



## Exhibitor Services - Audio Visual

Encore Representative:  
Diana DiManno  
tcc@encoreglobal.com

COMPANY: _____	SHOW NAME: _____
STREET: _____	EVENT SPACE: <b>The Toronto Congress Centre   650 Dixon Road</b>
CITY: _____	BOOTH #: _____
PROV / STATE: _____	INSTALLATION DATE: _____ TIME: _____
POSTAL CODE / ZIP: _____	EXHIBIT START DATE: _____ TIME: _____
E-MAIL: _____	EXHIBIT END DATE: _____ TIME: _____
PHONE: _____	CONTACT ON-SITE: _____
ORDERED BY: _____	CONTACT ON-SITE PHONE: _____
PO #: _____ HST #: _____	

**Please carefully read the following terms & conditions:**

**All prices are subject to service fee & applicable sales taxes. Additional Labour & Transport Charges also may apply as required**

Once form is completed in full, please email to the listed encore representative above.

Once this request form is submitted, an Encore Representative will provide you an official work estimate document for review, signature & payment details.

QUANTITY	CODE	EQUIPMENT AVAILABLE	REGULAR RATE	DAYS	TOTAL (REG.)
<b>FLAT SCREEN MONITORS</b>					
	58287/96	40" LCD FLAT SCREEN MONITOR	\$321.25	1	
	UN43MU	43" 4K SMART LCD FLAT SCREEN MONITOR	\$374.00	1	
	58283	49" LCD FLAT SCREEN MONITOR	\$482.50	1	
	58286	55" LCD FLAT SCREEN MONITOR	\$535.50	1	
	58333	70" LCD FLAT SCREEN MONITOR	\$749.75	1	
<b>**ALL MONITORS ARE SETUP LANDSCAPE MODE. PLEASE ADVISE IF YOU REQUIRE PORTRAIT SETUP**</b>					
<b>**PLEASE NOTIFY AHEAD OF SETUP IF MONITOR REQUIRES TO BE MOUNTED TO BOOTH**</b>					
	62141	FLAT MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$62.50	1	
	PSDSHB	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)	\$15.50	1	
<b>Subject to availability, please contact us for the full range of available options.</b>					
<b>COMPUTERS &amp; ACCESSORIES (All computers come with Windows and Office software)</b>					
	70173	PRESENTATION LAPTOP COMPUTER	\$275.00	<b>SHOW</b>	
	99991	USB MEDIA PLAYER FOR MONITOR	\$125.00	<b>SHOW</b>	
<b>VIDEO ACCESSORIES</b>					
	55194	50"X80" 16:10 Ration Pull Up Screen	\$72.75	1	
	CART42	A/V CART WITH SKIRT	\$33.25	1	
<b>AUDIO EQUIPMENT</b>					
	61310	SMALL POWERED SPEAKER (1/8", 1/4", XLR INPUT)	\$52.00	1	
	61952	PC DI STEREO TO MONO DIRECT BOX	\$41.50	1	
	61602	WIRELESS MICROPHONE KIT (HANDHELD, LAVALIER, OR HEADSET) ** Mic only ** Additional Speakers Required**	\$156.00	1	
	BAS	BOOTH AUDIO SYSTEM (2 POWERED SPEAKERS, MIXER, AUDIO JACK FOR LAPTOP/IPOD & WIRELESS MIC)	\$455.25	1	

Once this form is received, an order will be created and sent via DocuSign for a digital signature.

<b>Subtotal</b>	
<b>Delivery &amp; Pickup if applicable</b>	<b>\$100</b>
<b>Labour</b>	
<b>Service Charge</b>	
<b>HST</b>	
<b>TOTAL DUE</b>	

An Encore representative will reach out to you by phone to process the payment safely and securely.

Encore is a full-Service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the encore representative listed above for a custom solution.

### ADDITIONAL TERMS & CONDITIONS

Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.

Your authorized representative must be at your booth at specified date & time to accept delivery of equipment. **Please note: we cannot leave equipment in your booth without your representative there to receive it.**

The equipment is your responsibility until picked up by a Encore representative. **Please do not leave equipment unattended in your booth when the show finishes.**

Any extension of the rental period must be arranged prior to termination of the original rental period.

Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.

Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.

Encore is not responsible for any equipment performance problems caused by customer's software.