



# Exhibitor Services - Audio Visual

ENCORE REPRESENTATIVE  
DIANA DIMANNO  
TCC@ENCOREGLOBAL.COM

COMPANY: _____	SHOW NAME: _____	
STREET: _____	EVENT SPACE: <b>Toronto Congress Centre   650 Dixon Rd.</b>	
CITY: _____	BOOTH #: _____	
PROV / STATE: _____	INSTALL DATE (YYYY/MM/DD): _____	TIME: _____
POSTAL CODE / ZIP: _____	START DATE (YYYY/MM/DD): _____	TIME: _____
E-MAIL: _____	END DATE (YYYY/MM/DD): _____	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	DESCRIPTION	REGULAR RATE	DAYS	TOTAL (REG.)
<b>FLAT SCREEN MONITORS</b>					
	58287/96	40" LCD FLAT SCREEN MONITOR	\$343.75	1	
	UN43MU	43" 4K SMART LCD FLAT SCREEN MONITOR	\$400.75	1	
	58283	49" LCD FLAT MONITOR	\$516.50	1	
	58286	55" LCD FLAT SCREEN MONITOR	\$573.00	1	
	58333	70" LCD FLAT SCREEN MONITOR	\$802.25	1	
	62141	FLAT MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$67.00	1	
	PSDSHB	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)	\$16.75	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	\$353.85	SHOW	
	99991	USB MEDIA PLAYER FOR MONITOR	\$125.00	SHOW	
<b>VIDEO ACCESSORIES</b>					
	55194	50" x 80" 16:10 RATIO PULL UP SCREEN	\$78.00	1	
	CART42	A/V CART WITH SKIRT	\$35.75	SHOW	
<b>AUDIO EQUIPMENT</b>					
	61310	SMALL POWERED SPEAKER (1/8", 1/4", XLR INPUT)	\$55.75	1	
	61952	PC DI STEREO TO MONO DIRECT BOX	\$45.00	1	
	61602	WIRELESS MICROPHONE KIT (HANDHELD, LAVALIER, OR HEADSET) *SPEAKERS NOT INCLUDED*	\$168.50	1	
	BAS	BOOTH AUDIO SYSTEM (2 POWERED SPEAKERS, MIXER, AUDIO JACK FOR LAPTOP/IPOD & WIRELESS MIC)	\$418.00	1	

<b>Subtotal</b>	\$	-
<b>Delivery &amp; Pickup</b>	\$	100.00
<b>Labour</b>	\$	-
<b>Cables and Consumables</b>	\$	-
<b>HST</b>	\$	13.00
<b>TOTAL DUE</b>	\$	113.00

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

### SUPPLEMENTARY TERMS & CONDITIONS

EVENT CANCELLATION. If Customer cancels the Event or the provision of audiovisual equipment, labour, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Event Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labour, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO Encore REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY Encore OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.