



COMPANY: _____
 STREET: _____
 CITY: _____
 PROV / STATE: _____
 POSTAL / ZIP: _____
 E-MAIL: _____
 PHONE: _____
 ORDERED BY: _____
 PO #: _____ HST #: _____

SHOW NAME: The Buildings Show 2024
 EVENT SPACE: Metro Toronto Convention Centre | 255 Front St West
 BOOTH #: _____
 INSTALL DATE (MM-DD-YYYY): 2024-12-03 TIME: _____
 START DATE (MM-DD-YYYY): 2024-12-04 TIME: 0800am
 END DATE (MM-DD-YYYY): 2024-12-06 TIME: 1700pm
 CONTACT ON-SITE: _____
 CONTACT ON-SITE PHONE: _____

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.)
FLAT SCREEN MONITORS					
	58434	24" 1080p LCD COMPUTER MONITOR (For Table)	\$109.00	3	
	58281	43" LED 4K SMART TV MONITOR	\$413.00	3	
	58336	55" LED 4K SMART TV MONITOR	\$625.00	3	
	58351	65" LED 4K SMART TV MONITOR	\$768.00	3	
	LCDXLIFT	80" LCD TV MONITOR W/ BUILT-IN STAND	\$1,032.00	3	
	62141	FLAT MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$69.00	3	
	PSDSHB	SHELF FOR MONITOR FLOOR STAND (RENTED WITH STAND ONLY)	\$17.00	3	
		Subject to availability, please contact us for the full range of available options.			
COMPUTERS & ACCESSORIES (All computers come with Windows and Office software)					
	70173	PRESENTATION LAPTOP COMPUTER	\$353.85	SHOW	
AUDIO EQUIPMENT					
	61952	PC DI STEREO TO MONO DIRECT BOX	\$46.00	3	
	61602	WIRELESS MICROPHONE KIT (HANDHELD, LAVALIER, OR HEADSET) *SPEAKERS NOT INCLUDED*	\$174.00	3	
	BAS	BOOTH AUDIO SYSTEM (2 POWERED SPEAKERS, MIXER, AUDIO JACK FOR LAPTOP/IPOD)	\$350.00	3	

Subtotal	\$ -
Labour	\$ -
Expendables	\$ -
HST	\$ -
TOTAL DUE	\$ -

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.