



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	
<b>SERVICE TOTAL</b>	
\$20 Late Fee	

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

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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:	<b>Subtotal</b>	
	<b>PA 6% Sales Tax</b>	
	<b>SERVICE TOTAL</b>	

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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
<b>Initial Vacuum or Mopping</b>	\$0.25		\$
Service includes one time vacuum or mop one day prior to event or show day.			
<b>Daily Vacuum or Mopping</b>	\$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.			
<b>Daily Vacuum or Mopping + Porter Service</b>	\$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.			
<b>Shampoo Service</b>	\$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	\$
<b>SERVICE TOTAL</b>	<b>\$</b>

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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				\$

<b>DESCRIPTION OF ITEM:</b>	Subtotal	
	PA 6% Sales Tax	
	<b>SERVICE TOTAL</b>	

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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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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

