



RENAISSANCE®

SCHAUMBURG CONVENTION CENTER HOTEL



NAME OF EVENT	START DATE	END DATE
ONSITE CONTACT NAME	BALLROOM SPACE	
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
ORDERED BY		

Form Submission – Email completed forms to ren.schaumburg@encoreglobal.com.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for ballroom floor only. **All rental prices subject to a 25% 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.**

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.

ELECTRICAL	QTY	DAILY RATE
60 AMP Power- Service wall (Nirvana/ Utopia Ballroom) <i>Vendor provides their own power cables</i>		\$250.00
60 AMP Power- Service wall (Schaumburg Ballroom) <i>Vendor provides their own power cables</i>		\$250.00
60 AMP Power- Airwall (Schaumburg Ballroom) <i>Vendor provides their own power cables</i>		\$500.00
100 AMP Power on Service Wall (LED Walls) <i>Vendor provides their own power cables</i>		\$1,500.00
Additional Power Cables		\$250.00

SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.