

# OMNI RESORTS

amelia island plantation

## EQUIPMENT/SERVICES REQUEST FORM

FOR EXHIBIT, DECORATING, PRODUCTION AND AUDIO VISUAL COMPANIES

### CLIENT INFORMATION

**Group/Organization:** \_\_\_\_\_ **Event / Booth:** \_\_\_\_\_  
**Requested by:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_  
**On-Site Contact:** \_\_\_\_\_ **On-Site Cell #:** \_\_\_\_\_

Client must be present to confirm and sign order for equipment and/or services at time of delivery. It is the Clients responsibility to notify Encore Event Technologies representative they are present. Encore will contract the electricians and/or technicians for equipment/services. Encore Event Technologies is unable to guarantee a delivery time. Client is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

SERVICE DATES:	Day 1	Day 2	Day 3	Day 4	Day 5
START TIME:					
END TIME:					

### Video Equipment

Item	DAILY RATE	QUANTITY	DAYS	TOTAL
70" LCD Flat Screen Monitor	\$750.00			
60" LCD Flat Screen Monitor	\$600.00			
46" LCD Flat Screen Monitor	\$450.00			
<b>Subtotal:</b>				

### Computer Equipment

Item	DAILY RATE	QUANTITY	DAYS	TOTAL
Laptop Computer	\$250.00			
Powered Computer Speakers	\$50.00			
Printer (Black & White)	\$150.00			
<b>Subtotal:</b>				

### Phone/Internet Services

Item	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired High Speed Internet Line	\$150.00 per line			
Additional Wired High Speed Internet Line	\$100.00 per line			
Wireless High Speed Internet Access	\$39.95 per device			
Polycom Phone	\$140.00 per device			
Phone Line Access	\$75.00 per line			
<b>Subtotal:</b>				

### Electrical Support

Item	DAILY RATE	QUANTITY	DAYS	TOTAL
20 Amps	\$75.00			
60 Amps	\$130.00			
100 Amps	\$195.00			
300 Amps	\$250.00			
Powerstrips	\$25.00			
<b>Subtotal:</b>				

**EQUIPMENT/SERVICES REQUEST FORM MUST BE COMPLETE FOR ORDER TO BE PROCESSED**

Omni Amelia Island | 39 Beach Lagoon Rd. | Amelia Island, FL 32034

PLEASE EMAIL ALL FORMS TO: [stacy.walton@encore-us.com](mailto:stacy.walton@encore-us.com), [wendy.rogers@encore-us.com](mailto:wendy.rogers@encore-us.com), or [richard.wade@encore-us.com](mailto:richard.wade@encore-us.com)

UNIQUE. CREATIVE. INNOVATIVE.

[www.encore-us.com](http://www.encore-us.com)

P: 904-277-5982

F: 904-277-5716

**ENCORE**

EVENT TECHNOLOGIES

A Freeman Company

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### Labor (Event Set-Up/Dismantle)

Item	DAILY RATE	QUANTITY	DAYS	TOTAL
Straight Time	\$75.00 per hour			
Overtime	\$113.00 per hour			
Holiday	\$150.00 per hour			
<b>Subtotal:</b>				

### Estimate of Costs:

Item	Subtotal	Service Charge (24%)	State Sales Tax (7%)	Total
Video Equipment				
Computer Equipment				
Internet Services				
Electrical Support				
Labor				
<b>Grand Total:</b>				

### Terms and Conditions

#### ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW:

By executing this order form, Client agrees as follows:

1. Cancellation: In the event Client cancels this order, Client will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Client. Any equipment which is lost, damaged or stolen while in Client's care or possession will result in Client being charged for replacement cost, labor or parts for repair, as the case may be.
3. On location set-up and take-down by required labor is not included in the equipment rental price. This fee will be charged by Encore Client Services. If there are any questions with regards to this charge, contact Encore Event Technologies at (904) 277-5982.
4. All checks must be received 72 hours prior to event, per Encore Event Technologies policy.
5. Payment tendered for the specified equipment with this request form is an estimate only and any changes in equipment requirements and/or any labor charges will affect this estimate. Client is responsible for all charges.
6. It is the responsibility of the Client to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.
7. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet services.

I understand the above conditions.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF FLORIDA, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balance outstanding as of move-out will be charged to your account.

Master Account #: \_\_\_\_\_ Authorized Signer's Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCID: \_\_\_\_\_ Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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