

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

Email completed form to the address listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review, signature and payment.

Prices listed below are approximate and include Service Charge and Tax. Pricing below includes all set and strike labor and show rates are for up to a 5 day show.

MONITOR	QUANTITY	SHOW RATE
Expo 24" Monitor (tabletop stand only)		\$730
Expo 43" Monitor (comes with pole stand)		\$1,297
Expo 46" Monitor (comes with pole stand)		\$1,597
Expo 55" Monitor (comes with pole stand)		\$1,884
Expo 70" Monitor (comes with pole stand)		\$2,526
Expo 8' Tripod & Projector Package		\$1,297

AUDIO	QUANTITY	SHOW RATE
Expo Aux Sound Package (Single Speaker)		\$1,054
Small Sound System with Wireless HH Mic		\$1,259
Small Sound System with Wireless Lav Mic		\$1,259

MISCELLANEOUS	QUANTITY	SHOW RATE
Expo Laptop		\$361
Expo USB Media Player		\$122
Expo Blu-Ray Player		\$129

SPECIAL REQUESTS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

If you require an Operator for your event, please specify your needs in the Special Requests area. 5 Hour Minimum applies to any Operator Labor.

**Power and Internet must be ordered from the hotel**  
 Gaylord Opryland Exhibit Services Department 615-458-6390

**RIGGING** - If you require rigging services, please reach out to us directly at [1602expo@encoreglobal.com](mailto:1602expo@encoreglobal.com)

**TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**CANCELLATIONS:**

- A) Cancellations received within 72 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

