

BUSINESS: _____	EVENT NAME: _____
ORDERED BY: _____	BOOTH NO.: _____
ADDRESS: _____	INSTALL DATE: _____ TIME: _____
ADDRESS: _____	START DATE: _____ TIME: _____
CITY: _____ POST/ZIP: _____	END DATE: _____ TIME: _____
PROV./STATE: _____	ON-SITE CONTACT: _____
TEL: _____ ALT TEL: _____	ON-SITE TEL: _____
EMAIL: _____	

	QTY	DAYS	RATE	TOTAL
WIRELESS DAILY INTERNET				
	Wireless Daily Standard - First IP Address/Device		\$ 175.00	
	Wireless Daily Premium - First IP Address/Device		\$ 325.00	
	Wireless Daily Ultra - First IP Address/Device		\$ 625.00	
	Additional for any option above - per Additional IP Address or Device		\$ 125.00	
WIRELESS EVENT INTERNET - UP TO 3 DAYS				
	Wireless Event Standard - First IP Address/Device		\$ 400.00	
	Wireless Event Premium - First IP Address/Device		\$ 925.00	
	Wireless Event Ultra - First IP Address/Device		\$ 1,700.00	
	Additional for any option above - per Additional IP Address or Device		\$ 150.00	
WIRED INTERNET - UP TO 3 DAYS				
	Wired Event Standard - First IP Address/Device		\$ 550.00	
	Wired Event Premium - First IP Address/Device		\$ 1,075.00	
	Wired Event Ultra - First IP Address/Device		\$ 1,850.00	
	Additional for any option above - per Additional IP Address or Device		\$ 200.00	
	Router Registration - Additionally select a Wired Internet Package from above		\$ 150.00	
Encore does not allow the use of any Wi-Fi broadcasting device such as: Wireless Routers, Wireless Access Points or DHCP Servers. These devices require our exclusive permission to broadcast. Please contact us.				
OTHER EQUIPMENT SERVICES				
	Laptop Computer with Microsoft Office		\$ 225.00	
	Network Printer (Black & White) - Daily Rate		\$ 275.00	
	Network Switch 10/100 (please specify if you require 1 Gbps, additional fees apply)		\$ 150.00	
	Smart Device w/Wired Event Standard Service - First IP Address/Device		\$ 470.00	
	Additional Smart Device w/Wired Event Standard Service - per Additional ID Address or Device		\$ 220.00	
	VoIP - Voice over Internet Protocol (excl. handset)		\$ 325.00	
	POS Terminal Activation - per IP Address/Device		\$ 275.00	
	Static Public IP Request - per IP Address		\$ 150.00	
	VLAN Programming - per Port (min. 2)		\$ 150.00	
	Under-carpet Installation - Please call for further information		\$ 100.00	

Once this form is received an order will be created and sent via DocuSign for a convenient digital signature. An Encore representative will reach out to you by phone to process the payment safely and securely.

EQUIPMENT TOTAL:	<input style="width:80px;" type="text"/>
LABOUR:	<input style="width:80px;" type="text"/>
SUBTOTAL:	<input style="width:80px;" type="text"/>
SERVICE CHARGE (10%):	<input style="width:80px;" type="text"/>
HST:	<input style="width:80px;" type="text"/>
TOTAL:	<input style="width:80px;" type="text"/>

STANDARD
 RECOMMENDED FOR:
Webcasting is NOT recommended
 Standard Definition Video Streaming
 Greater social media application support
 Small file sharing

PREMIUM
 RECOMMENDED FOR:
 Standard Definition Webcasting
 High Definition Video Streaming
 Greater social media application speed
 Large file sharing

ULTRA
 RECOMMENDED FOR:
 High Definition Webcasting
 Ultra High Definition Video Streaming
 Ultra-large file sharing

Encore Internet Terms and Conditions

NETWORK EQUIPMENT AND SERVICES. In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the venue's internet/network must have purchased connectivity and/or bandwidth from Encore; (b) No customer provided servers, routers, managed switches or security appliances are allowed without prior written approval from Encore; (c) Network appliances have the potential to adversely affect more than the subnet they are connected to. 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; (d) Customer 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 Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth, room, meeting space, or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or an extended distance from the originally agreed upon drop point will incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) 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 secret or confidentiality obligations; (h) **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 Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. Customer provided access points are prohibited for use within the Event facility without Encore's advance written approval. Approvals may incur a site survey or engineering fee.

VIRTUAL/HYBRID MEETINGS AND SERVICES. In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet they are connected to. 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; (b) Customer 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 Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services 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 may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services



2056 - 32nd Avenue
Lachine, Quebec H8T 3H7
Tel: (514) 631-0710

Method of Payment

Name of Event: _____ Order / Invoice #: _____

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Telephone #: _____ Ext.: _____ Fax: _____

Contact Name: _____

Contact Email Address: _____

Email Address for Invoice: _____

By Submitting this form and ordering equipment/services from Encore, you agree to be bound by all terms and conditions included/received with your proposal.

CREDIT CARD

The completion and signing of this form by the Cardholder, authorizes Encore to charge your credit card for your advance orders, and any additional amounts incurred as a result of on-site orders placed by your representative.

AMOUNT: _____ MasterCard Visa American Express

Credit Card Number: Please call us to provide credit card number Exp. Date: _____

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

* Payment is required prior to the start of the services to be rendered (copy of order attached).
Non-payment could cause delays in the rendering of our services.

To render this transaction complete, a duly signed copy of this document must be submitted to:

Email Address: tcc@encoreglobal.com

Attention: Encore

INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER

- * For your security, please complete all information relating to your credit card except for the Credit Card Number.
- * Contact us to give the Credit Card Number by phone.