

EXHIBITOR PRICE GUIDE

INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared Ethernet connection (1st device)	\$400			
Additional wired user/device	\$75			
Single user/device WiFi connection (1st device)	\$150			
Additional wireless user/device	\$75			
Subtotal				

HD DISPLAYS

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
24" LED Monitor w/Table Stand	\$300			
40" Samsung HD Monitor w/Floor Stand	\$500			
50" Samsung HD Monitor w/Floor Stand	\$750			
65" Sharp Monitor w/Floor Stand	\$900			
70" Sharp Monitor	\$1,300			
Subtotal				

TELECOMMUNICATION SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Direct Inward Dial (DID)	\$150/day			
Polycom Speakerphone	\$175/day			
Subtotal				

Internet Services Subtotal _____

HD Displays Subtotal _____

Telecommunication Services Equipment _____

(before taxes, service charge and/or labor) **EQUIPMENT TOTAL** _____

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CLIENT/EXHIBITOR INFORMATION

Group/Organization	Event		
On-Site Contact	Requested by		
On-Site Cell Number	Phone Number		
Fax Number	Email		
Address	City	State	Zip

FUNCTION SPACE

FUNCTION SPACE	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH
START DATE & TIME					
END DATE & TIME					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Encore network unless other arrangements have been discussed and agreed upon with Encore.

PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER OR TAX WILL BE CHARGED. 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 charges to your account. Please do not ask us to bill you.

Master Account #	Name on Reservation	Room #
Cardholder's Name		
Card Number	CCID	Exp
Authorized Signature	Print Name	Date

FREQUENTLY ASKED QUESTIONS

Q. What equipment do I need to connect to the internet?

A. A PC or laptop with a Network Interface Card (NIC) that has an RJ45 jack, or a wireless network adapter.

Q. Do I need any special configuration on my computer?

A. Typically not as long as the TCP/IP service is installed on your computer. Some security measures and/or VPN software may require intervention by your company's IT department.

Q. Can I access my company's secure server?

A. If you can access your company's secure server via the internet, you will be able to access it through this network. Should you require a public IP address, please contact our representatives in advance.

Q. Can I get my IP information in advance?

A. Yes. Our on-site IT representation will be able to provide IP information to you upon request.

Q. Can I bring my own wireless access point or other networking infrastructure equipment?

A. No. Customer-supplied networking equipment is not allowed without prior authorization by Encore Event Technologies. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.

NETWORK AGREEMENT

It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided. The total order cost will be billed to the form of payment specified above.

Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.

You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.

Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.

Please contact your sales manager for pricing on Encore provided available options.

I understand the above condition .

Signature _____

Print Name _____

All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be re moved only by Encore at the close of the meeting.

All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.

Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.

You agree to remain entirely liable for all activities conducted through the network connections.

The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.

These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be

No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.

You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.

If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS INTERNET REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Signature _____

Date _____

Title _____

RETURN COMPLETED FORM TO:

Fax: (202) 756-5236
Email: omnishoreham@encore-us.com