

AUDIO/VISUAL SERVICES

ENCORE BUSINESS SERVICES — A DIVISION OF ENCORE PRODUCTIONS, INC.

Encore is the Exclusive Business Center Services provider for the Las Vegas Convention Center.
Encore Business Center — 3150 Paradise Road, Suite 100 — Las Vegas, NV 89109 — (702) 943-6780 tel — (702) 943-6781 fax



January 6 - 9, 2005
LVCC, Las Vegas Hilton, Alexis Park

Discount Deadline
December 23, 2004

COMPANY INFORMATION

EVENT NAME _____

BOOTH # _____

COMPANY _____

ORDERED BY _____

E-MAIL ADDRESS _____

ADDRESS _____

ADDRESS (continued) _____

CITY _____

STATE _____ ZIP _____

COUNTRY _____

TELEPHONE _____

FAX _____

PAYMENT INFORMATION

PAYMENT TYPE (check one)

☐ VISA ☐ Discover ☐ Money Order

☐ MasterCard ☐ American Express ☐ Check*

*Major credit card must be used for a security deposit if paying by check.

ACCOUNT #: _____

EXPIRATION: ____/____/____

SIGNATURE _____

PO# OR REFERENCE: _____

MAKE YOUR SELECTION

| Qty | Description | Advance | Onsite | Total |
|-----|--|---------|----------|-------|
| | Video Equipment | | | |
| | 1/2-inch VHS Player with Auto Repeat | \$158 | \$210 | |
| | 1/2-inch S-VHS Player | \$225 | \$300 | |
| | VHS PAL/SECAM Player | \$338 | \$450 | |
| | Beta SP Player | \$663 | \$750 | |
| | DVD Player | \$157 | \$210 | |
| | 20-inch Color Monitor/VHS Combo Unit | \$281 | \$375 | |
| | 27-inch color Monitor/VHS Combo Unit | \$338 | \$450 | |
| | 20-inch Color Monitor (Not for Computer) | \$158 | \$210 | |
| | 27-inch Color Monitor (Not for Computer) | \$214 | \$285 | |
| | 32-inch Color Monitor (Not for Computer) | \$338 | \$450 | |
| | 54-inch Roll Cart with Skirt | \$45 | \$60 | |
| | Flat Panels and Computer Displays | | | |
| | 15-inch Multiscan SVGA Flat Panel | \$175 | \$234 | |
| | 20-inch Multiscan SVGA Flat Panel | \$585 | \$780 | |
| | 42-inch Plasma Flat Panel (16:9/4:3 Aspect Ratio) | \$1,294 | \$1,725 | |
| | 50-inch Plasma Flat Panel (16:9/4:3 Aspect Ratio) | \$1,518 | \$2,025 | |
| | 61-inch Plasma Flat Panel (16:9/4:3 Aspect Ratio) | \$2,990 | \$4,200 | |
| | Plasma Pole Stand | \$150 | \$200 | |
| | 21-inch Multiscan SVGA Monitor | \$338 | \$450 | |
| | 27-inch Multiscan SVGA Monitor | \$575 | \$800 | |
| | 37-inch Multiscan SVGA Monitor | \$1,013 | \$1,350 | |
| | Video or Data Rear Projection System (call for sizes) | Call | Call | |
| | Video DA | \$113 | \$150 | |
| | Video Switcher (standard, 1x4 or 1x6) | \$169 | \$225 | |
| | Video Switcher (WJMX-20 or WJMX-50) | Call | Call | |
| | Video Walls | | | |
| | 2x2 Toshiba Video Wall | \$2,325 | \$3,022 | |
| | 3x3 Toshiba Video Wall | \$5,325 | \$6,922 | |
| | 4x4 Toshiba Video Wall | \$9,525 | \$12,382 | |
| | Larger Sizes Available | | | |
| | Video Projection | | | |
| | LCD Data/Video Projector | \$1,888 | \$2,250 | |
| | Input Projection Screen: (8 foot x 8 foot) | \$56 | \$75 | |
| | High End Projectors (Barco, Roadie, DLP) | Call | | |
| | Larger Projection Screens (Fast Fold) | Call | | |
| | Audio Equipment | | | |
| | UHF Wireless Combo | \$281 | \$375 | |
| | <input type="checkbox"/> Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier | | | |
| | Wired Microphone | \$50 | \$66 | |
| | Individual Small Powered Speaker/each (AM1000) | \$101 | \$135 | |
| | Self Powered Sound System (MPA 4500/5000) | \$281 | \$375 | |
| | (2 Speakers, 2 Stands and 1 Wired Microphone) | | | |

| Qty | Description | Advance | Onsite | Total |
|-------------------------------|---|---------|--------|-------|
| | Appogee SSM Professional Audio System (Includes 2 SSM Speakers, 2 Stands/ Wall Mounts and Small EFX Rack) | \$506 | \$675 | |
| | Appogee AEC3 Professional Audio System (Includes 2 AEC3 Speakers, 2 Stands/ Wall Mounts and Small EFX Rack) | \$618 | \$825 | |
| | <input type="checkbox"/> Cassette Player <input type="checkbox"/> CD Player | \$79 | \$105 | |
| Your Order's Sub Total | | | | |

CALCULATE TOTAL

| | |
|---|------|
| Your Order's Sub Total | |
| Delivery/Freight/Labor/Setup: | |
| 20% of Equipment Total (\$75 Minimum Charge) | |
| Additional Hourly Labor/Facility/Drayage/Handling if Required | Call |
| (Total of Items Above) | |
| 7.5% Sales Tax | |
| TOTAL | |

DELIVERY/PICKUP INSTRUCTIONS

DELIVER AND SET UP ORDER TO BOOTH #: _____

DELIVERY Date: _____ Time: _____ am/pm (circle one)

PICKUP Date: _____ Time: _____ am/pm (circle one)

Terms and Conditions: Someone must be present at location at time of delivery and pick-up. No cancellation at time of delivery. Written cancellation of ordered equipment must be received 48 hours prior to delivery. Failure to do so will result in a 50% charge. On-site cancellation, 100% of original charges will be applied. Labor, if required, is subject to prevailing rate at \$55 an hour w/ a 4-hour minimum (call for OT/DBL rates).

OFFICE & BOOTH

ROOM

ENTRANCE

ENTRANCE

SEMINAR

ENTRANCE

SEMINAR

OFFICE



COMPUTER EQUIPMENT RENTALS

Encore is the Exclusive Business Center Services provider for the Las Vegas Convention Center.
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COMPANY INFORMATION

EVENT NAME _____

BOOTH # _____

COMPANY _____

ORDERED BY _____

E-MAIL ADDRESS _____

ADDRESS _____

ADDRESS (continued) _____

CITY _____

STATE _____ ZIP _____

COUNTRY _____

TELEPHONE _____

FAX _____

PAYMENT INFORMATION

PAYMENT TYPE (check one)

☐ VISA ☐ Discover ☐ Money Order

☐ MasterCard ☐ American Express ☐ Check*

*Major credit card must be used for a security deposit if paying by check.

ACCOUNT #: _____

EXPIRATION: ____/____/____

SIGNATURE _____

PO# OR REFERENCE: _____

MAKE YOUR SELECTION

| Qty | Description | Advanced | Onsite | Total |
|-----|--|----------|---------|-------|
| | PCs (Windows 98, Keyboard, Mouse and 15-inch Monitor) | | | |
| | P3 600 MHz/128MB RAM/6GB HD/40X CD | \$290 | \$391 | |
| | P3 733 or 750 MHz/128MB RAM/10GB HD/40X CD | \$450 | \$607 | |
| | P3 1 GHz/256MB RAM/20GB HD/40X CD | \$500 | \$675 | |
| | P4 1.5 GHz/256MB RAM/20GB HD/40X CD | \$570 | \$769 | |
| | P4 1.7 GHz/256MB RAM/20GB HD/40X CD | \$675 | \$911 | |
| | P4 2.2 GHz/256MB RAM/20GB HD/40X CD | \$820 | \$1107 | |
| | PC Laptops | | | |
| | P3 600 MHz/128MB RAM/6GB HD/20X CD | \$490 | \$611 | |
| | P3 1 GHz/256MB RAM/10GB HD/DVD/40X CD | \$680 | \$918 | |
| | P4 1.7 GHz/256MB RAM/20GB HD/DVD/40X CD | \$900 | \$1215 | |
| | Macintosh Desktops and Laptops | | | |
| | iMac DV G3 500 MHz/128MB RAM/10GB HD/DVD | \$500 | \$675 | |
| | G4 800 MHz/256MB RAM/20GB HD/CD | \$650 | \$877 | |
| | Powerbook G4 500 MHz/256MB RAM/20GB HD/CD | \$850 | \$1147 | |
| | Displays | | | |
| | 17-inch CRT SVGA | \$100 | \$135 | |
| | 21-inch CRT SVGA | \$375 | \$506 | |
| | 15-inch LCD Flat Screen | \$220 | \$297 | |
| | 18-inch LCD Flat Screen | \$350 | \$472 | |
| | 20-inch LCD Flat Screen | \$575 | \$776 | |
| | 33-inch LCD Flat Screen | \$1,000 | \$1,350 | |
| | 42-inch Plasma Flat Screen | \$1,294 | \$1,725 | |
| | 50-inch Plasma Flat Screen | \$1,519 | \$2,025 | |
| | 61-inch Plasma Flat Screen | \$2,990 | \$4,200 | |
| | Printers <input type="checkbox"/> for PC <input type="checkbox"/> for Mac | | | |
| | HP LaserJet 5 | \$190 | \$256 | |
| | HP LaserJet 4000/4050 | \$290 | \$391 | |
| | HP LaserJet 5si | \$460 | \$621 | |
| | HP LaserJet 8000 | \$460 | \$621 | |
| | HP LaserJet 8100 | \$460 | \$621 | |
| | Color Printers Available | | | |
| | Miscellaneous | | | |
| | Microsoft Office 2000 Installation (for PCs) | \$75 | \$100 | |
| | 8 Port Hub | \$50 | \$75 | |
| | IP and SPD Configuration without Computer Rental | \$75 | \$100 | |
| | Other Peripherals Available | | | |

Your Order's Sub Total

DON'T GO WITHOUT ...

Encore has computer equipment ranging from basic desktop systems to mammoth 61-inch plasma displays.

CALCULATE TOTAL

| | |
|--|--|
| Your Order's Sub Total | |
| Technician: | |
| 5+ systems subject to technician (\$65/hr) | |
| Delivery/Labor/Setup: | |
| 20% of Equipment Total (\$75 Minimum Charge) | |
| (Sub Total + Delivery/Pickup) | |
| 7.5% Sales Tax | |
| TOTAL | |

DELIVERY/PICKUP INSTRUCTIONS

DELIVER AND SET UP ORDER TO BOOTH #: _____

DELIVERY Date: _____ Time: _____ am/pm (circle one)

PICKUP Date: _____ Time: _____ am/pm (circle one)

Terms and Conditions: Someone must be present at location at time of delivery and pick-up. No cancellation at time of delivery. Written cancellation of ordered equipment must be received 48 hours prior to delivery. Failure to do so will result in a 50% charge. On-site cancellation, 100% of original charges will be applied. Technician, if required, is subject to prevailing rate at \$65 an hour w/ a 1-hour minimum (call for OT/DBL rates).

LAZEEB MACHINOS

REMOVAL INSTRUCTIONS: REMOVE THE EQUIPMENT FROM THE BOOTH



OFFICE EQUIPMENT RENTALS

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COMPANY INFORMATION

| | |
|---|-----|
| EVENT NAME | |
| BOOTH # | |
| COMPANY | |
| ORDERED BY | |
| E-MAIL ADDRESS | |
| ADDRESS | |
| ADDRESS (continued) | |
| CITY | |
| STATE | ZIP |
| COUNTRY | |
| TELEPHONE | |
| FAX | |
| PAYMENT INFORMATION | |
| PAYMENT TYPE (check one) | |
| <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check* | |
| *A major credit card must be used for a security deposit if paying by check. | |
| ACCOUNT #: _____ | |
| EXPIRATION: ____/____/____ | |
| SIGNATURE | |
| PO# OR REFERENCE: | |

MAKE YOUR SELECTION

| Qty | Description | ADVANCE | ONSITE | Total |
|-------------------------------|--|---------|--------|-------|
| | Desktop Copier (12 copies per minute) Features: None Includes 500 copies - 4c per copy thereafter | \$325 | \$439 | |
| | Small Copier (22 copies per minute) Features: Document feed 10 Bin Sort, No Staple, No Duplex Includes 500 copies - 4c per copy thereafter | \$575 | \$776 | |
| | Midsize Copier (35 copies per minute) Features: Document feed 20 Bin Sort, Staple, Sort and Duplex Includes 2,000 copies - 4c per copy thereafter | \$1,090 | \$1471 | |
| | Full-size Copier (55 copies per minute) Features: Document feed 20 Bin Sort, Staple, Sort and Duplex Includes 2,000 copies - 4c per copy thereafter | \$1,325 | \$1788 | |
| | Laser Plain Paper Fax Machine | \$310 | \$418 | |
| | Ream Letter White Paper (500 sheets) | \$5 | \$10 | |
| | Case Letter White Paper (5000 sheets) | \$75 | \$100 | |
| | Typewriters Available | \$195 | \$263 | |
| | Cash Registers Available | \$250 | \$337 | |
| | Adding Machines Available | \$50 | \$68 | |
| | Push Wheel Chair (per day) | \$25 | \$25 | |
| | Electric Scooter (per day) | \$75 | \$75 | |
| | Board Room Rentals Available | | | |
| Your Order's Sub Total | | | | |

**LEAVE YOUR
OFFICE BEHIND ...**
We have essential office equipment right here for you.

CALCULATE TOTAL

| | |
|--|--|
| Your Order's Sub Total | |
| Delivery/Labor/Setup: | |
| 20% of Equipment Total (\$75 Minimum Charge) | |
| (Sub Total + Delivery/Pickup) | |
| 7.5% Sales Tax | |
| TOTAL | |

DELIVERY INSTRUCTIONS

Check the following pickup option and provide the requested information:

☐ **WILL PICK UP AND RETURN AT ENCORE BUSINESS CENTER**

PICK-UP Date: _____ Time: _____ am/pm (circle one)

RETURN Date: _____ Time: _____ am/pm (circle one)

☐ **DELIVER ORDER TO BOOTH #:** _____

DELIVER Date: _____ Time: _____ am/pm (circle one)

PICK-UP Date: _____ Time: _____ am/pm (circle one)

Terms and Conditions: Someone must be present at location at time of delivery and pick-up. No cancellation at time of delivery. Written cancellation of ordered equipment must be received 48 hours prior to delivery. Failure to do so will result in a 50% charge. On-site cancellation, 100% of original charges will be applied.

GLOBAL INITIATION PROCESSING CENTER



1-800-800-8000

PORTABLE COMMUNICATION RENTALS

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December 23, 2004

COMPANY INFORMATION

| | |
|---|-----|
| EVENT NAME | |
| BOOTH # | |
| COMPANY | |
| ORDERED BY | |
| E-MAIL ADDRESS | |
| ADDRESS | |
| ADDRESS (continued) | |
| CITY | |
| STATE | ZIP |
| COUNTRY | |
| TELEPHONE | |
| FAX | |
| PAYMENT INFORMATION | |
| PAYMENT TYPE (check one) | |
| <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check* | |
| *A major credit card must be used for a security deposit if paying by check. | |
| ACCOUNT #: | |
| EXPIRATION: ____/____/____ | |
| SIGNATURE | |
| PO# OR REFERENCE: | |

NEXTEL PHONE PACKAGE



- Private Talk
- Citywide Coverage
- Cell Phone Capable
- Group Talk Available
- No Activation Fee

AUDIOVOX PHONE PACKAGE



- Audiovox digital phone
- All domestic long distance
- Extended life battery
- Leather carrying case
- Free delivery to your booth
- International rate upon request

TWO-WAY RADIO PACKAGE



- Motorola Citywide radio
- Battery
- Belt clip
- Charging Supplies
- FCC Licensing
- Two radio minimum

Cancellation Policy: Full refund five business days in advance of rental date.
75% refund three business days in advance of rental date. No refund two business days in advance of rental date. No refund on day of pick-up. **Pricing:** All prices listed are advance order rates only. On-site orders are subject to price increase based on availability. **Note:** Services may be added or deleted without notice.

PICKUP & RETURN INSTRUCTIONS

Check the following pickup option and provide the requested information:

☐ **WILL PICK UP AT ENCORE BUSINESS CENTER**

PICK-UP Date: ____/____/____ Time: ____ am/pm (circle one)

RETURN Date: ____/____/____ Time: ____ am/pm (circle one)

☐ **DELIVER ORDER TO BOOTH #:** _____

DELIVER Date: ____/____/____ Time: ____ am/pm (circle one)

PICK UP Date: ____/____/____ Time: ____ am/pm (circle one)

| Qty | Description | Cost per Day | Weekly | Deposit | Total |
|--|--|--------------|--------|---------|-------|
| | NexTel Digital Cellular Phone Package | \$20 | \$90 | \$250 | |
| | NexTel Digital Cellular Phone Package (\$1.25/min.) Domestic (\$3.95/min.) International | | | | |
| Qty | Description | Cost per Day | Weekly | Deposit | Total |
| | Audiovox Digital Cellular Phone Package (\$3.95/min.) | \$5 | \$35 | \$250 | |
| | Audiovox Digital Cellular Phone Package (\$3.95/min.) Domestic (\$3.95/min.) International | | | | |
| Qty | Description | Cost per Day | Weekly | Deposit | Total |
| | Motorola Citywide Two-Way Radio (Two Radio Minimum) | \$15 | \$60 | \$250 | |
| | Headsets and Microphones for Motorola Two-Way Radio | Call | Call | Call | |
| | Nextel Two-Way Radio (Available) | Call | Call | Call | |
| | Numeric Pager with Local Coverage (Local Coverage) | | \$35 | | |
| One-time Activation Fee for Cellular Phones (\$5 per phone) | | | | | |
| Sub Total | | | | | |
| 75% Sales Tax | | | | | |
| TOTAL | | | | | |

SO-DA-R & SENSEY

REMOVE FROM INSTRUCTIONS TO REMOVE FROM ORDER



Encore Productions Inc. agrees to rent their equipment (Equipment), subject to the conditions of the Contract, and in consideration thereof, the undersigned customer hereinafter referred to as (Renter) agrees to the following terms and conditions.

1. (Renter) understands and agrees that the (Equipment) described in the Contract remains the property of Encore Productions Inc., and that failure to return said (Equipment) may constitute a crime and is subject to criminal prosecution.
2. (Renter) acknowledges that the (Equipment) has been examined and (Renter) is aware of the condition thereof. It is In that same good condition and repair, the (Renter) agrees to return the (Equipment).
3. (Renter) agrees to assume all risks, up to and including, Loss, Damage, Theft, or Destruction of (Equipment). (Renter) will hold Encore Productions Inc. harmless from any and all damages, claims, liens, storage costs, labor, and materials. (Renter) further agrees to pay Encore Productions on demand all cost of repairs or replacement at current cost of (Equipment).
4. Encore Productions Inc. shall have a lien on all (Renter) property for all charges and expenses incurred by Encore Productions Inc. under the terms of the Contract including those cause by damage to or destruction of (Equipment).
5. (Renter) agrees that Encore Productions Inc. has the right to terminate this agreement at any time, and can re-claim possession of (Equipment), and (Renter) shall guarantee free access to Encore Productions Inc. of (Equipment) and may enter upon the premises of (Renter) without liability of trespassing.
6. (RENTER) EXPRESSLY AGREES to use (Equipment) in strict accordance with FCC Standards, Rules, and Regulations. Failure to do so will result in immediate termination of Contract, with all sums due hereunder immediately payable to Encore Productions Inc. (Renter) further agrees to immediate return of (Equipment).
7. Encore Productions Inc. shall not be liable to (Renter) for any, Claim loss, Damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by equipment or inadequacy thereof for any purpose, or any deficiency or defect (latent or patent) therein delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by, Encore Productions Inc. shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written, oral, express, or implied, as to the merchantability, fitness (for use or for any particular), design or condition of, or as to the quality of the material or workmanship in the equipment.
8. If Encore Productions Inc. incurs any expenses, including reasonable attorneys' fees, in the enforcement of its rights hereunder, those costs and expenses shall be the sole obligation of (Renter).
9. Rental charges shall be based on all or any part of each twenty-four (24) hour period to the following 5:59 a.m. (Renter) agrees to pay rental fee stipulated for the period stated. If (Equipment) is kept for a longer period, rental fee will be charged at the stated rate until the (Equipment) is returned to the possession of Encore Productions Inc.
10. No term or condition of the Contract may be waived or modified as to Encore Productions Inc. except in writing signed by an Encore Productions Inc. authorized representative or by an officer of Encore Productions Inc. that has been expressly authorized to do so by Encore Productions Inc.
11. Cancellation Policy: Full refund 5 business days in advance of delivery. 75% refund 3 business days in advance of delivery. No refund 2 business days or less in advance of delivery. No refund at time of delivery.

This Contract constitutes the entire agreement between Encore Productions Inc. and (Renter)

RENTER:

ENCORE PRODUCTIONS INC.

COPY AND PRINTING SERVICES

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COMPANY INFORMATION

| | | | |
|---|-----|--|--|
| EVENT NAME | | | |
| BOOTH # | | | |
| COMPANY | | | |
| ORDERED BY | | | |
| E-MAIL ADDRESS | | | |
| ADDRESS | | | |
| ADDRESS (continue) | | | |
| CITY | | | |
| STATE | ZIP | | |
| COUNTRY | | | |
| TELEPHONE | | | |
| FAX | | | |
| PAYMENT INFORMATION | | | |
| PAYMENT TYPE (check one) | | | |
| <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check* | | | |
| *A major credit card must be used for a security deposit if paying by check. | | | |
| ACCOUNT #: _____ | | | |
| EXPIRATION: ____/____/____ | | | |
| SIGNATURE _____ | | | |
| PO# OR REFERENCE: _____ | | | |

MAKE YOUR SELECTION

| Qty | Description | Size | Cost |
|-----|--|-------------------------|-------------------------|
| | Black and White Copying <input type="checkbox"/> One sided <input type="checkbox"/> Two sided | | Call or Fax for Pricing |
| | Full Color Copying <input type="checkbox"/> One sided <input type="checkbox"/> Two sided | | Call or Fax for Pricing |
| | Full / Multicolor Printing | | Call or Fax for Pricing |
| | Digital Color Printing | | Call or Fax for Pricing |
| | Signs and Banners (Oversized also available) | | Call or Fax for Pricing |
| | Business Cards | | Call or Fax for Pricing |
| Qty | Description | Cost | |
| | Graphics Design and Layout | Call or Fax for Pricing | |
| | Presentation Factors | Call or Fax for Pricing | |
| | Labels | Call or Fax for Pricing | |
| | Rubber Stamps | Call or Fax for Pricing | |
| | Other: | Call or Fax for Pricing | |
| | Other: | Call or Fax for Pricing | |

SPECIAL OFFER:

30% OFF IF RECEIVED BY DECEMBER 23, 2004

- Our commitment:**
- We are equipped to handle your planned and emergency needs
 - Our 3 convenient locations will save time
 - Advanced orders are there and ready when you are
 - You can save money by only ordering what you need, then reprint as needed during the show

PICKUP OR DELIVERY INSTRUCTIONS

Check the following option and provide the requested information:

☐ **WILL PICK UP AT ENCORE BUSINESS CENTER**
 PICK-UP Date: _____ Time: _____ am/pm (circle one)

☐ **DELIVER ORDER TO BOOTH #:** _____
 Date: _____ Time: _____ am/pm (circle one)

SPECIAL INSTRUCTIONS:

Terms and conditions: Someone must be present at location at time of delivery and pick-up.
No cancellation at time of delivery.

T-N-R-P & YPOC

REPRODUCTION SERVICES: **ENCORE BUSINESS CENTER**



SMALL PACKAGE SHIPPING SERVICES

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COMPANY INFORMATION

| | | |
|--|---|--------------------------------------|
| EVENT NAME | | |
| BOOTH # | | |
| COMPANY | | |
| ORDERED BY | | |
| E-MAIL ADDRESS | | |
| ADDRESS | | |
| ADDRESS (continued) | | |
| CITY | | |
| STATE | ZIP | |
| COUNTRY | | |
| TELEPHONE | | |
| FAX | | |
| PAYMENT INFORMATION | | |
| PAYMENT TYPE (check one) | | |
| <input type="checkbox"/> VISA | <input type="checkbox"/> Discover | <input type="checkbox"/> Money Order |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express | <input type="checkbox"/> Check* |
| *A major credit card must be used for a security deposit if paying by check. | | |
| ACCOUNT #: | | |
| EXPIRATION: | / | |
| SIGNATURE | | |
| PO# OR REFERENCE: | | |

AVOID THE LINES ...

Ship back your exhibit handouts, books, exhibitor materials, etc. Avoid packing and dragging bulky and heavy items through airports and taxis! Stop by one of the Encore Productions convenient locations before the close of the show, and pre-pay your shipping. We charge the carrier rate plus a fuel surcharge and \$10 per package/\$5 per letter handling fee.

We can ship via the carriers indicated below with the convenience of our on-site locations:



SENDERS INFORMATION

DATE _____

NAME _____ COMPANY _____

PHONE # _____

Ship to address _____

SHIPPING METHOD ☐ FedEx ☐ UPS ☐ DHL ☐ Airborne Express

ACCOUNT # _____ ☐ THIRD PARTY ACCOUNT _____

THIRD PARTY BILLING ADDRESS

If for any reason the customer provided account number is unable to be billed, Encore is authorized to charge the credit card listed to the left for the shipping charges. The shipping charges will be Encore's published rates and in addition to any previous service charge(s).
CREDIT CARD AUTHORIZATION-please fill out payment information to your left.

Receiving Services

Address your packages to:

ENCORE PRODUCTIONS
3150 Paradise Road, Suite 100
Las Vegas, Nevada 89109-9096
Attn: (show name and booth#) Receiving

SERVICES

RECEIVING SERVICES: RECEIVING, SHIPPING, PACKAGING, LABELING, INSURING, TRACKING, DELIVERY, CUSTOMER SERVICE, TRAINING, SUPPORT, EQUIPMENT, OFFICE



TERMS AND CONDITIONS

DEFINITIONS

On this Shipping Form, "we," "our," and "us" refer to Encore Business Services, its employees, and agents. "You" and "your" refer to the sender, its employees, and agents. "Carrier" refers to the service provider that has been selected (FedEx, UPS, DHL and Airborne Express)

AGREEMENT TO TERMS

By giving us your package to deliver, you agree to all the terms on this Shipping Form. You also agree to those terms on behalf of any third party with an interest in the package. No one is authorized to change the terms of our Agreement.

RESPONSIBILITY FOR PACKAGING AND COMPLETING SHIPPING FORM

You are responsible for adequately packaging your goods and properly filling out this Shipping Form. If you omit the number of packages and/or weight per package, our billing will be based on our best estimate of the number of packages we received and/or an estimated "default" weight per package as determined by us.

RESPONSIBILITY FOR PAYMENT

Even if you give us different payment instructions, you will always be primarily responsible for all delivery costs, as well as any cost we incur in either returning your package to you or warehousing it pending disposition.

LIMITATIONS ON OUR LIABILITY AND LIABILITIES NOT ASSUMED

Our liability in connection with this shipment is limited to the lesser of your actual damages or \$100, even if you declare a higher value, pay an additional charge, and document your actual loss in a timely manner. You may pay an additional charge for each additional \$100 of declared value. In any event, we will not be liable for any damage, whether direct, incidental, special, or consequential in excess of \$100 whether or not Encore Business Services had knowledge that such damages might be incurred including but not limited to loss of income or profits. Any claim for damages in excess of our maximum liability must be directed to the carrier of your package.

We won't be liable:

- for your acts or omissions, including but not limited to improper or insufficient packing, securing, marking, or addressing, or those of the recipient or anyone else with an interest in the package.
- if you or the recipient violates any of the terms of our Agreement.
- for loss or damage to shipments of prohibited items.
- for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, perils of the air, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts of public authorities with actual or apparent authority.

DECLARED VALUE LIMITS

The highest declared value allowed for a Envelope and Pak shipment is \$500. For other shipments, the highest declared value allowed is \$50,000 unless your package contains items of extraordinary value, in which case the highest declared value allowed is \$500. "Items of extraordinary value include shipments containing such items as artwork, jewelry, furs, precious metals, negotiable instruments, and other items listed in the FedEx Service Guide. You may send more than one package on this Shipping Form and fill in the total declared value for all packages, not to exceed the \$100, \$500, or \$50,000 per package limit described above, (Example: 5 packages can have a total declared value of up to \$250,000.) In that case, FedEx liability is limited to the actual value of the package(s) lost or damaged, but may not exceed the maximum allowable declared value(s) or the total declared value, whichever is less. You are responsible for proving the actual loss or damage.

FILING A CLAIM

You must make all claims to the carrier of your package in writing within 30 days. You may call our Shipping Department at 702-943-6780 to obtain further details. Within 90 days after you notify the carrier of your claim, you must send us all the information you have about it. If the recipient accepts your package without noting any damage on the delivery record, the carrier will assume the package was delivered in good condition. For the carrier to process your claim, you must make the original shipping cartons and packaging available for inspection.

RIGHT TO INSPECT

We may, at our option, open and inspect your packages before or after you give them to us to deliver.

RIGHT OF REJECTION

We reserve the right to reject a shipment when such shipment would be likely to cause delay or damage to other shipments, equipment, or personnel, or if the shipment is prohibited bylaw, or if the shipment would violate any terms of our Shipping Form.

C.O.D. SERVICES

C.O.D. service is not available through Encore Business Services.

AIR TRANSPORTATION TAX INCLUDED

A federal excise tax when required by the Internal Revenue Code on the air transportation portion of this service, if any, is paid by the carrier of your package.

MONEY-BACK GUARANTEE

In the event of untimely delivery, the carrier of your package is responsible and will, at your request and with some limitations, refund or credit all transportation charges.

ENCORE BUSINESS SERVICES, 3150 PARADISE RD., STE. 100, LAS VEGAS, NV 89109, 702.943.6780

ENCORE BUSINESS SERVICES — A DIVISION OF ENCORE PRODUCTIONS, INC.

Encore is the Exclusive Business Center Services provider for the Las Vegas Convention Center.
Encore Business Center - 3150 Paradise Road, Suite 100 - Las Vegas, NV 89109 - (702) 943-6780 tel - (702) 943-6781 fax



January 6 - 9, 2005
LVCC, Las Vegas Hilton, Alexis Park

Discount Deadline
December 23, 2004

COMPANY INFORMATION

EVENT NAME _____

BOOTH # _____

COMPANY _____

ORDERED BY _____

E-MAIL ADDRESS _____

ADDRESS _____

ADDRESS (continue) _____

CITY _____

STATE _____ ZIP _____

COUNTRY _____

TELEPHONE _____

FAX _____

PAYMENT INFORMATION

PAYMENT TYPE (check one)

☐ VISA ☐ Discover ☐ Money Order

☐ MasterCard ☐ American Express ☐ Check*

*A major credit card must be used for a security deposit if paying by check.

ACCOUNT #: _____

EXPIRATION: ____/____/____

SIGNATURE _____

PO# OR REFERENCE: _____

MAKE YOUR SELECTION

| qty | Description | Cost | # of Hours | Total |
|-----|---|---------|------------|-------|
| | Typist/Word Processor/Data Entry | \$22/hr | | |
| | Secretary (Dictation and Transcription) | \$24/hr | | |
| | Computer Operator/Desktop Publisher | \$30/hr | | |
| | Foreign Language Interpreters (Specify) | Call | | |
| | Greeter/Host/Hostess/Booth Attendant | \$20/hr | | |
| | Specialty Attendant | Call | | |

Your Order's Total

BOOST YOUR MANPOWER...

A variety of professionals are waiting to assist in SUCCESS.

Terms and conditions for cancellation: Full refund 5 business days in advance of event date. 75% refund 3 business days in advance of show date. No refund 2 business days in advance of show date. No refund on day of Service.

Schedule

| qty | Type of Labor | Date/Time | Reporting Instructions |
|-----|--|--|------------------------|
| | <input type="checkbox"/> Typist/Word Processor/Data Entry <input type="checkbox"/> Computer Operator/Desktop Publisher <input type="checkbox"/> Secretary (Dictation/Transcription) <input type="checkbox"/> Foreign Language Interpreters (Specify: _____) <input type="checkbox"/> Booth Attendant | Start Date: _____ End Date: _____ Start: _____ am/pm End: _____ am/pm | |
| | <input type="checkbox"/> Typist/Word Processor/Data Entry <input type="checkbox"/> Computer Operator/Desktop Publisher <input type="checkbox"/> Secretary (Dictation/Transcription) <input type="checkbox"/> Foreign Language Interpreters (Specify: _____) <input type="checkbox"/> Booth Attendant | Start Date: _____ End Date: _____ Start: _____ am/pm End: _____ am/pm | |
| | <input type="checkbox"/> Typist/Word Processor/Data Entry <input type="checkbox"/> Computer Operator/Desktop Publisher <input type="checkbox"/> Secretary (Dictation/Transcription) <input type="checkbox"/> Foreign Language Interpreters (Specify: _____) <input type="checkbox"/> Booth Attendant | Start Date: _____ End Date: _____ Start: _____ am/pm End: _____ am/pm | |

SECTORS GLOBAL

GLOBAL

SEMINARS

TECHNICAL

SEMINARS

EXHIBITION

SEMINARS

EXHIBITION

