



## Exhibitor Kit

Welcome to Tampa Convention Center! Our team looks forward to partnering with you for a great event.

Encore is the exclusive provider of all Rigging Services at the facility, and the preferred provider of Audiovisual Services. As the exclusive rigging contractor for Tampa Convention Center, Encore is responsible to ensure overhead safety for all public function space within the facility. Rigging encompasses attaching motors, trussing, lighting, and audio equipment to the ceiling or via ground supported truss. **Encore will provide all ground supported and flown truss, motorized or non-motorized rigging packages, and rigging labor at Tampa Convention Center.**

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

### Important Information:

- **Equipment rates are billed on a daily basis up to a max 3 day rental per show.**
- **Orders must be received a minimum of 15 days prior to show opening to qualify for Advance Rates. On-Site Rates will be billed for any orders received less than 15 days prior to show opening.**
- Orders received less than 7 days prior to show opening, or orders received onsite, may incur additional labor charges. Encore will present a proposal with these charges prior to services being rendered or payment being collected.
- All orders are subject to a taxable 24% Service Charge.
- Tax Exempt Status - If you are exempt from sales tax, you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- **There will be a 4% Loss/Damage Waiver (Optional Rental Insurance) included on all orders.** This protects the exhibitor from being billed repair/replacement costs if any equipment is lost, damaged, or destroyed. If you decline the Loss/Damage Waiver, please note that replacement cost is on average three times the rental amount for any damaged or missing equipment. This will be itemized on the detailed order that Encore sends to you for final approval.
- Upon receipt of the completed forms, Encore will generate an order and send to you for final confirmation BEFORE your payment is processed.
- We can accept credit card payments via phone – **please do not email your credit card information!** We can also accept check/ACH/wire so long as it is received in advance of the first event day.
- No refunds will be provided unless an equipment issue is reported onsite to an Encore manager.

This packet contains the tools necessary to assist you in implementing a flawless event.

- Page 2 – Audiovisual Order Form
- Page 3 – Rigging Service Guidelines
- Page 4 – Booth Diagram (to be completed only when specific delivery locations are requested)

Our knowledgeable staff is available to assist with any other requests. If you have additional questions, please email or call our team!

### **Exhibit Services Team - Sales:**

+1 813.898.1372

[exhibitors.tcc@encoreglobal.com](mailto:exhibitors.tcc@encoreglobal.com)

### **Exhibit Services Team – ON-SITE MANAGER:**

+1 813.599.4827

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		BOOTH NAME & NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

- **Equipment rates are billed on a daily basis up to a max 3-day rental per show.**
- \* Floor stands and Wall Mounts are available as an add-on rental item for Encore equipment only. We are unable to rent these items for client provided monitors.
- \*\* Individual microphones and DI boxes are available as an add-on rental item for the Encore Exhibitor Audio Package. We are unable to rent these items without also renting the Audio Package from Encore.
- No refunds will be provided unless an equipment/service issue is reported onsite to an Encore manager: 813.599.4827

Video					
<i>Monitor rental cost includes a table stand and HDMI cable. Floor stands, wall mounts, and adapters to be ordered separately if needed.</i>					
	Advance Rate	On-Site Rate	Qty.	# of Days	Total
24" LCD Monitor (Table Stand Only)	\$180	\$225			
32" LCD Monitor (Table Stand recommended)	\$225	\$280			
46" LCD Monitor	\$445	\$560			
55" LCD Monitor	\$615	\$770			
65" LCD Monitor	\$730	\$910			
70" LCD Monitor	\$1,050	\$1,310			
*Monitor Floor Stand	\$70	\$85			
*Floor Stand Laptop Shelf	\$28	\$35			
*Monitor Wall Mount	\$70	\$85			
Windows Laptop	\$240	\$300			
Digital Media Player (one PER monitor)	\$70	\$85			
1x4 HDMI Distrib. Amp (for multiple monitors)	\$275	\$345			
Wireless Keyboard & Mouse	\$130	\$160			

Lighting					
	Advance Rate	On-Site Rate	Qty.	# of Days	Total
(5) LED up-lights	\$225	\$280			
Spot Lighting – Encore can provide custom lighting enhancements for your booth. We have options for hanging lighting fixtures in the catwalk, and from traditional rigging points. Please reach out to discuss your needs.					

Audio					
	Advance Rate	On-Site Rate	Qty.	# of Days	Total
<b>Exhibitor Audio Package</b> (Includes powered speaker, speaker stand, mixer, laptop/device audio connection, and wireless microphone)	\$612	\$765			
**Wireless Microphone (handheld or lavalier)	\$200	\$250			
** Wired Microphone	\$65	\$80			
** DI Box	\$70	\$85			

Truss					
	Advance Rate	On-Site Rate	Qty.	# of Days	Total
5 ft. 12" x 12"	\$36	\$45			
8 ft. 12" x 12"	\$58	\$70			
10 ft. 12" x 12"	\$73	\$90			
6-way Corner Block	\$40	\$50			
24" x 24" Truss Base	\$50	\$60			
36" x 36" Truss Base	\$60	\$75			

**Additional AV & Truss options are available.  
Please reach out to our team for a detailed proposal.**

## Exhibitor Rigging Guidelines

Company Name:	Booth #:
Onsite Contact Name & Phone #:	
* Preferred Install Date & Time:	
* Preferred Removal Date & Time:	
* Encore will make every effort to accommodate your preferred times and will communicate any potential scheduling variances should they arise.	

**ALL rigging requests must be submitted via: [www.encoreglobal.com/rigging-request](http://www.encoreglobal.com/rigging-request)**

For backup purposes, please also send this form to [exhibitors.tcc@encoreglobal.com](mailto:exhibitors.tcc@encoreglobal.com)

### Signage Information

*Signs must be fully assembled prior to start of rigging call*

Sign Type:	Sign Weight:	Sign Dimensions:
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#### Equipment Guidelines

- **All signs, banners, and set pieces must be assembled by the exhibitor / GC / EAC prior to the stated rigging call time requested.** Additional labor charges may be billed for wait time incurred by rigging team.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code.
- Electricity must be ordered in advance through Edlen.
- All signs and banners in public areas must be approved by Facility Management.
- Encore will not "dead hang" items over 100 lbs. or 10' in length. For items exceeding those specifications, chain motors will be used and quoted at prevailing rates.
- All exhibitor rigging must conform to Show Management regulations.

#### Labor & Pricing

- Rigging crews in the Exhibit Hall consist of a minimum of 3 riggers. Additional riggers will be quoted based on scope of installation.
- Rigging crews and lift(s) will be scheduled based on the scope of the client provided materials and placement in the room.
- If rigging must be installed prior to posted exhibitor move-in date, please notify Encore and Show Management for special authorization.
- A taxable 24% Service Charge will be added to the equipment subtotal for all rigging services.
- Tax Exempt Status – if you are exempt from sales tax, you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- **Upon submission through the link above,** Encore will generate an order and send to you for final confirmation BEFORE your payment is processed.
- Rigging orders cancelled during install or after services have been rendered will be billed in full.

## Exhibitor Kit Booth Diagram

Company Name:		Booth #
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### Important Information:

- This form should be completed only if there are any specific delivery & setup locations required.
- Please indicate the size your booth and the surrounding booths in the appropriate locations.
- Island booths/non-standard installations – Ascaled floorplan must accompany orders showing desired locations of audiovisual equipment.
- Will you have carpet in the booth? YES ☐ NO ☐

Behind Aisle or Booth # \_\_\_\_\_

Left Side Aisle  
or Booth #  
\_\_\_\_\_

Right Side Aisle  
or Booth #  
\_\_\_\_\_


Front/Across Aisle or Booth # \_\_\_\_\_

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.