



ELECTRICAL SERVICES FORM

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

By signing and delivering this form; customer agrees to all terms and conditions stated.

Please read thoroughly for all instructions prior to placing order.

*** No checks accepted ***

A proposal will be generated from this form.

Once approved, Encore will contact you for payment to finalize order.

Encore, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/ over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

INSTALLATION CANNOT BEGIN UNTIL ORDER IS FINALIZED AND PAYMENT METHOD HAS BEEN RECEIVED

To receive advanced pricing; Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

*** FOR 24 HOUR POWER, SERVICE RATES DOUBLE ***



ELECTRICAL SERVICES - 120 VOLTS

120 VOLTS - 500 WATTS OR 5 AMPS

120 VOLTS - 1000 WATTS OR 10 AMPS

120 VOLTS - 2000 WATTS OR 20 AMPS

Standard Order Rate	Advanced Order Rate	Qty	Subtotal
\$151.00	\$120.80		
\$245.00	\$196.00		
\$352.00	\$281.60		

ELECTRICAL SERVICES - 208 VOLTS

208 VOLTS SINGLE PHASE - 20 AMPS

208 VOLTS SINGLE PHASE - 30 AMPS

208 VOLTS SINGLE PHASE - 60 AMPS

208 VOLTS SINGLE PHASE - 100 AMPS

\$655.00	\$524.00		
\$670.00	\$536.00		
\$1,035.00	\$828.00		
\$1,625.00	\$1,300.00		

For All 208 Volt services please indicate receptical type needed

NEMA Number: _____

*** Please call for additional services that are not listed on this order form, or for custom quotes for large orders ***

ELECTRICAL MATERIALS

6' OUTLET PLUG STRIP

25' EXTENSION CORD

\$33.00	\$26.40		
\$33.00	\$26.40		

LABOR RATES: STRAIGHT TIME - \$125.00 · OVERTIME - \$250.00

All materials and services will require an additional 25% service fee

LABOR TOTAL

GRAND TOTAL

25% SERVICE FEE

MATERIAL AND SERVICES OVERALL TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/ Disconnect Labor dates/ times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Electrical services is an exclusive service of Planet Hollywood

Prices Subject to change without Notice



ELECTRICAL TERMS AND CONDITIONS

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/ room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter,

and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/ received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Digital Signature _____



INTERNET SERVICES FORM

To receive advanced pricing, Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

WIRED INTERNET SERVICES

SINGLE CONNECT BASIC

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 3Mbps Bandwidth

SINGLE CONNECT PLUS

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 5Mbps Bandwidth

SINGLE CONNECT ENHANCED

Wired Connectivity for a Single Device, private IP via DHCP in a single location, Access code via splash-page, 10 Mbps Dedicated Bandwidth

EVENT CONNECT

Wired Connectivity for Up to 6 devices, in a single location (1Location), DHCP or static IP's via dedicated VLAN connection. 30Mbps dedicated bandwidth.

ADDITIONAL WIRED DEVICES

Per Device Charge for additional wired connections (Single Connect Enhanced & Wired Event Connect only)

ADDITIONAL WIRED LOCATIONS

Per Location Charge to add wired connections to additional locations within the same venue meeting space (Single Connect Enhanced & Wired Event Connect only)

SWITCH RENTAL

Up to 24 port gigabit switch

Standard Event Rate	Advanced Event Rate	Qty	Subtotal
\$300	\$240		
\$500	\$400		
\$1,500	\$1,200		
\$5,000	\$4,000		
\$60	\$40		
\$240	\$300		
\$120	\$150		

WIRELESS INTERNET SERVICES

WIRELESS CONNECT ENHANCED

Wireless Connectivity Recommended for 5 Concurrent Devices (20 Max), private IP addresses via DHCP in a Single Location, Access Code via splashpage, 10 Mbps Dedicated Bandwidth.

WIRELESS EVENT CONNECT

Wireless Connectivity for up to 40 Concurrent Devices, private IP addresses via DHCP in a single location, Access code via splashpage (Splashpage Bypass Available), 30 Mbps Dedicated Bandwidth.

ADDITIONAL WIRELESS DEVICES

Add Wireless Access in Increments of 10 Devices

ACCESS POINT ACTIVATION FEE

Includes 1 access point. Used to add coverage or density to a single additional location. (Only Applicable in venues without permanent infrastructure)

\$1,200	\$960		
\$4,000	\$3,200		
\$500	\$400		
\$1,000	\$800		

CUSTOM OPTIONS

ADDITIONAL BANDWIDTH

(Enhanced & Event Connect only) 10Mbps bandwidth

TECHNICIAN LABOR

Hourly Rate

Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor is included with ordered services labor is only required for services in addition to what is ordered

\$1000	\$800		
	\$125		

All materials and services will require an additional 25% service fee - (Service fee is calculated pre-discount)

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

SERVICES TOTAL

25% SERVICE FEE

GRAND TOTAL

Encore and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Internet services is an exclusive service of Planet Hollywood

Prices Subject to change without Notice



INTERNET TERMS AND CONDITIONS

These General Terms and Conditions govern the audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore for the event ("Event") specified in the Proposal, Order or similar ordering document. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS For purposes of this Agreement, "Encore" means Encore Group (USA) LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the Event venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the Event. Any direct bill or open account requires prior approval and may require a credit check and/or a deposit up to the full amount of the Proposal or Order prior to the start of the Event. Any deposit received from Client shall be credited to the final invoice for the Event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES In connection with this Agreement: (a) Encore developed the applicable Proposal or Order based upon information provided by the Client. Therefore, any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day. (b) Labor rates are based upon prevailing rates and practices at the venue location where the Event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable. (c) All Equipment and materials are on a rental basis for the duration of the Event and shall remain the property of Encore, except where specifically identified as a sale. (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the Event facility due to the extent of the Event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the Event. (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the Event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice. (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary Event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT Client agrees that, prior to the beginning of the Event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the Event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged

or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/ SURRENDER All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall always have access to the Equipment for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the Event, Encore recommends the computer be tested with the Event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/ NETWORK EQUIPMENT AND SERVICES In the event this Agreement includes internet/ network equipment and/or services, Client understands and agrees as follows: (a) Every device connected to the internet/ network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers. (c) 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) Client 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 Client 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 or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50" distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Client 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 secrets; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet

INTERNET TERMS AND CONDITIONS

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 Client purchases hardwired services such as a Room/ Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative. (i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION Unless otherwise agreed to in writing, if Client cancels the scheduled Event more than 30 days prior to the start of the Event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the Event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled Event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to: (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing; (b) Sue to recover all amounts owed or accruing to Encore; (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the state in which the Event is located. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated

only in the appropriate state or federal court situated in the state and county (or nearest county) where the Event is located. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom.

14. ATTORNEYS' FEES AND COSTS In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or Event rule, policy or regulation published or set forth by the show or Event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY In no event will Encore be liable to Client for any special, exemplary, reliance, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the Event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. INTELLECTUAL PROPERTY Client allows Encore to use the trademarks, trade names, service marks, and other intellectual property of Client given by Client to Encore for the strict purposes of carrying out Encore's duties under the Agreement and as otherwise requested by Client. Further, Client permits Encore to include event photos and renderings of set designs and other elements of Client's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

19. SEVERABILITY In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

20. SURVIVAL All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

21. ENTIRE AGREEMENT This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: Visa Mastercard Amex Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____
* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.





Audio Visual Services, WiFi and Electrical Services at Planet Hollywood are an exclusive service of Encore, for services please reach out to ph@encoreglobal.com or 702-785-5506.



AUDIOVISUAL ORDER FORM

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____ BEO/REF# _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card: Visa Mastercard Amex Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____





AUDIOVISUAL ORDER FORM

Package 1

(For customers providing own LCD projector)

Meeting Room Screen
Projection Cart
Electrical Power & Cables

Additional Options

Wireless Lav Mic & Audio Mixer (+\$484)

Qty

Days

Price

Total

		\$287.00	
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Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

Package 2

Meeting Room LCD Projector & Screen
Projection Cart/ Stand
All Cabling, Extension Cords, Etc.

Additional Options

Wireless Lav Mic & Audio Mixer (+\$484)

		\$880.00	
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Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

Package 3

Executive Podium
Podium Microphone & Mixer
Electrical Power & Cables

Additional Options

Wireless Lav Mic & Audio Mixer (+\$484)

		\$634.00	
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Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

Package 4

50" Monitor with Stand
All Cabling, Extension Cords, Etc.

Additional Options

Additional 50" Monitor with stand (+\$993)

		\$1,039.00	
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Wireless Lav & Audio Mixer (+\$484)

Package 5

60" Monitor with Stand
All Cabling, Extension Cords, Etc.

Additional Options

Additional 60" Monitor with stand (+\$1130)

		\$1,176.00	
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Wireless Lav & Audio Mixer (+\$484)

* Prices reflect daily rates unless otherwise noted. AV packages subject to labor and service charges.



AUDIOVISUAL ORDER FORM

ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

VIDEO EQUIPMENT

	Qty	Days	Rate	Total
46" Monitor			\$777	
50" Monitor			\$903	
52" Monitor			\$956	
60" Monitor			\$1040	
80" Monitor			\$1785	
6' Monitor Stand			\$111	
DVD / Blu-ray Player			\$153	
LCD Projector 4,000 lumens			\$683	
LCD Projector 6,000 lumens			\$1470	
32" Roll Cart w/ Skirt			\$40	
54" Roll Cart w/ Skirt			\$51	
Flipchart Package			\$78	
Adhesive Flipchart Package			\$148	
Display Easel			\$33	

COMPUTER EQUIPMENT

	Qty	Days	Rate	Total
24" LCD Monitor			\$210	
32" LCD Monitor			\$368	
Laptop Computer			\$285	
Desktop Computer w/ 21" LCD Monitor			Call For Pricing	
Wireless Presentation Mouse			\$195	

SCREENS

	Qty	Days	Rate	Total
Tripod 6' x 6'			\$84	
Tripod 8' x 8'			\$84	
Cradle 10' x 10'			\$105	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE.

RIGGING & STAGING

	Qty	Days	Rate	Total
Executive Podium			\$315	
16'-22' Black Velvet Drape Panel			\$291 / panel	
RIGGING LABOR				
All rigging is subject to at least 2 riggers. Each rigger is \$110 hr with 4 hr minimum.			\$112 / hr	

AUDIO EQUIPMENT

	Qty	Days	Rate	Total
UHF Combo (check one) <input type="checkbox"/> HH or <input type="checkbox"/> Lav <input type="checkbox"/> Headset			\$279	
Wired Microphone			\$53	
Powered Speaker			\$142	
Direct Box for Computer Audio			\$39	
12 Channel Mixer			\$205	
SMALL SPEAKER PACKAGE 2 Speakers, 2 Stands, 1 Wired Mic, 1 Mixer			\$578	
LARGE AUDIO PACKAGE 4 Speakers, 4 Stands, 1 Wired Mic, 1 Small Effects, 1 Mixer			\$1,083	

YOUR TOTALS

Total Equipment Charges	
Labor Charges (202 min., 2hrs. @ \$101/hr, for load in/out)	
25% Service Charge	
TOTAL DUE	



GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

(a) Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.

(b) Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.

(c) All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.

(d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.

(e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.

(f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure

to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

(a) Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;

(b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

(c) 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) Client 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 Client 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 or other area designated by the Client. Service extended beyond rooms, air walls,



GENERAL TERMS AND CONDITIONS

doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

(f) Encore is not responsible for any cable and/or equipment provided by Client 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 secrets;

(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 Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

(i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- Sue to recover all amounts owed or accruing to Encore;
- Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by

Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.



AUDIOVISUAL SERVICE STANDARDS (OUTSIDE SERVICE VENDOR)

The Planet Hollywood Resort and Casino Las Vegas (Hotel) maintains a full service, on-site audiovisual production company through Encore (Encore). Hotel recognizes that certain guests/clients may elect to bring in a third party supplier of audiovisual services (Third-Party Supplier). Hotel and Encore are able to meet such request(s) provided the following guidelines are followed and a copy of these guidelines are signed by the guest/client and the Third-Party Supplier and are provided to Hotel at least 30 days prior to the event. These guidelines have been developed to ensure the safety and care of all guests of Hotel and Hotel premises to uphold a level of service and quality that is necessary to ensure a successful event.

1. Third-Party Supplier planning to do audiovisual work within Hotel must contact Encore and Hotel no less than 30 days prior to their load in. Hotel will advise these companies of the provisions that must be met and assist in assuring that their function runs smoothly. All Third-Party Suppliers are required to provide Encore with a complete schedule of events at least 30 days prior to load in including, the dates and times of load in/out, electrical needs, any rigging requirements and labor call times.
2. When Third-Party Supplier is utilizing space within Hotel, an on-site Encore Representative, Technical Supervisor (TS), must be present at all times. TS will ensure that our Audiovisual Service Standards are upheld. TS's main responsibility is strictly as an observer to maintain Hotel and Encore standards in addition to providing you with quick access for your last minute production needs. The rate for TS is \$113.00/hour with a four hour minimum, overtime after eight hours and double time after 12 hours will be billed. The TS will also do a walk-through of Hotel along with a Third-Party Supplier representative and note any damage that is in the room prior to the Third-Party Supplier loading in, if requested. At the conclusion of the load out the TS will do a follow-up walk through and note any additional damage (if any) to Hotel. Third-Party Supplier will be billed for all damages to Hotel.
3. Hotel requires a Certificate of Insurance from the provider and any of its subcontractor(s) or agent(s), providing at least two million dollars (\$2,000,000.00) of financial responsibility in the event of loss or damage to Hotel or Hotel's property, guests and/or invitees. In the Certificate of Insurance, Hotel and Encore shall be named as the additional insureds. Such certificates of insurance shall be provided thirty (30) days in advance of the event.
4. Third-Party Supplier planning to do audiovisual work within our Hotel must sign a Hold Harmless Agreement in order to protect Hotel against claims or damages caused as a result of their work performed in Hotel.
5. Scissor lift rentals are an Exclusive Service of Encore. All scissor lifts must be ordered through Encore and operated by Encore employees. All lift rentals require the completion of a RELEASE AND INDEMNIFICATION document prior to equipment delivery. Rental rates for a 19' or 26' scissor lift are available on request. Current labor rates will apply for each operator provided by Encore.
6. Third-Party Supplier planning to do audiovisual work within Hotel using non-display vehicles must have vehicles with white, non-marking tires and free from leaks. Any lift truck brought in from a Third-Party Supplier must be checked and approved by the staff or a designated agent of Hotel prior to placing such lift into service within the convention area. (Cleaning fees will apply should marks, leaks or damage be found within Hotel's convention/meeting space. Third-Party Supplier will be billed for all damages to Hotel.)
7. Third-Party Supplier planning to do audiovisual work within Hotel must assume complete responsibility for equipment loss or theft. Hotel accepts no responsibility for vendors' lost or stolen property. Security, if necessary, must be provided by the Third-Party Supplier at their own cost and must be approved by Hotel 15 days prior to the event.
8. Third-Party Supplier planning to do audiovisual work within Hotel must properly dress (drape) all screens, carts and stands in accordance with Encore standards.
9. To maintain the integrity of our in-house audio system, Third-Party Supplier are not permitted to physically patch into this system. The assigned TS will implement any and all patching required per the event specifications. Patch fees will apply and pricing is available on request.
10. No equipment or cases are to remain in the "back of the house" areas at any time. Storage space for Third-Party Supplier will be the sole responsibility of the Third-Party Supplier. Hotel will make every effort to secure space once notification is given, but is under no obligation to provide such space. If space is available, the client or group folio will be billed rack rate for such space. Space being "held" and/or reserved for meetings must be utilized for meetings or group office space. It may not be utilized as storage for a Third-Party Supplier.
11. Hotel reserves the right to collect an additional deposit for any possible damage to Hotel. Any charges incurred while on property will be deducted from this deposit. The Third-Party Supplier is completely responsible for leaving Hotel in the same condition as it was given to them. This includes disposal of all trash, props, cardboard, plastic, etc. If a dumpster is required, it must be dropped off and picked up on the same day. Cleaning fees will be assessed should floor, wall or ceiling marks require more than traditional cleaning.
12. Encore is the exclusive provider all electrical services in the Conference Areas. All power will be billed by Encore to the client or Third-Party Supplier at the prevailing rates. Electrical service must be distributed and installed by Encore. Hourly labor rates apply for this position in compliance with all labor rules and minimums outlined in Encore's Audiovisual Labor Guideline document.
13. Encore is the exclusive provider of internet in the Hotel Conference Center. Please contact services@encoreglobal.com for a quote.
14. Encore is the exclusive provider of all rigging, banner hanging, and sign hanging. This is to include all equipment necessary from the truss and higher. Hourly labor rates apply for these positions in compliance with all labor rules and minimums outlined in Encore's Audiovisual Labor Guideline document. Encore will bill all actual hours worked past the required minimums. Rigging points have a weight capacity of 1,000 lbs. max. To preserve the integrity of the flooring and ceiling, any nailing, screwing, tape, affixing or similar actions into ceilings, flooring or walls is strictly prohibited. Rigging point charges are \$210.00 per point for the run of the show. A point is dictated at each location when a cable, strap, chain or hanger is attached to the ceiling or wall. All rigging equipment (i.e. truss, chain motors, and any rigging hardware) is to be supplied by Encore.





AUDIOVISUAL SERVICE STANDARDS (OUTSIDE SERVICE VENDOR)

15. All rigging must be approved via the Encore Rigging Website. Please contact your Sales Manager for any assistance or for a DWG. All drawings must be submitted 30 days prior to the event load-in.
16. All labor must be pay-rolled through Encore. Encore is the exclusive provider of labor related services performed at Hotel. Please contact your Encore Sales Manager on property for a quote on all labor and a listing of current labor rates. Labor is to include any and all audiovisual technicians / electricians / carpenters / sound op's / riggers / video and lighting engineers and all jobs that are performed to produce an audiovisual event. All labor must have clearly visible identification at all times while working at Hotel.
17. All Third-Party Supplier trucks with audiovisual equipment must be unloaded and loaded by Encore IATSE labor. Each box truck, 26' in length or shorter requires a minimum of 2 loaders. Each truck or trailer over 26' in length requires a minimum of 4 loaders. These loaders are only responsible to get any equipment off the truck and onto the dock or street level where other stagehands and technicians will take the equipment to its destination.
18. Third-Party Supplier is required to comply, without limitation, with all applicable laws, rules, regulations and codes as established by state and local authorities, OSHA, fire and safety etc. In the event any pyrotechnics, smoke/fog machines etc. are to be utilized, it is the responsibility of the Third-Party Supplier to secure any and all permits and/or approvals necessary from the local fire marshal and/or any other authority. These approvals and/or permits must be on file with Hotel no later than two weeks prior to the scheduled event(s).
19. Third-Party Supplier must meet the dress code to work in Hotel. Collared dress shirts, pressed and/or Polo Shirts, slacks and black shoes must be worn at all times. During show/event time, dress uniforms (blacks) must be worn. No t-shirts, jeans or sneakers are permitted, they must be clean-shaven. *Exposed tattoos and piercings are not permissible.*
20. *There is no smoking inside the Conference Center, public areas or back of house.* Smoking is permitted in designated areas outside of the conference center.
21. Under no circumstances are Hotel EDC, client buffets, beverage stations or client plated meals open and available for consumption.
22. Protective plastic sheeting for floor coverings must be utilized when loading in/out through areas finished in carpeting. Plastic protective sheeting is mandatory when any rigging, scissor lifts or comparable equipment is utilized. Such materials must be supplied and installed/removed by the Third-Party Supplier or client.
23. All vehicles used by Third-Party Supplier must be stowed in parking facilities approved by Hotel. Any truck, van, large vehicle, trailer etc. cannot be parked in public parking areas. Such vehicles will need to be placed in a parking area approved by Hotel. Arrangements for large vehicles can be made through the Catering/Conference Service Manager.
24. Hotel reserves the right to refuse or deny access to our property to any Third-Party Supplier if the above agreements are not met.
25. All audiovisual sales incentives offered by Hotel will be extended if, and only if, Encore is the primary audiovisual provider for the event. If Encore is not selected as the primary audiovisual provider, all such sales incentives will become null and void, and prevailing rates will apply to any and all services provided by Encore.
26. Third-Party Supplier will be provided with a list of wireless frequencies that must be avoided at all times. Various entertainment departments within Hotel use these wireless frequencies. Using a listed wireless frequency could possibly jeopardize a show within Hotel or even your own! Please review the attached frequency list.
27. All events at Hotel must have ALL "HANDS ON" AUDIOVISUAL LABOR pay-rolled through Encore, the exclusive pay-roller for the Hotel.
28. Encore is the exclusive provider of all audiovisual equipment and labor for all breakout sessions/meetings outside the group's main general session/plenary room and for all audiovisual equipment and labor on any tradeshow floor.

A 24% Service Charge will apply to all Encore Services included within this document, including but not limited to Equipment, Labor & Consumables.



AUDIOVISUAL GUIDELINES

AV LABOR GUIDELINES

Encore manages and oversees all audiovisual work done at the Planet Hollywood Conference Center and surrounding grounds. In an effort to ensure that our liability concerns are protected and that quality standards are maintained, Encore oversees the proper operation and care of Hotel and equipment by local and national vendors. All audiovisual labor for events at Hotel must be pay-rolled through Encore, the exclusive pay-roller for Hotel. This exclusive applies to all Outside Production companies, Vendors and/or Clients providing their own audiovisual equipment, and to any and all audiovisual related services within Hotel. A Non-Working Technical Supervisor is also required during load-in and load-out. The Following are Labor Minimums and Guidelines for all Encore provided labor:

LABOR MINIMUMS:

- Technical Labor: Positions require a 4 hour minimum per call.
 - (Basic set/strike labor and assistant labor)
- Specialty Technical Labor: Positions require an 8 hour minimum per call.
 - (All Lead positions, Audio Engineer, Video Engineers, Camera Operator, Lighting Programmer, and any other Operate Technicians)

LABOR GUIDELINES:

- Hourly Rate: Charged per hour, per person, for first 8 hours
- Overtime (OT): (1.5x Normal Hourly Rate) Charged per hour, per person, after 8 hours, up to 12 hours, over 40 hours in a week or on the 6th day in a work week. After 40 scheduled hours in a week, Overtime will be billed starting with the 41st hour. On the 6th day in a work week the first 8 hours of the shift will be billed at Overtime.
- Double-time (DT): (2x Normal Hourly Rate) Charged per hour, per person, after 12 hours up to 24 hours, 6th and 7th day, and Holidays. On the 6th day in a work week beginning with the 8th hour, all hours up to 24 hours will be billed at Double-time. On the 7th day in a work week all hours up to 24 hours will be billed at Double-time. All hours worked on a holiday will be billed at Double-time. Holidays are defined as New Year's Day, Memorial Day, Independence Day, Easter Sunday, Labor Day, Thanksgiving Day, and Christmas Day.
- Meal Breaks: All Positions must be provided a meal break within the first 5 hours of a scheduled shift. Technicians must be provided with either a 30 minute or one hour (non-paid-off the clock) meal break. Meal breaks cannot be granted within the first two hours of the call. The following meal penalties will apply if a technician is not provided a meal break within the first 5 hours and all subsequent 5 hour periods of their scheduled shift. Each meal break cannot exceed 1 hour in length. Triple-time (3x Normal Hourly Rate) Rates will be billed until a meal break is provided.
- Short Turnaround: All positions must be provided 8 consecutive hours of Non-work time between shifts or a Short Turnaround penalty will be incurred. The Short Turnaround penalty is Triple-time (3x Normal Hourly Rate) Rate for the entire time worked until a break of more than 8 consecutive hours is provided.
- Union Non-Working Steward: A non-working Steward is required for all crews of 20 workers or larger.
- Labor Cancellation Policy: ALL Labor must be cancelled with 48 hours of the call time, or charges will apply.
- Broadcast Rate: Additional fees may apply for any Recordings (Audio & Video), Webcasts or Broadcast events. If you are recording or broadcasting any portion of your event, please discuss this with your Encore Sales Manager.
- Labor Rates: Current labor rates are available upon request.

ENCORE'S EXCLUSIVE PAYROLL DEFINED

- When the end client chooses a Third-Party Supplier, Hotel assigns the exclusive right to pay-roll IATSE union labor to the in house audiovisual provider, Encore. Hotel chooses to utilize Encore to pay-roll all IATSE union labor to ensure Hotel has a qualified and experienced audiovisual crew. Hotel recognizes Encore as the preeminent IATSE labor pay-roller in Las Vegas and has the assurance the IATSE labor dispatched is fully trained and knows the hotel property.
- At the request of Third-Party Supplier, Encore will request specific IATSE crew members according to the crew list provided by Third-Party Supplier. Provided that the specified crew members are active IATSE members and available for the event work schedule, Encore will dispatch the requested individuals.
- Hourly audiovisual labor rates are priced according to the current Encore hourly union labor price schedule.
- The number of audiovisual crew positions required is determined by the Third-Party Supplier provider. Encore does not dictate the size of the audiovisual crew or types of positions required. It is the responsibility of the Third-Party Supplier to specify audiovisual crew numbers and positions to satisfy the regulations and policies contained within Encore's IATSE labor union contract.
- The Third-Party Supplier is responsible for managing the IATSE audiovisual crew. These labor resource management responsibilities include, but are not limited to: establishing all audiovisual crew call times; setting audiovisual crew schedules; breaking audiovisual crew members at appropriate times; signing in/out audiovisual crew members; making all labor resource management decisions regarding the usage of overtime and other penalty and premium pay costs; checking for the appropriate appearance of individual audiovisual crew members; assigning/managing audiovisual crew tasks; monitoring audiovisual crew performance; and reporting all labor budget overages to the end client.
- Encore's responsibilities as the IATSE labor pay-roller are limited to the functions of dispatching audiovisual crew members according to the audiovisual crew call schedule provided by Third-Party Supplier, actualizing daily audiovisual crew labor hours and billing Third-Party Supplier or client's hotel master account accordingly.



AUDIOVISUAL GUIDELINES

RIGGING SERVICES GUIDELINES

Rigging is an Exclusive Service of Encore at the Hotel. For events that require rigging services a request must be submitted with a scaled rigging plot 30 days prior to load-in.

A minimum of two riggers, one high and one ground, are required for both load in and load out of all equipment that is to be hung in or attached to the ceiling. *Encore will bill all actual hours worked past the required minimums.* All rigging equipment (i.e. truss, chain motors, span sets, shackles, steel, deck chain etc.) must be supplied by Encore. A rigging point is dictated as each location a chain or hanger is attached to the ceiling or grid. Cable pick points are dictated as each location a cable is attached to the ceiling or grid. A maximum of 8' between each pick point with a cable bundle no larger than 4 socapex cables is permitted. The current load limit per point is 1,000 lbs. per point.

Scissor lift rentals are an exclusive service of Encore at Hotel. All scissor lifts must be ordered through Encore and operated by Encore personnel.

A charge of \$275 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs, and support to provide feedback on the initial rigging plot. Events scheduled with less than 30 days' notice will incur additional charges that include the Rigging Plot review charge billed at \$395 per event. Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang points. All drawings must be submitted to the Encore Rigging Website in .DWG format.

Please notify your Sales Manager as soon as possible should you plan on rigging and they will get you the necessary link.

EVENT POWER GUIDELINES

Electrical Services is an Exclusive Service of Encore at the Hotel. All Electrical service must be distributed and installed by Encore. All Electricians' hours are billed pursuant to guidelines on the Encore Audiovisual Labor Guideline document. *Encore will bill all actual hours worked past the required minimums.*

Wall outlet power is not included at no charge with the room. Power rates, listed below, apply to all power used in rooms and/or public space. Cable ramps are required for all cables back hall walkways & outdoor areas. Cam-lok cabling is available to rent.

Please contact your Encore Sales Manager for details and pricing.

ELECTRICAL SERVICE RATES:

20 amp 120v	\$ 105 show rate
25',50' AC ext. Cords	\$ 15 per day
6 Outlet Power Strips	\$ 15 per day
30 amp 208v Three Phase	\$ 670 show rate
60 amp 208v Three Phase	\$ 880 show rate
100 amp 208v Three Phase	\$ 1,425 show rate
200 amp 208v Three Phase	\$ 1,950 show rate
400 amp 208v Three Phase	\$ 3,800 show rate

Bare ends are not permitted. We require the NEMA number of your connection 30 days prior to your event.

Feeder cable and Power Distribution is available, please contact your Sales Manager for pricing. All Prices are subject to 24% Service Charge and Nevada State Sales Tax.