

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

**Email completed form to [Expo.Caribe@encoreglobal.com](mailto:Expo.Caribe@encoreglobal.com).**

Once this request form is submitted, an Encore Representative will contact you for an official order review and to confirm payment arrangements. Labor charges, sales tax, loss damage waiver, and service charges may apply.

**Contact an Encore Representative for items not listed on this form or for special needs.**

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$480
TRIPOD SCREEN		\$95
25' HDMI CABLE		\$32

MONITOR	QUANTITY	DAILY RATE
32" TABLE TOP MONITOR		\$265
55" MONITOR W/ FLOOR STAND		\$805

AUDIO	QUANTITY	DAILY RATE
PERSONAL SPEAKER		\$85

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$250
FLIPCHART PACKAGE		\$76

POWER	QUANTITY	SHOW RATE
120V SINGLE PHASE – 5 AMP		\$125 – ADVANCE / \$170 – STANDARD
120V SINGLE PHASE – 10 AMP		\$185 – ADVANCE / \$260 – STANDARD
120V SINGLE PHASE – 20 AMP		\$240 – ADVANCE / \$345 – STANDARD
208V THREE PHASE – 20 AMP		\$550 – ADVANCE / \$785 – STANDARD
208V THREE PHASE – 30 AMP		\$720 – ADVANCE / \$1030 – STANDARD

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At (407) 470-3373 or [Expo.Caribe@encoreglobal.com](mailto:Expo.Caribe@encoreglobal.com)



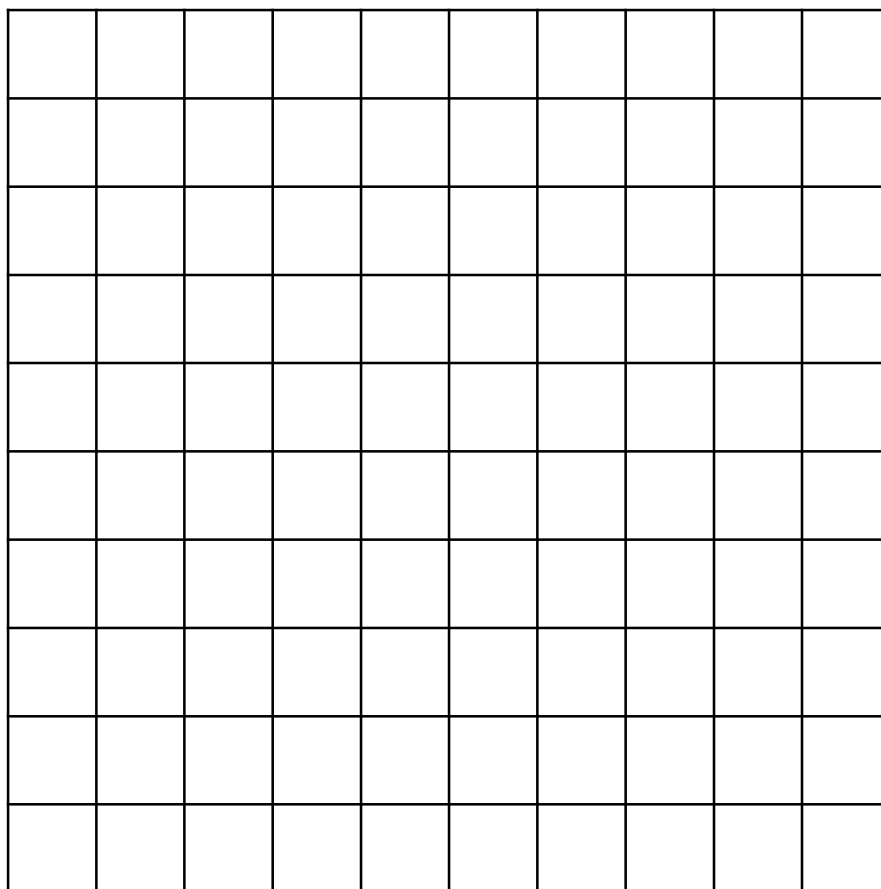
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**BOOTH DIAGRAM**

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_



Adjacent Booth No. \_\_\_\_\_

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**GENERAL POWER TERMS AND REQUIREMENTS**

Orders for Exhibitor Power Services must be received with payment a minimum of fourteen (14) business days prior to scheduled event set-up for reduced advanced rates. Orders received less than fourteen (14) business days prior to scheduled event set-up or without payment will be charged at the "day of" floor rates.

Encore is not responsible for voltage fluctuations or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by our Electrician. We will not be responsible for any damage or loss of equipment, component, computer hardware, or software and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than our Electrician.

A separate outlet must be ordered for each location where electricity is needed.

Exhibitors with hard wall booths must make arrangements with Encore to bring power inside the booth on a time and material basis.

Rates listed for all connections include bringing the service to booth in the most convenient manner for Encore and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Normally, all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided. Installation charge for this connection is on a time and material basis beyond a minimum 1 hour charge.

For island booths and 208 v services, a minimum charge of one and one half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per required Electrician, unless 24-hour advance notice is provided in writing.

All equipment regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Encore is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

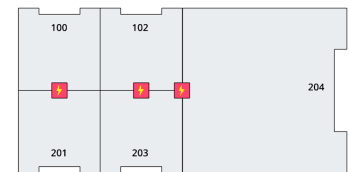
Credit will not be given for service installed and not used.

Exhibitor holds Encore harmless for any and all losses of power beyond Encore's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.

All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.

**WHERE WILL MY POWER BE INSTALLED?**

Standard outlets are usually located at the rear of the booth as depicted below for inline and peninsula booths.



For island booths, a scaled floor plan must accompany all orders showing locations of all electrical outlets, connections and lighting equipment.

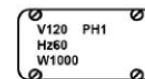
All other locations require additional labor and materials. Exhibitors with hard wall booths must make arrangements with Encore to bring power inside the booth on a time and material basis.

**HOW MUCH POWER WILL I NEED?**

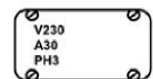
Separate locations require separate outlets - 20 amp / 500 watt minimum

Calculate your lighting needs by adding wattage for each fixture in each location

For other equipment, read the ratings from the metal plate attached to the unit. (See examples).



= 120 Volts, Single Phase  
= 60 Cycles  
= 1,000 Watts



= 230 Volt  
= 30 Amps  
= 3 Phase

If the rating is in watts, order in wattage. If the rating is in amps, order in amperage

**FOR ANY OTHER QUESTIONS, PLEASE CONTACT AN ENCORE REPRESENTATIVE.**

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**We will make every effort to accommodate your preferred times. We will consult you for any required schedule changes. All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested.**

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**RIGGING INSTRUCTIONS**

To schedule Rigging Services please use the following link to our online portal – [Online Rigging Advance](#). Please be sure to select “Florida – Orlando” in the Territory drop down box on the form.

By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

The Encore Rigging Coordinator will review and forward your request to the Encore on-site team. The on-site Encore team will forward a rigging estimate for your review and signature along with verification of your proposed rigging.

**ALL RIGGING SUBMISSIONS MUST BE MADE AT <https://www.encoreglobal.com/rigging-portal/>**

All exhibitor rigging must conform to Show Management regulations. All signs and banners in public areas must be approved by Hotel Management.

The Rigging Services form must be submitted online along with a scaled rigging plot 21 days prior to load in. Services scheduled with less than 21 days’ notice will incur additional charges.

All signs, banners, and set pieces must include all rated hardware necessary for rigging. All equipment and materials flown must pass American National Standards Institute (ANSI) guidelines and be approved by Encore.

Any dynamic (moving) element requires an arrester device. A steel safety backup is required on each individual item suspended with a nylon sling. All nuts and bolts used overhead must be rated, and all wire rope clips and overhead hardware (e.g., eyebolts, etc.) must be forged, unless approved by Encore.

Encore will not "dead Hang" items over 100lbs or 10' in length, chain motors will used in these instances. Encore is pleased to be the sole provider of chain hoists, namely Prostar Chain hoists, designed specifically for hotel and convention center use.

All ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.

All rigging crews will consist of a minimum of two riggers. The number of riggers and equipment required for your event will be determined by Encore.

Four or eight-hour minimums will apply to all calls, per rigger. Time beyond eight hours will be billed in full-hour increments. Contact your Encore representative for further details.

Orders must be cancelled 48 hours prior in order to avoid a minimum charge. Orders cancelled during or after services have been rendered will be subject to 100% of the original charges.

**EQUIPMENT RATES**

**Rigging Point Packages**

Motorized \$221 / Day  
Non-Motorized \$71 / Day

Add'l costs may apply based on rigging review

**LABOR RATES**

**ST** \$120 / Hour  
Weekdays (Depending on time)

**OT** \$180 / Hour  
Weekends and Late Evenings

**DT** \$240 / Hour  
Holidays

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