



# GOVERNOR'S CONFERENCE ON SMALL BUSINESS 2014

SEPTEMBER 19, 2014 • RIO HOTEL & CASINO CONFERENCE CENTER • 7:30 AM – 2:00 PM

## Exhibitor Booth Registration

Please select one:

- |                | <u>Early Bird</u> (Prior to August 1) | <u>Registration</u> (After August 1) |
|----------------|---------------------------------------|--------------------------------------|
| B2B/Corporate: | <input type="checkbox"/> \$300.00     | <input type="checkbox"/> \$350.00    |
| Nonprofit:     | <input type="checkbox"/> \$200.00     | <input type="checkbox"/> \$250.00    |

Exhibitor booths include a banquet table, 2 chairs, table draping, and continental breakfast. Booths at the Nonprofit and B2B/Corporate rates also include 2 tickets to the luncheon.

To register for a booth, complete this form, including credit card information, or include a check made payable to Governor's Conference on Small Business and mail to Carrie Foley at the address below. Your booth will not be formally reserved until registration form AND payment are received.

Wi-fi and power can be purchased separately for an additional fee. For questions or special accommodations, please contact Carrie Foley at [cfoley@business.nv.gov](mailto:cfoley@business.nv.gov) or call (702) 486-2754.

Name: \_\_\_\_\_ Website: \_\_\_\_\_

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Name on credit card: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Do you qualify for Government or Nonprofit rate? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_

Please mail your completed registration form to the address below.

\*\*\* If paying by check, please make payable to Governor's Conference on Small Business. \*\*\*

c/o Carrie Foley, Department of Business & Industry  
555 E. Washington Ave. Suite 4900  
Las Vegas, NV 89101



# GOVERNOR'S CONFERENCE ON SMALL BUSINESS 2014

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## PROGRAM ADVERTISING RATES

**Please note: Advertising space is limited and is only available to exhibitors and sponsors.**

### **Rates**

Full page..... \$475

1/2 page..... \$250

### **Specs**

Full page

With bleed: 5.75" w x 8.75" h

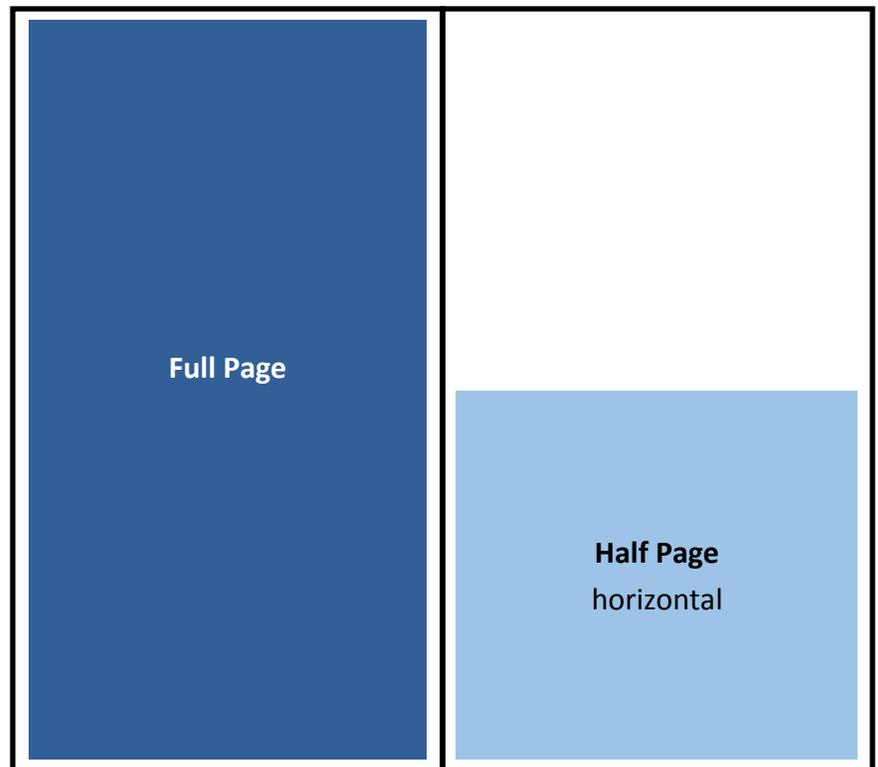
Live area: 5" w x 8" h

Half page

5.25" w x 4" h

### **Preferred formatting**

- PDF press ready files (fonts embedded, images converted)
- 300 dpi or vector format
- CMYK color



**To reserve advertising space in the program, please contact Teri Williams at (702)486-0407 or [twilliams@business.nv.gov](mailto:twilliams@business.nv.gov).**



MAIL OR FAX FORMS WITH PAYMENT TO :  
 ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118  
 Ph: (702) 777-7708 Fax: (702) 777-6865 Email:services@encore-us.com



<b>Booth Number:</b>		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE:

### INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES		Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. <b>1024Kbps bandwidth</b>		\$300.00	\$450.00		
Single Connect Plus - single device DHCP NAT'd IP Address via wired synchronous connection. <b>2048Kbps bandwidth</b>		\$500.00	\$750.00		
Room/Booth Connect - 1 device, single location, DHCP (Static available) IP Addresses via shared, wired Ethernet connection		\$1,000.00	\$1,500.00		
Event Connect - 29 devices, 3 locations, DHCP or static IP Addresses via separate VLAN connections. <b>10Mbps dedicated bandwidth</b>		\$5,000.00	\$7,500.00		
Additional Devices - (Booth Connect & Event Connect only)		\$50.00	\$75.00		
Additional Locations - (Event Connect only)		\$250.00	\$330.00		
Additional Bandwidth - (Event Connect only) 5Mbps increment		\$1,000.00	\$1,500.00		
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)		\$100.00	\$150.00		
Cable Rental - Cat5e patch cable up to 50' each		\$50.00	\$75.00		
Technician Labor - Hourly Rate - Straight Time		\$85.00	\$130.00		
Technician Labor - Hourly Rate - After Hours & Weekends		\$130.00	\$200.00		
				<b>Services Total</b>	
<b>ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>				<b>10% Service Fee</b>	
<b>LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED</b>				<b>Subtotal</b>	
				<b>LABOR FEE</b>	
<b>NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION</b>					
				<b>GRAND TOTAL</b>	

Rio Las Vegas, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

**INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF RIO**

Prices Subject to change without Notice

Rev 1/8/14

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Phone Usage Charges: Usage charges are billed by the hotels through Encore Event Technologies. These charges come directly from the hotel; Encore Event Technologies has no control over them. Local and toll-free calls are \$1.25 each. Long distance calls are billed at AT&T Operator Assisted Rates. Credit card required for all phone services provided.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

## Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.**

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

**ENCORE**

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/8/14



**MAIL OR FAX FORMS WITH PAYMENT TO :**  
 ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS  
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 777-7708 Fax: (702) 777-777-6865 Email: services@encore-us.com

**Encore Event Technologies AT RIO LAS VEGAS**

<b>Booth Number:</b>	<b>To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.</b>		<b>EVENT NAME:</b>
<b>EVENT DATES:</b>		<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)	
<b>EXHIBITING COMPANY NAME:</b>			
<b>BILLING ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>	<b>ON-SITE PHONE:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>	
<b>CREDIT CARD TYPE:</b>		<b>EXP. DATE:</b>	<b>CREDIT CARD NUMBER:</b>
<b>CARDHOLDERS SIGNATURE:</b>		<b>PRINT CARDHOLDERS NAME:</b>	
<p><b>BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED</b></p>			

**ELECTRICAL SERVICES FORM**

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

<b>Please call for additional services that are not listed on this order form, or for custom quotes for large orders</b>	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	<b>Installation cannot begin until order is finalized and payment method has been received</b>
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<b>ELECTRICAL SERVICES</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>	<b>QUANTITY OF 24 HOUR POWER</b>	<b>SUBTOTAL</b>
120 VOLTS - 500 WATTS OR 5 AMPS	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$200.00	\$300.00			
<b>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</b>	\$310.00	\$465.00			
<b>ELECTRICAL MATERIALS</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

<b>ADDITIONAL ELECTRICAL SERVICES</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>	<b>QUANTITY OF 24 HOUR POWER</b>	
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			

**SUBTOTAL**

**PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE**

**ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE**

**10% SERVICE FEE**

**ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR**

**MATERIAL AND SERVICES TOTAL**

**LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00**

**LABOR TOTAL**

**MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE**

**GRAND TOTAL**

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

**Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.**

**ELECTRICAL IS AN EXCLUSIVE SERVICE OF RIO**

Prices Subject to change without Notice

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
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- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

**AUTHORIZED SIGNATURE:**

**ENCORE**

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/8/14



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**Encore Event Technologies AT RIO LAS VEGAS**

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<b>EVENT DATES:</b>		<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)	
<b>EXHIBITING COMPANY NAME:</b>			
<b>BILLING ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>
<b>TELEPHONE NUMBER:</b>	<b>FAX NUMBER:</b>		<b>ON-SITE PHONE:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>	
<b>CREDIT CARD TYPE:</b>	<b>EXP. DATE:</b>	<b>CREDIT CARD NUMBER:</b>	
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**BOOTH LIGHTING SERVICES FORM**

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Installation cannot begin until order is finalized and payment method has been received
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Lighting Package Description	ADVANCED PRICING	STANDARD PRICING	QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$180.00	\$270.00		
Booth Lighting Package #3 4' Track with three fixtures	\$225.00	\$340.00		
Booth Lighting Package #4 4' Track with four fixtures	\$265.00	\$400.00		
Additional MR16 Lights	\$55.00	\$85.00		
75 Watt Flood Light on Stanchion Pole	\$100.00	\$150.00		
Double Flood Light on Stanchion Pole	\$180.00	\$270.00		
<b>ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS</b>			<b>Subtotal</b>	
<b>PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE</b>				
<b>ALL ELECTRICAL MATERIALS &amp; OUTLETS WILL REQUIRE A 10% SERVICE FEE</b>			<b>10% SERVICE FEE</b>	
<b>ALL LIGHTING ORDERS &amp; ISLAND BOOTHS REQUIRE ELECTRICAL LABOR</b>			<b>MATERIAL AND SERVICES TOTAL</b>	
LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00			<b>LABOR TOTAL</b>	
MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE			<b>GRAND TOTAL</b>	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum labor charge per booth on 1/2 hour for installation and dismantle will apply to all booths ordering lighting. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

**ELECTRICAL LIGHTING IS AN EXCLUSIVE SERVICE OF RIO**

Prices Subject to change without Notice

## Terms and Conditions:

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- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
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- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

## AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.