

EXHIBIT PRICE GUIDE

Exhibit Services Cover Sheet

Exhibitor Information

Event Date _____
Event Name _____
Exhibitor _____
Booth Number _____
Onsite Contact _____
E-mail Address _____
Phone Number _____
Fax Number _____
Address _____
City _____ State _____ Zip _____

Please Note:

- ORDERS MUST BE RECEIVED A MINIMUM OF 7 DAYS PRIOR TO EVENT SET DATE. ALL LATE ORDERS WILL INCUR A 20% SURCHARGE.
- EQUIPMENT PRICING IS SUBJECT TO CHANGE BASED UPON AVAILABILITY.
- AV ITEM TOTALS DO NOT INCLUDE 8.15% TAX OR 24% SERVICE CHARGE.
- TERMS & CONDITIONS AUTHORIZED SIGNATURES ARE REQUIRED TO EXECUTE CONTRACT.
- ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- EQUIPMENT LISTED IS A PARTIAL INVENTORY. ADDITIONAL SERVICES ARE AVAILABLE UPON REQUEST.

EXHIBIT PRICE GUIDE

Exhibit Services

Video & Audio Equipment

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
24" LCD Monitor	\$ 100.00			
40" LCD Monitor with Speaker and Stand	\$ 325.00			
42" Touch Screen LCD Monitor with Stand	Please Call			
60" LCD Monitor with Speakers and Stand	\$ 525.00			
Tablet / iPad Device	Please Call			
PC Laptop & Desk Top Computer	\$ 250.00			
Computer Speakers/ Printers/ Copiers	Please Call			
LCD Projector with stand & 6' Screen	\$ 525.00			
Banner Hanging and Rigging	Please Call			
ADDITIONAL SYSTEMS AVAILABLE. PLEASE CALL				

Standard Wired Internet Services

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Single user/device Ethernet connection 3 Mbps	\$ 150.00			
Dedicated VLAN/ Static or Public IP/ DLNA	Please Call			

Wireless Internet Services

Single user/device WiFi connection 3 Mbps	\$ 39.95			
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Electrical Services

120 VOLT SINGLE PHASE SERVICE	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
5 Amp 120v (includes one extension cord & power strip)	\$65.00			
20 Amp 120v (includes one extension cord & power strip)	\$125.00			
208 VOLT THREE PHASE SERVICE	Please Call			

Exhibit Rental Reservation Grand Total

Equipment Total:	
Internet Total:	
Electrical Total:	
20% Late Surcharge:	
24% Service Charge:	
8.15% Tax:	
GRAND TOTAL:	

EXHIBIT PRICE GUIDE

Terms & Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

Equipment Terms and Conditions

By executing this order form, Lessee agrees as follows:

1. *Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.*
2. *Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.*
3. *Insurance for the subject equipment is Lessee's responsibility.*
4. *Union labor costs, if applicable, are not included in equipment rental price.*
5. *Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.*
6. *It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.*

Telecommunications Terms and Conditions

1. *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.*
2. *The total order cost will be billed to the form of payment specified above.*
3. *Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.*
4. *You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.*
5. *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.*
7. *All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.*
8. *All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.*
9. *Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.*
10. *You agree to remain entirely liable for all activities conducted through the network connections.*
11. *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.*
12. *These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.*
13. *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.*
14. *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.*
15. *If you are uncertain of your requirements or of any changes, you must notify an Encore representative.*

Electrical Regulations

1. *For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore representative.*
2. *All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.*
3. *All production companies are to provide pig tails and cables to designated power location.*
4. *All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.*
5. *All cords, plugs, and power strips must be UL listed.*
6. *All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.*

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS 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.

Authorized Signature: _____

Please Type or Print Name: _____

EXHIBIT PRICE GUIDE

Shipping & Receiving

Incoming Shipping Instructions

Please ship all packages to the following:

Omni Interlocken Resort
Attention: Conference Name & On-Site contact that will pick up boxes
500 Interlocken Blvd
Broomfield, CO 80021

*** Due to limited storage space, we request that your shipments not arrive more than 3 days prior to the conference. More than three days prior shipments will be charged a \$3.00/per day/per box storage fee*

PACKAGE	RECEIVING RATE / EA	QUANTITY	TOTAL
Packages	\$ 7.00		
Pallets	\$ 75.00		
Shipping Total:			
8.15% Tax:			
GRAND TOTAL:			

Outgoing Shipping Instructions

The Omni Interlocken Resort offers outgoing shipping services in the Business Center located on the Garden Level.

1. Services include UPS, Fed Ex and USPS. If you require shipping by another provider we can assist you upon request.
 - a. Fed Ex Express provides daily pick-ups (Monday-Friday) between 5:00-6:00pm.
 - b. Fed Ex Ground packages will be subject to a one time \$8.00 pick up fee and require a scheduled pick up and usually pick up next day.
 - c. UPS shipments will be subject to a one time \$8.00 pick up fee and require a scheduled pick up and usually pick up next day.
 - d. USPS picks up mail and packages daily before noon.
2. You must provide your own shipping labels or Credit Card information. The Business Center has limited FedEx Air and UPS Ground labels only.

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Credit Card Authorization

This credit card authorization is used to ensure all event accounts are paid in full if direct billing has not been established or to pay an account by credit card.

EVENT DATE: _____
EVENT NAME: _____
COMPANY NAME: _____
BOOTH NUMBER: _____
ESTIMATED CHARGES: _____

NOTE: Estimated charges are subject to change based on event changes.

PLEASE NOTE:

- The Omni Interlocken Resort will need to obtain an authorization from the issuing credit card company for the full amount of the estimated charges at least 6 banking days prior to the arrival / start of the scheduled group event.
- Should insufficient credit be available to secure an authorization, another credit card with available credit, or pre-payment must be presented in order for services to be provided.
- Debit Cards: Please be advised that when the debit card is authorized prior to the event, those funds will be held. At the time the card is charged a second set of funds is held by the banking institution as well. If you do not have funds in the account to cover double the actual charged amount, fees will be incurred as dictated by your banking institution. Within 3-5 business days after the charge is processed, the authorization usually releases and one set of funds returns to the account. However, this is also dictated by the banking institution and not the Resort. Please let us know if you are using a debit card and we will pre-charge the card as to shorten the amount of time between authorization and charge. The use of a credit card is suggested as the actual form of payment to eliminate payment challenges.

1. Type of Credit Card: Amex Discover Visa MC Diners JCB
2. Card Number _____
Exp. Date _____ Verification # _____
3. Name of cardholder (Print) _____
4. Cardholder E-Mail _____
5. Cardholder phone _____
6. Signature of cardholder _____

ENCORE

EVENT TECHNOLOGIES

A Freeman Company

UNIQUE. CREATIVE. INNOVATIVE.

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