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|  | EXHIBITOR SERVICES  Brad Kirsch  [brad.kirsch@encoreglobal.com](mailto:brad.kirsch@encoreglobal.com) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF CONFERENCE | | | | | START DATE | END DATE | | | # OF EVENT DAYS |
|  | | | | |  |  | | |  |
| COMPANY NAME | | ON-SITE CONTACT NAME & NUMBER | | | | | ROOM/ BOOTH NAME/NUMBER | | |
|  | |  | | | | |  | | |
| BILLING ADDRESS | | | CITY & STATE | | | | | ZIP CODE | |
|  | | |  | | | | |  | |
| DELIVERY DATE | DELIVERY TIME | | | PICKUP DATE | | | PICKUP TIME | | |
|  |  | | |  | | |  | | |
| ORDERD BY | | EMAIL | | | | PHONE | | | |
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| Email completed form to the Encore Representative listed above.  Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  Labor charges, sales tax, loss damage waiver, and service charges are not included in the listed rate. | | | |  |
| POWER | QUANTITY | ADVANCED RATE | REGULAR RATE | |
| POWER STRIP AND EXTENSION  CORD |  | N/A | $39.20 | |
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| If You Are Experiencing Technical Difficulties On Site Please Contact Encore At 262-422-0773 |

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