

ORDER FORM 2026
AUDIO VISUAL EQUIPMENT



All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice
Please complete this form in BLOCK CAPITALS **Please include Booth Plan if possible**

Event Information:

EVENT NAME:	
EVENT LOCATION: RBC Convention Centre Winnipeg	
EXHIBITING COMPANY NAME:	
DATE REQUIRED:	TIME:
DATE FINISHED:	
TIME:	

EVENT #:
Hall / Room :
Booth Number:

Customer Information:

CONTACT ON SITE:

Mobile Phone #:

QTY.	LARGE DISPLAYS - Includes table-top base, does not include floorstand	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" LCD Display (16:9) Monitor	\$250.00	\$750.00	
	* 55" LCD Display (16:9) Monitor	\$590.00	\$1,650.00	
	* 70" LCD Display (16:9) Monitor	\$785.00	\$2,100.00	
	* 80" LCD Display (16:9) Monitor - <i>Includes Floorstand</i>	\$900.00	\$3,300.00	
	Dual Post Floor Stand 72"H for Encore Monitors ONLY	\$75.00	\$225.00	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	\$15.00	\$45.00	
	* Wall Mount Bracket for Encore Monitors ONLY	contact us	contact us	
	<i>Items marked with * above will require additional labour - See Terms</i>			

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Laptop - I7 2.3G W7 o2013	\$250.00	\$375.00	
	24" LCD Display (16:9) Monitor	\$135.00	\$375.00	
	HP 4250+ Laserjet Printer	\$137.00	\$330.00	
			\$330.00	
			\$110.00	

QTY.	VIDEO SCREENS / PROJECTORS / PLAYBACK	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - 70" x 70" () or 84" x 84" () or 96" x 96" ()	\$60.00	\$180.00	
	<i>Meeting Room</i> LCD projector (16:9) WXGA, 3700 lumens	\$350.00	\$1,050.00	
	<i>Exhibitor Booth</i> LCD projector (16:9) 1080p, 5000 lumens	\$750.00	\$2,250.00	
	Video cart 42" with black skirting	\$30.00	\$90.00	
		contact us	contact us	
	Please call for rates on other screens, projectors, carts or rigging brackets			

QTY.	AUDIO	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Basic Audio System - c/w 1 WIRED handheld mic, 1 mixer, 2 speakers on stands	\$270.00	\$810.00	
	Wireless microphone Handheld () or lavalier ()	\$160.00	\$480.00	
	Wired Mic () or Lectern Mic ()	\$45.00	\$135.00	
	Computer Input for Audio System [PCDI]	\$30.00	\$90.00	
	Mixer - 4 channels [Mackie 1202]	\$70.00	\$180.00	
	Powered Speaker c/w Speaker Stand [Mackie SRM-450 or equiv.]	\$85.00	\$255.00	

QTY.	OTHER	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL

*** If you do not see what you are looking for
email jason.jaques@encoreglobal.com
for a customized quotation ***

EQUIPMENT SUBTOTAL

^ + 9% of Equipment Subtotal
required for Cabling/Consumables

* BASIC INSTALLATION CHARGES
INCLUDES DELIVERY, INSTALL & DISMANTLE

ADDITIONAL LABOUR / DELIVERY CHARGES

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

Goods & Services TAX (GST) 5%

MB Provincial Sales TAX (PST) 7%

TOTAL \$CDN

**ORDER FORM 2022
AUDIO VISUAL EQUIPMENT**



All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

EVENT #:	Hall / Room:	TOTAL \$CDN
	Booth Number:	

Payment Information:

Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

COMPANY NAME:		
BILLING ADDRESS: Street		
City	Province / State	Postal / Zip Code
ORDERED BY:	TELEPHONE #: ()	
EMAIL ADDRESS :	FAX #: ()	
Credit Card Number : ** PLEASE CALL US IN ORDER TO PROVIDE US WITH YOUR CREDIT CARD INFORMATION **		

I hereby authorize Encore or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

ORDER COMMENTS / INSTRUCTIONS

--

EMAIL scanned ORDER FORM TO:

jason.jaques@encoreglobal.com

Upon receipt of this Order Form, an Encore representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

▲ An additional charge of 7% of the equipment subtotal must be applied to account for cabling & consumable items.

* Large monitors and mounting requires additional labour. Installation charges will be increased to minimum of \$340.00

Additional Labour and/or delivery charges may also increase for multiple item orders.

RENTAL PERIOD.

Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Encore.

Rental charges apply to show days only and do not include installation one day prior.

Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

EXTENSION OF RENTAL

To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

GUARANTEES & RESPONSIBILITY LIMITATION

Encore guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Encore's liability is limited to the amount of the Encore contract. In no event shall Encore be liable for special, indirect, or consequential damages.

WAGES

Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 7:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

OVERTIME

Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

FACILITY SERVICES AND CHARGES

Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

LIABILITY

The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Encore personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Encore personnel when use is completed.

CANCELLATION

In the event of cancellation of this contract, the customer shall pay Encore 100% of the total contract price.