



Exhibitor AV Equipment Order Form

Event/Exhibition Name:	
Setup Date and Time	
Event Date and Time	
End Date and Time	
Total Hire Days	
Exhibitor Company Name:	
Stand Number:	
Contact on Site & Mobile number:	
Booked by or Requested by:	
Email Address & contact for Booker:	
Billing Address	

Deadline: All orders must be received at least 14 working days before the exhibition

Instructions: Please fill out all cells in green: under quantity, type the amount of each item you require - the total is automatically calculated. Please fill in the Exhibitor AV Equipment Order Form and email to the Encore Technical Events Manager. Pre-payment will be required in order to confirm the order
Note: Setup and de-rig will take place based on the client tenancy timings. So equipment may not be ready immediately on arrival.

Equipment	
IT	
iPad 32GB with WiFi	
24" LED Monitor (On Table Stand)	
Laptop Computer	
VIDEO	
HD 75" LED Screen and Stand 1920 x 1080 (On Eye Level Floor Stand)	Do you require sound?
HD 55" LED/LCD Screens 1920 x 1080 (On Eye Level Floor Stand)	Do you require sound?
HD 49" LED/LCD Screens 1920 x 1080 (On Eye Level Floor Stand)	Do you require sound?
Shelf for Screen Stand (to place laptop)	
Please note that all screens come with HDMI Cable connection Encore recommends you provide your own adaptors alternatively these can be supplied at additional cost	
SOUND	
Stereo Self Powered Speakers	
Single (Mono) Self Powered Speaker	
POWER	
4 x Socket Mains Extension Lead	
Delivery, Installation & Collection -	

Qty	Days	Price Per Day	Total
0		£101.00	£0.00
0		£78.00	£0.00
0		£133.50	£0.00
0		£666.50	£0.00
0		£266.50	£0.00
0		£244.50	£0.00
0		£25.50	£0.00
0		£25.50	£0.00
0		£51.00	£0.00
0		£5.00	£0.00
1	1	£140.00	£140.00

TOTAL excluding VAT	£140.00
VAT	£28.00
TOTAL including VAT	£168.00

VAT is currently charged at 20%

EQUIPMENT DAMAGE WAIVER *It is the hirer's responsibility to safeguard the equipment on site.*
 We apply a standard equipment damage waiver on the list price of all AV equipment. The equipment listed above is covered whilst in use on site for its intended purpose.
 Please ensure all equipment is secured when not in your presence or the presence of one of our technicians on site.

If you have full insurance covering damage and theft of hired equipment and take responsibility for the equipment, please tick the box provided. In this case a certificate of insurance must be provided, prior to the hire of the above equipment. If the certificate of insurance is deemed to be valid for equipment hire, Encore equipment damage waiver premium will not be added to your final invoice.

Tick Here

Client Comments:

Client Signature:

Client Name:

Date: