



MAIL OR FAX FORMS WITH PAYMENT TO :  
**ENCORE EVENT TECHNOLOGIES AT WESTGATE LAS VEGAS**  
 8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148



Ph: (702) 967-4300 Fax: (702) 967-3844 Questions 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 move-in.		<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:		CREDIT CARD NUMBER:		EXP. DATE:	
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 ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

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
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## TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x _____ Days	

\* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$150 Multi-Line Handset, \$500 Conference Phone

\*\* Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

## INTERNET SERVICES FORM

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
<b>Single Connect Basic</b> - single device DHCP NAT'd IP Address via wired synchronous connection. <b>3Mbps bandwidth</b>	\$300.00	\$450.00			
<b>Single Connect Plus</b> - single device DHCP NAT'd IP Address via a wired synchronous connection. <b>5Mbps bandwidth</b>	\$500.00	\$750.00			
<b>Room/Booth Connect</b> - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00	\$1,500.00			
<b>Event Connect</b> - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. <b>20Mbps dedicated bandwidth</b>	\$5,000.00	\$7,500.00			
<b>Additional Devices</b> - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
<b>Additional Locations</b> - (Event Connect only)	\$250.00	\$330.00			
<b>Additional Bandwidth</b> - (Event Connect only) <b>5Mbps bandwidth</b>	\$1,000.00	\$1,250.00			
<b>Hub Rental</b> - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
<b>Cable Rental</b> - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
<b>Technician Labor</b> - Hourly Rate - Straight Time	\$100.00	\$125.00			

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor Is Included With Ordered Services - Labor Is Only Required For Services In Addition To What Is Ordered

<b>ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>	<b>Services Total</b>	
	<b>10% Service Fee</b>	
<b>NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION</b>	<b>GRAND TOTAL</b>	

WestGate 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.

## Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

### 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client or Customer, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

### 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

### 3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;

No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage

equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area 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;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

**WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's onsite representative.

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED.** Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

### 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

### 5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

### 6. CANCELLATION

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. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

### 7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

### 9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

### 12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**AUTHORIZED SIGNATURE:**

**ENCORE**  
EVENT TECHNOLOGIES  
A Freeman Company

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. 1/8/2019



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<b>Booth Number:</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>EVENT NAME:</b>
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<b>EVENT DATES:</b>	<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)
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<b>INSTALL Date &amp; Time:</b>	<b>DISCONNECT Date &amp; Time:</b>
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**EXHIBITING COMPANY NAME:**

**BILLING ADDRESS:**

<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>
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<b>TELEPHONE NUMBER:</b>	<b>FAX NUMBER:</b>	<b>ON-SITE PHONE:</b>
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<b>ORDERED BY:</b>	<b>EMAIL ADDRESS:</b>
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<b>CREDIT CARD TYPE:</b>	<b>CREDIT CARD NUMBER:</b>	<b>EXP. DATE:</b>
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<b>CARDHOLDERS SIGNATURE:</b>	<b>PRINT CARDHOLDERS NAME:</b>
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## WIRELESS 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
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WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
<b>PACKAGE #1 UP TO 10 CONCURRENT DEVICES</b>	\$1,000.00	\$1,250.00		

Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.

<b>PACKAGE #2 UP TO 25 CONCURRENT DEVICES</b>	\$1,750.00	\$2,187.50		
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Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.

<b>PACKAGE #3 UP TO 50 CONCURRENT DEVICES</b>	\$3,500.00	\$4,375.00		
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Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.

<b>ADDITIONAL BANDWIDTH</b>	\$1,000.00	\$1,250.00		
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Includes 5Mbps of additional bandwidth to the existing network/location.

<b>ADDITIONAL 25 CONCURRENT DEVICES</b>	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.

<b>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</b>	\$1,000.00	\$1,250.00		
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Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.

<b>CUSTOM SPLASH PAGE</b>	CALL FOR PRICING			
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Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.

<b>CUSTOM LANDING PAGE</b>	CALL FOR PRICING			
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Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

<b>Technician Labor - Hourly Rate - Straight Time</b>	\$100.00	\$125.00		
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\* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.

<b>NOC ENGINEER - Daily Rate</b>	\$1,000.00	\$1,250.00		
<b>NETWORK ENGINEER - Daily Rate</b>	\$1,500.00	\$1,875.00		

Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

<b>ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>	<b>SERVICE TOTAL</b>	
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 demonstrations.	10% Service Fee	
	<b>SUBTOTAL</b>	
	<b>GRAND TOTAL</b>	

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### 4. DAMAGE TO EQUIPMENT

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### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

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### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**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.

rev. 10/25/18

<b>Booth Number:</b>	To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.	<b>EVENT NAME:</b>
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH:	
EXHIBITING COMPANY NAME:		
ONSITE CONTACT:	ON-SITE PHONE:	
ORDERED BY:	EMAIL ADDRESS:	
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## BOOTH LAYOUT FORM

**Instructions:** 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: \_\_\_\_\_ Cables to be Run Under Carpeting?: \_\_\_\_\_

Back of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_


Adjacent Booth #

Adjacent Booth #

Front of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_