

Dear Guest:

We are delighted that you have selected us to host your event at the Renaissance Schaumburg Convention Center Hotel. Please provide all the information requested below as a form of payment for the event charges outlined in your contract (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes). Please fax completed form back to the Events Office at (847)303-4323.

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:       Visa     MC     Amex     Diners/CB     Discover     JCB

Account type:     Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address:  
(where statement is mailed) \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Event Dates: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Renaissance Schaumburg Convention Center Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                    |                     |                        |
|--------------------|---------------------|------------------------|
| NAME OF CONFERENCE | START DATE          | END DATE               |
| ORGANIZATION NAME  | ONSITE CONTACT NAME | ROOM/EXHIBIT BOOTH NO. |
| STREET ADDRESS     | CITY                | ST/ZIP                 |
| TELEPHONE NUMBER   | SET DATE            | TIME                   |
| EMAIL ADDRESS      | STRIKE DATE         | TIME                   |
| ORDERED BY         |                     |                        |

### **ORDERING INSTRUCTIONS**

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a 5-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. **PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage, and tax. Labor and/or service charges may apply and/or loss damage waiver.

**YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.**

| <b>PROJECTION EQUIPMENT</b>   | <b>QTY.</b> | <b>DAILY RATE</b> |
|---|-------------|-------------------|
| LCD Projector   |             | \$515             |
| Projector Support Package (8ft tripod screen, HDMI, and dress kit)                      |             | \$237             |
| 24" Monitor – tabletop  |             | \$230             |
| 55" Monitor – dual post floor stand   |             | \$1,285           |
| 70" Monitor – dual post floor stand   |             | \$1,800           |
| <b>AUDIO EQUIPMENT</b>  | <b>QTY</b>  | <b>DAILY RATE</b> |
| Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier |             | \$235             |
| PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)          |             | \$520             |
| Powered Speaker (up to 5 people)  |             | \$160             |
| 10-Channel Mixer  |             | \$155             |
| <b>MISCELLANEOUS EQUIPMENT</b>  | <b>QTY</b>  | <b>DAILY RATE</b> |
| Laptop Computer   |             | \$280             |
| Post-It Flip Chart  |             | \$103             |

| INTERNET SERVICES   | QTY | DAILY RATE    |
|---|-----|---------------|
| Wireless Internet Connection  |     | \$32/device   |
| Wired Internet Connection   |     | \$200         |
| Dedicated Bandwidth (please contact Encore for more information)                                      |     | ----          |
| LIGHTING/SCENIC   | QTY | DAILY RATE    |
| LED Wash Light  |     | \$100         |
| Pin Spotlight   |     | \$60          |
| 10' Décor Drapery   |     | \$24 per foot |
| <b>SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.</b> |     |               |
|   |     |               |

**BOOTH DIAGRAM**

**Internet** – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. \_\_\_\_\_

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**Form Submission** – Email completed forms to [ren.schaumburg@encoreglobal.com](mailto:ren.schaumburg@encoreglobal.com).

If you are experiencing technical difficulties onsite, please contact Encore at **312.296.7970**.

**THIS PHONE NUMBER IS FOR ONSITE SUPPORT ONLY!**