



Exhibit Order Form

The Wigwam · 300 E. Wigwam Boulevard Litchfield Park, AZ 85340–
 Phone 623-856-1080 Email: brian.nichols@encoreglobal.com

Conference/Event Name:	Booth #
Company Name:	
Address:	
City:	State: Zip:
Billing Contact:	Phone #
On-Site Contact:	Phone #
Email Address:	
Method of Payment must be a Visa, MasterCard or American Express and a member of our team will call to retrieve that information during processing.	

CONDITIONS & REGULATIONS

1. Utility/wall outlets are not part of the booth space, do not provide guaranteed or reliable service, risk circuit failure due to potential overload from shared use and would result in a Basic Power charge.
2. All equipment must be properly wired, labeled with Voltage/Amperage/Wattage and meet IEEE & NEMA standards as well as comply with all Federal, State and City regulations.
3. Claims of equipment failure, power outages or service challenges will not be considered unless a Encore representative is notified prior to the close of the exposition or event.
4. Special power or wiring configurations may only be facilitated by a House Electricians.
5. All material and equipment furnished by Encore or The Wigwam in servicing this order shall remain the property of Encore or The Wigwam and shall not be removed from the facilities.
6. Power cabling must be 3-wire grounded with no open clips, bare sockets, latex, or lamp cords.
7. Dedicated as well as heavy Power is available and subject to Labor & daily Rental Rates.
8. Neither Encore nor The Wigwam are responsible for voltage fluctuations, outages, or power failure due to misuse, external electrical provider outages, or anything covered by *Force Majeure*.
9. **Credit will not be issued for equipment or services that were ordered, provided, but not used.**
10. Payment in full is required in advance and all amounts are subject to all applicable City and State Taxes. Orders must be submitted at least two (2) weeks prior to Install Date to guarantee published rates. Orders submitted late or “on site” are subject to availability at prevailing rates and must be paid prior to delivery of equipment and/or services. If it becomes necessary for Encore or The Wigwam to engage an attorney due to default on the part of the Exhibitor, Exhibitor agrees to pay all costs, expenses and attorney’s fees.
11. There will be a \$35 fee for any declined credit card transaction.
12. Neither Encore nor The Wigwam will be responsible for protests, strikes, accidents, fires, or any delays beyond our control and where the provisions of a *Force Majeure* would apply.

I have read and understand these Conditions and Regulations of The Wigwam and approve of all charges for equipment and services requested:

Signature _____ Printed Name _____ Date _____

INSTALL Date/Time:		REMOVE Date/Time:		
Audio/Visual Item Descriptions	Daily Rate	Qty	# of Days	TOTAL
Dedicated 20a Circuit w/AC Cord & Powerstrip	\$210			
Basic Power w/AC Cord & Powerstrip	\$102			
Additional AC Cord w/ 6-Outlet Powerstrip	\$42			
Flatscreen Monitor (60” or larger) w/Floor Stand	Call			
55” Flatscreen Monitor w/Floor Stand	\$847			
32” Flatscreen Monitor w/Table Stand	\$345			
24” Wide Screen LCD Computer Monitor	\$257			
Laptop or PC Computer – Windows, Office	\$292			
HP Color Printer	\$425			
HP B&W Printer	\$215			
Flip Chart w/Post-it Pad & Markers	\$96			
Flip Chart w/Pad & Markers	\$76			
High-Speed Wireless Internet (1 st Connection)	\$30			
High-Speed Wireless Internet (Each additional)	\$20			
High-Speed Wired Internet (1 st Connection)	\$190			
High-Speed Wired Internet (Each additional)	\$190			
This is an abbreviated list. Please contact our Encore Sales Team if additional equipment or services are needed such as Projection, Lighting or heavy Power. brian.nichols@encoreglobal.com or (623) 856-1080	Sub-Total	\$		
	25% Service Charge	\$		
	9.3% Tax	\$		
	GRAND TOTAL	\$		

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