
			Total	

Delivery/Installation Date _____



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220V HIGH VOLTAGE – Please fill in equipment summary and submit form for quote.

BRAND	MODEL	VOLTAGE	WATTAGE	CONNECTOR

EXHIBIT EQUIPMENT RENTAL - OVERVIEW

- NO refunds will be applied to equipment rentals cancelled within 72 hours of installation.
- A single HDMI or VGA cable is complimentary with any monitor rental.
- Monitor USB compatibility varies between models. Please inquire in advance if you need USB support.
- Encore does not provide labor for mounting monitors to exhibit booth surfaces.
- All Exhibit Equipment Rental orders are subject to a 25% Service Charge.

VIDEO EQUIPMENT

RENTALS	DAILY PRICE	QUANTITY	DAYS	SUBTOTAL
80" HD Monitor - Includes Floor Stand	.800			
65" HD Monitor - Includes Floor Stand	.650			
50" HD Monitor - Includes Floor Stand	.550			
32" HD Monitor - Includes Desktop Stand	.320			
24" HD Monitor - Includes Desktop Stand	.200			
HDMI Cable	.25			
VGA Cable	.15			
Video Adapter	.15			

COMPUTERS & INTERNET

RENTALS	DAILY PRICE	QUANTITY	DAYS	SUBTOTAL
PC Laptop Computer	.250			
10 Mbps Single User (Hardwire Internet Connection)	.375			
Each add. Internet connection/day (Hardline)	.50			
5 Mbps Single User (Wireless Internet Connection)	.40			
Dedicated Bandwidth per 1 Mbps	.250			



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CREDIT CARD AUTHORIZATION

TYPE OF CARD (SELECT ONE)

AMEX

VISA

MASTERCARD

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

CARDHOLDER NAME _____

CARD HOLDER ADDRESS _____

CITY _____ STATE _____ ZIP _____

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CARD # _____ CVV CODE _____ EXP _____

TOTAL ESTIMATED CHARGES _____ PHONE # _____

PRINT NAME _____ DATE _____

SIGNATURE _____

SUBTOTAL

Service Charge = add 25% of Subtotal

Sales Tax = Subtotal + Service Charge x 7.75%

Orders within 14 days of installation add \$150 rush fee

EXHIBIT ORDER TOTAL

Please email or fax completed form to:

Encore Event Technologies: Fax: (760) 341-1792 / Email: jwmarriottdesertsprings@encore-us.com

Completed orders with payment must be received no later than 14 days prior to installation.

Any late order, additions and changes will be billed an additional \$150.00 rush fee.

For assistance, please call (760) 862-1534 to speak with one of our experts