

EXHIBITOR ORDER FORM



Email orders to: Keith.scharfman@encoreglobal.com

To ensure availability of equipment, email orders two weeks prior to your event. Within 72 hours of receiving your order, you will receive a quote including tax and service fee calculations. Once signed and returned, you will receive a Fairmont email directing you to a secure site to enter your credit card information.

Your order is NOT confirmed until your credit card is processed for payment.

Receipts will be sent within 72 hours after the conclusion of the event.

***Please note the number of days your equipment is required. Prices do not include a 26% ETS service fee and tax.**

Prices are per day.

Call or Email for any requests not listed below, including sound systems, projection, or lighting.

Conference Name:		Set-up date:		
Company Name:		End date:		Booth #, if known:
Company Address:				
Your Name:		Your Email address:		
On-site Contact:		Your Phone number:		

Electrical: *Power drops include (1) power strip.

	Rate per day	Quantity per day
5 amp Power Drop	\$ 102	
10 amp Power Drop	\$ 127	
15 amp Power Drop	\$ 170	
20 amp Power Drop - dedicated circuit	\$ 187	
A/C Power Strip (Additional)	\$ 21	
25' A/C Extension Cord (Additional)	\$ 21	

Note any special instructions here:

Computers/Internet:

	Rate per day	Quantity per day
Wireless Internet (Per connection)	\$ 30	
Hard Line Internet (1st Computer)	\$ 205	
Computer, Laptop	\$ 250	
Personal Speaker – Anchor	\$ 85	
Dedicated Bandwidth - Please contact PSAV for a quote		

TERMS: Customer agrees to pay in full for lost, stolen or damaged equipment.
 Prices are valid for expo booth events only.
 A 5 amp drop is the minimum requirement for a booth requiring electrical services.
 Orders must be paid in full before equipment delivery.
 On-site orders are subject to a 50% surcharge.

Fairmont Scottsdale Princess 7575 East Princess Drive Scottsdale, AZ 85255