

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	
ORDERD BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DETAILS ENCORE SHOULD KNOW	RATE
LCD PROJECTOR			\$600++
TRIPOD SCREEN			\$200++
25' HDMI CABLE			\$26++

MONITOR	QUANTITY	DETAILS ENCORE SHOULD KNOW	RATE
43" MONITOR TABLE-TOP			\$405++
75" MONITOR w/ FLOOR STAND			\$1300++

AUDIO	QUANTITY	DETAILS ENCORE SHOULD KNOW	RATE
PC AUDIO POWERED SPEAKER PACKAGE			\$155++

MISCELLANEOUS	QUANTITY	DETAILS ENCORE SHOULD KNOW	RATE
LAPTOP			\$225++
FLIPCHART PACKAGE			\$59++
POWER ACCESS PACKAGE			\$42++

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 804-240-9317

THE WESTIN
 RICHMOND