



Lancaster County Convention Center
 25 South Queen St.
 Lancaster, PA 17603
 P: (717) 207-4000 F: (717) 207-4028

ELECTRICAL SERVICE ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City	State	Zip	
Contact Person	Email			Date

Payment Notice: All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

STANDARD ELECTRICAL SERVICE

120 VOLTS per single receptacle	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp (1920 watts)	\$50/day				\$
30 amp (2820 watts)	\$85/day				\$
208 VOLTS/TWO or THREE PHASE	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp*	\$100/day				\$
30 amp*	\$150/day				\$
40 amp*	\$175/day				\$
60 amp*	\$225/day				\$
100 amp*	\$400/day				\$
400 amp*	\$650/day				\$

* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not. _____

Miscellaneous	Standard Rate	Quantity	Total
Extension Cords	\$20		\$
Power Strip	\$25		\$
			\$
			\$

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
\$20 Late Fee	

****For any hook-up not listed, please provide specific requirements.**

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Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ Exp. _____

Date _____ Name _____

Signature _____

*****Please note, electric added on site is subject to a late fee of \$20. Electric can't be added once show has commenced.*****



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WATER AND AIR SERVICE ORDER FORM

Name of Event/Show Name		Event Dates	Booth #
Company Name	Phone Number	Fax Number	
Address	City	State	Zip
Order Placed By	Signature		Date
On Site Contact		Cell Phone Number	

WATER USAGE

	Description	Rate	Total
Water	1-100 gallons	\$125	
	gallons Each additional 100	\$75	

COMPRESSED AIR

	Description	Rate	Total
Air Approx 110 PSI	Individual Connection	\$250	
	Additional Connection	\$125	

Please include a description of what the device is that needs air:	Subtotal	
	PA 6% Sales Tax	
	SERVICE TOTAL	

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VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____ Print Name _____ Authorized Signature _____



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CLEANING SERVICE ORDER FORM

Name of Event/Show Name		Event Dates		Booth #	
Company Name		Phone Number		Fax Number	
Address		City		State	
				Zip	
On Site Contact			On Site Contact Cell Phone Number		
Order Placed By		Signature		Date	

CLEANING SERVICE

Per Square Foot Per Day Standard	Standard Rate	Quantity	Total
Initial Vacuum or Mopping	\$0.25		\$
Service includes one time vacuum or mop one day prior to event or show day.			
Daily Vacuum or Mopping	\$0.25		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as nightly waste basket emptying.			
NOTE: the LCCCA does not provide waste baskets for exhibitors.			
Daily Vacuum or Mopping + Porter Service	\$0.40		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as waste basket emptying and booth sweep throughout show hours as needed.			
Shampoo Service	\$0.40		\$
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.			

Subtotal	\$
PA 6% Sales Tax	\$
SERVICE TOTAL	\$

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VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____

Print

Name _____ Signature _____



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FORKLIFT ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City	State	Zip	
Contact Person	Email			Date

Payment Notice: All forklift charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. FORKLIFT SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

FORKLIFT

	Standard Rate	Date of Use	Time of Use	Weight of Item	Total
Forklift Service DAY 1	\$50/day				
Forklift Service DAY 2	\$50/day				\$

DESCRIPTION OF ITEM:	Subtotal	
	PA 6% Sales Tax	
	SERVICE TOTAL	

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VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____

[Print](#)

Name _____ Authorized _____

Signature _____



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LABOR ORDER FORM

Name of Event		Event Dates		Booth #	
Company Name		Phone Number			
Address		City		State	
Contact Person		Email			Date

Payment Notice: All labor charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. LABOR SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

LABOR

Labor	Standard Rate	# of Men	Date	Time	Approx. Hours	Total
Set Up Display	\$55/hour per person					\$
Dismantle Display	\$55/hour per person					\$

BANNER HANGING

Must provide your own cable or rope to hang banners

Labor	Standard Rate	# of Banners	Date and Time of Banner Arrival	Total
Banner Hanging	\$50/banner			\$
Subtotal				
PA 6% Sales Tax				
SERVICE TOTAL				

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VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____ Print

Name _____ Authorized

Signature _____

One hour minimum per person. Please include any instructions, diagrams or pictures that would assist in the setup and dismantling of your booth.



EXHIBITOR SERVICES

Name: Cliff Starr
 Email: cliff.starr@encoreglobal.com

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	

Advanced rates are available if order is placed 10 days or more before show opening.
 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.
Additional labor charges may apply. Below pricing does not include 23% Service Charge or 6% State Tax.

PROJECTION	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
LCD PROJECTOR		\$380	\$430
TRIPOD SCREEN		\$85	\$135

MONITOR	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
24" MONITOR TABLETOP		\$170	\$220
55" MONITOR ON FLOOR STAND		\$640	\$740
75" Monitor w Floor Stand		\$1,255	Must Be Pre-Ordered

AUDIO	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
PERSONAL SPEAKER		\$125	\$175
WIRELESS MICROPHONE		\$185	\$235

INTERNET	QUANTITY	ADVANCED RATE-PER SHOW	REGULAR RATE-PER SHOW
SIMPLE WIFI CONNECTION		\$95	\$115
HARD LINE CONNECTION		\$155	\$190
ADDITIONAL WIRED CONNECTION		\$50	\$100

MISCELLANEOUS	QUANTITY	ADVANCED RATE-PER DAY	REGULAR RATE-PER DAY
LAPTOP		\$240	\$290
FLIPCHART PACKAGE		\$82	\$132

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 717.440.4133

