



**THE WESTIN**  
CALGARY

## Exhibitor Services Form

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

**Encore WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY UNLESS SPECIFIED OTHERWISE**

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: The Westin Calgary, 320 4 Ave. SW, Calgary, AB T2P 2S6
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: [Teagan.Monaghan@encoreglobal.com](mailto:Teagan.Monaghan@encoreglobal.com)

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Please refer to the terms and conditions in your Encore proposal. All cancellations will be handled based on terms and conditions.

### Event Information

Event Name:	Booth:	
Event Date(s):		
Exhibitor Company:		
Exhibitor Contact:		
Exhibitor Address:		
City:	Province:	Postal Code:
Contact Phone:	Contact Email:	

**Please Sign and Date below to acknowledge agreement with you requirements:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If there are any concerns with hotel policies or procedures, including the above requirements, or if further information is required, please do not hesitate to contact Encore at (403) 508-5142**

**Please return all order forms and signed information sheets via email to [Teagan.monaghan@encoreglobal.com](mailto:Teagan.monaghan@encoreglobal.com)**



**encore**<sup>SM</sup>

320 Fourth Ave SW  
Calgary, AB T2P 2S6  
Tel: (403) 508.5142  
Fax: (403) 264-9242

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**Exhibitor Order Form**

**Electrical Charges**

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	7.5 Amp Single Phase – 120 Volt (Shared Standard Outlet) – per Event upto 5 days	\$156.00	\$173.25		
	15 Amp Single Phase – 120 Volt (Standard Outlet) – per Event upto 5 days	\$206.25	\$228.75		
	20 Amp Single Phase - 120 Volt – per Event upto 5 days	\$288.50	\$320.25		
	30 Amp Single Phase – 208 Volt – per Event upto 5 days	\$363.00	\$430.00		
	10' extension cord with power strip – per day	\$21.00	\$24.15		

**Projection/Video**

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	22 inch multi svnc monitor	\$152.75	\$183.30		
7.5	46 inch monitor	\$463.75	\$556.50		
	55 inch monitor	\$664.75	\$797.70		
	80 inch monitor	\$1097.75	\$1317.30		
	Dual-post floor stand	\$60.75	\$69.86		
	3500 lumen data projector	\$402.75	\$454.00		

**Audio**

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
46"	Wired microphone	\$55.00	\$60.00		
	Wireless microphone (handheld or lavalier)	\$183.00	\$200.00		
	Wireless headset microphone (in addition to standard wireless kit)	\$91.50	\$101.00		
	Powered speaker with stand	\$153.00	\$173.50		
	2-speaker sound system (includes 2 speakers, mixer, EQ, wired mic)	\$560.50	\$616.80		

**Miscellaneous**

Quantity Required	Description	Advance Booking	Walk-in Rate	Days Required	Total (Qty x Rate x Days)
	Laptop	\$274.50	\$329.40		
	Multi Function Fax/Printer/Scanner – addition per page costs – price may vary based on availability	\$193.75	\$222.81		
	MegaLite LED fixture	\$67.25	\$71.00		

**Labour**

Quantity Required	Description	Advance Booking	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
	Power Technician Per Hour (min 30 min setup/dismantle per booth)	\$121.75		
	Power Technician Overtime/Holiday Oversite Per Hour (minimum)	\$182.75		
	Standard Setup/dismantle labour	\$92.50		

Setup Date:	<b>Additional Comments:</b>
Setup Time:	
Strike Date:	
Strike Time:	

Subtotal \_\_\_\_\_  
20% Service Charge \_\_\_\_\_  
5% GST \_\_\_\_\_  
**Total Order** \_\_\_\_\_