

OFFICE EQUIPMENT RENTALS

ENCORE BUSINESS SERVICES — A DIVISION OF ENCORE PRODUCTIONS, INC.

Encore is the Exclusive Business Center Services provider for the Las Vegas Convention Center.

Encore Business Center - 3150 Paradise Road, Suite 100 - Las Vegas, NV 89109 - (702) 943-6780 tel - (702) 943-6781 fax

ONLY
Vegas



September 13 - 15, 2005
Las Vegas Convention Center

Discount Deadline
August 30, 2005

COMPANY INFORMATION

EVENT NAME
BOOTH #
COMPANY
ORDERED BY
E-MAIL ADDRESS
ADDRESS
ADDRESS (continued)
CITY
STATE
ZIP
COUNTRY
TELEPHONE
FAX
ONSITE CONTACT

PAYMENT INFORMATION

PAYMENT TYPE (check one)		
☐ VISA	☐ Discover	☐ Money Order
☐ MasterCard	☐ American Express	☐ Check*
*A major credit card must be used for a security deposit if paying by check.		
ACCOUNT #:		
EXPIRATION: /		
SIGNATURE		
PO# OR REFERENCE:		

MAKE YOUR SELECTION

Qty	Description	ADVANCE	ONSITE	Total
	Desktop Copier (12 copies per minute) Features: None Includes 500 copies - 4¢ per copy thereafter	\$325	\$439	
	Small Copier (22 copies per minute) Features: Document feed, 10 Bin Sort, No Staple, No Duplex Includes 500 copies - 4¢ per copy thereafter	\$575	\$776	
	Midsize Copier (35 copies per minute) Features: Document feed, 20 Bin Sort, Staple, Sort and Duplex Includes 2,000 copies - 4¢ per copy thereafter	\$1,090	\$1471	
	Full-size Copier (55 copies per minute) Features: Document feed, 20 Bin Sort, Staple, Sort and Duplex Includes 2,000 copies - 4¢ per copy thereafter	\$1,325	\$1788	
	4-in-1 Fax-Copy-Print	\$312	\$390	
	Ream Letter White Paper (500 sheets)	\$5	\$7.50	
	Case Letter White Paper (5000 sheets)	\$50	\$65	
	Typewriters Available	\$195	\$263	
	Cash Registers Available	\$250	\$337	
	Adding Machines Available	\$50	\$68	
	Push Wheel Chair (per day)	\$20	\$25	
	Electric Scooter (per day)	\$65	\$75	
	Board Room Rentals Available			
Your Order's Sub Total				

LEAVE YOUR OFFICE BEHIND...

We have essential office equipment right here for you.

CALCULATE TOTAL

Your Order's Sub Total	
Delivery/Labor/Setup:	
20% of Equipment Total (\$75 Minimum Charge)	
{Sub Total + Delivery/Pickup}	
7.5% Sales Tax	
TOTAL	

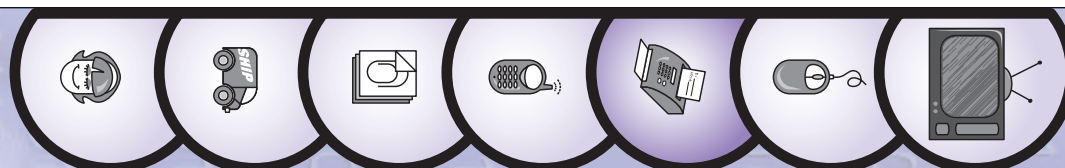
DELIVERY INSTRUCTIONS

Check the following pickup option and provide the requested information:

- ☐ **WILL PICK UP AND RETURN AT ENCORE BUSINESS CENTER**
- PICK-UP** Date: _____ Time: _____ am/pm (circle one)
- RETURN** Date: _____ Time: _____ am/pm (circle one)
- ☐ **DELIVER ORDER TO BOOTH #:** _____
- DELIVER** Date: _____ Time: _____ am/pm (circle one)
- PICK-UP** Date: _____ Time: _____ am/pm (circle one)

Terms and Conditions: Someone must be present at location at time of delivery and pick-up. No cancellation at time of delivery. Written cancellation of ordered equipment must be received 48 hours prior to delivery. Failure to do so will result in a 50% charge. On-site cancellation, 100% of original charges will be applied.

1-800-762-1234



PORTABLE COMMUNICATION RENTALS

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PAYMENT TYPE (check one)

☐ VISA ☐ Discover ☐ Money Order
☐ MasterCard ☐ American Express ☐ Check*

*A major credit card must be used for a security deposit if paying by check.

ACCOUNT #: _____
 EXPIRATION: ____ / ____

SIGNATURE _____

PO# OR REFERENCE: _____

NEXTEL PHONE PACKAGE



- Private Talk
- Citywide Coverage
- Cell Phone Capable
- Group Talk Available
- No Activation Fee

Qty	Description	Cost per Day	Weekly	Deposit	Total
	Nextel Digital Cellular Phone Package (min \$5 per day)	\$20	\$90	\$250	
	Nextel Digital Cellular Phone Package (\$1.50/min.) Domestic (\$3.95/min) International				

TWO-WAY RADIO PACKAGE



- Motorola Citywide radio
- Battery
- Belt clip
- Charging Supplies
- FCC Licensing
- Two radio minimum

Qty	Description	Cost per Day	Weekly	Deposit	Total
	Motorola Citywide Two-Way Radio (Two Radio Minimum)	\$20	\$60	\$250	
	Headsets and Microphones for Motorola Two-Way Radio	Call	Call	Call	
	Nextel Two-Way Radio (Available)	Call	Call	Call	
	Numeric Pager with Local Coverage (Local Coverage)		\$35		

Cancellation Policy: Full refund five business days in advance of rental date. 75% refund three business days in advance of rental date. No refund two business days in advance of rental date. No refund on day of pick-up. **Pricing:** All prices listed are advance order rates only. On-site orders are subject to price increase based on availability. **Note:** Services may be added or deleted without notice.

One-time Activation Fee for Cellular Phones (\$5 per phone)

	Sub Total	
	7.5% Sales Tax	
	TOTAL	

PICKUP & RETURN INSTRUCTIONS

Check the following pickup option and provide the requested information:

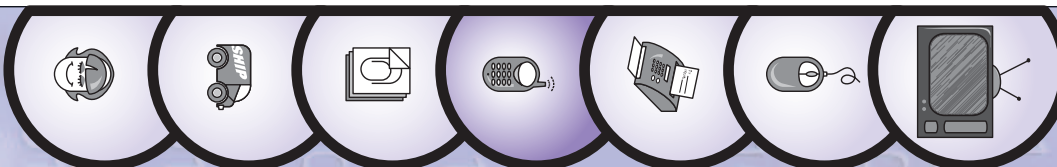
☐ **WILL PICK UP AT ENCORE BUSINESS CENTER**

PICK-UP Date: _____ Time: _____ am/pm (circle one)
RETURN Date: _____ Time: _____ am/pm (circle one)

☐ **DELIVER ORDER TO BOOTH #:** _____

DELIVER Date: _____ Time: _____ am/pm (circle one)
PICK UP Date: _____ Time: _____ am/pm (circle one)

PHONES & RADIOS



Encore Productions Inc. agrees to rent their equipment (Equipment), subject to the conditions of the Contract, and in consideration thereof, the undersigned customer hereinafter referred to as (Renter) agrees to the following terms and conditions.

1. (Renter) understands and agrees that the (Equipment) described in the Contract remains the property of Encore Productions Inc., and that failure to return said (Equipment) may constitute a crime and is subject to criminal prosecution.
2. (Renter) acknowledges that the (Equipment) has been examined and (Renter) is aware of the condition thereof. It is In that same good condition and repair, the (Renter) agrees to return the (Equipment).
3. (Renter) agrees to assume all risks, up to and including, Loss, Damage, Theft, or Destruction of (Equipment). (Renter) will hold Encore Productions Inc. harmless from any and all damages, claims, liens, storage costs, labor, and materials. (Renter) further agrees to pay Encore Productions on demand all cost of repairs or replacement at current cost of (Equipment).
4. Encore Productions Inc. shall have a lien on all (Renter) property for all charges and expenses incurred by Encore Productions Inc. under the terms of the Contract including those cause by damage to or destruction of (Equipment).
5. (Renter) agrees that Encore Productions Inc. has the right to terminate this agreement at any time, and can re-claim possession of (Equipment), and (Renter) shall guarantee free access to Encore Productions Inc. of (Equipment) and may enter upon the premises of (Renter) without liability of trespassing.
6. (RENTER) EXPRESSLY AGREES to use (Equipment) in strict accordance with FCC Standards, Rules, and Regulations. Failure to do so will result in immediate termination of Contract, with all sums due hereunder immediately payable to Encore Productions Inc. (Renter) further agrees to immediate return of (Equipment).
7. Encore Productions Inc. shall not be liable to (Renter) for any, Claim loss, Damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by equipment or inadequacy thereof for any purpose, or any deficiency or defect (latent or patent) therein delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by, Encore Productions Inc. shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written, oral, express, or implied, as to the merchantability, fitness (for use or for any particular), design or condition of, or as to the quality of the material or workmanship in the equipment.
8. If Encore Productions Inc. incurs any expenses, including reasonable attorneys' fees, in the enforcement of its rights hereunder, those costs and expenses shall be the sole obligation of (Renter).
9. Rental charges shall be based on all or any part of each twenty-four (24) hour period to the following 5:59 a.m. (Renter) agrees to pay rental fee stipulated for the period stated. If (Equipment) is kept for a longer period, rental fee will be charged at the stated rate until the (Equipment) is returned to the possession of Encore Productions Inc.
10. No term or condition of the Contract may be waived or modified as to Encore Productions Inc. except in writing signed by an Encore Productions Inc. authorized representative or by an officer of Encore Productions Inc. that has been expressly authorized to do so by Encore Productions Inc.
11. Cancellation Policy: Full refund 5 business days in advance of delivery. 75% refund 3 business days in advance of delivery. No refund 2 business days or less in advance of delivery. No refund at time of delivery.

This Contract constitutes the entire agreement between Encore Productions Inc. and (Renter)

RENTER:

ENCORE PRODUCTIONS INC.

COPY AND PRINTING SERVICES

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PAYMENT TYPE (check one)		
☐ VISA	☐ Discover	☐ Money Order
☐ MasterCard	☐ American Express	☐ Check*
*A major credit card must be used for a security deposit if paying by check.		
ACCOUNT #: _____		
EXPIRATION: ____ / ____		
SIGNATURE		
PO# OR REFERENCE:		

GRAPHIC SERVICES

Description	Size	Cost
Black and White Copying		Call or FAX for Pricing
☐ One sided ☐ Two sided		
Full Color Copying		
☐ One sided ☐ Two sided		
Colored Paper Stock		
Full / Multicolor Printing		
Digital Color Printing		
Business Cards (black & white / color)		
Signs and Banners (vinyl & paper)		
Graphic Design, Typesetting and Layout		
Labels and Label Sheets		
CD Archiving (images to disc)		
Laminating & Mounting Services		
Roll Laminating Services		
Stack Cutting Services (per cut)		
Comb Binding (1/8" to 1")		
Carbonless Forms (2-part and 3-part)		

SPECIAL OFFER:
30% OFF IF RECEIVED
BY August 30, 2005

Our commitment:

- We are equipped to handle your planned and emergency needs
- Our 3 convenient locations will save time
- Advanced orders are there and ready when you are
- You can save money by only ordering what you need, then reprint as needed during the show

PICKUP OR DELIVERY INSTRUCTIONS

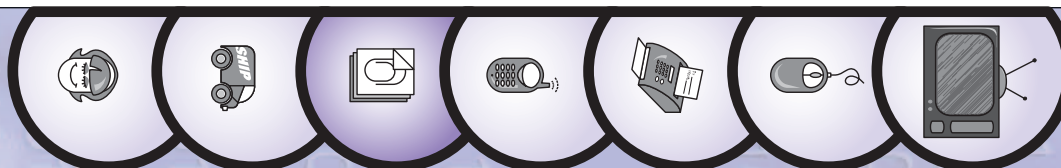
Check the following option and provide the requested information:

- ☐ **WILL PICK UP AT ENCORE BUSINESS CENTER**
PICK-UP Date: _____ Time: _____ am/pm (circle one)
- ☐ **DELIVER ORDER TO BOOTH #:** _____
Date: _____ Time: _____ am/pm (circle one)

SPECIAL INSTRUCTIONS:

Terms and conditions: Someone must be present at location at time of delivery and pick-up.
No cancellation at time of delivery.

COPY & PRINT



EXCLUSIVE PROVIDER

SMALL PACKAGE SHIPPING SERVICES

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PAYMENT TYPE (check one)		
☐ VISA	☐ Discover	☐ Money Order
☐ MasterCard	☐ American Express	☐ Check*
*A major credit card must be used for a security deposit if paying by check.		
ACCOUNT #: _____		
EXPIRATION: ____ / ____		
SIGNATURE		
PO# OR REFERENCE:		

AVOID THE LINES...

Ship back your exhibit handouts, books, exhibitor materials, etc. Avoid packing and dragging these cumbersome items through airports and taxis! Stop by one of the Encore Productions convenient locations before the close of the show, and pre-pay your shipping. *We charge the carrier rate plus a fuel surcharge and \$10 per package/\$5 per letter handling fee.*

We can ship via the carriers indicated below with the convenience of our on-site locations:



FOR SPEEDIER SERVICE — Utilize the EXPRESS LANE for service if you have these forms:

UPS Pre-Printed

SHIP TO:	10 LBS	1 OF 1
SHIP TO: BUG BUNNY 909 555 1212 ACME MOTORS SUITE 111 1241 ANYPLACE TOON TOWN CA 92509		
CA 925 0-01		
UPS GROUND		
TRACKING #: 1Z 2R4 89V 03 9001 6815		
BILLING: P/P		

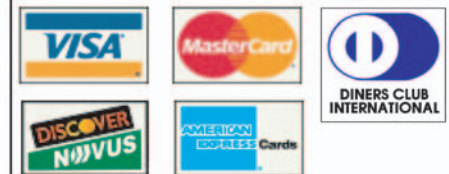
FedEx Internet

From: Origin ID: (702)943-6780 Russell (cellular) Encore Productions 3150 Paradise Road Suite 100 Las Vegas, NV 89109	Ship Date: 09/09/04 Actual Wgt: 4.13 Special: 0100110112000 Account: S*****
SHIP TO: (909)555-1212 BUGS BUNNY Acme Motors 1241 anyplace suite 111 Toon town, CA 92509	Delivery Address Use Code
** 2DAY **	
TRK# 7908 2199 1051	ONT A2
92509 -CA-US	VY ONTA

SAVE
\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

Use your own account*
and

AVAILABLE PAYMENT OPTIONS

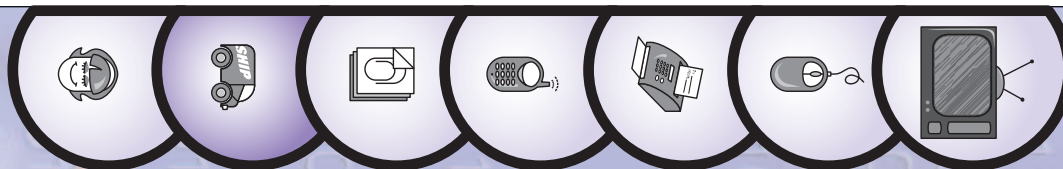


* handling fee applies

Phone us at: 702-943-6780

Fax us at: 702-943-6781

SHIPPING



TERMS AND CONDITIONS

DEFINITIONS

On this Shipping Form, "we," "our," and "us" refer to Encore Business Services, its employees, and agents. "You" and "your" refer to the sender, its employees, and agents. "Carrier" refers to the service provider that has been selected (FedEx, UPS, DHL and Airborne Express)

AGREEMENT TO TERMS

By giving us your package to deliver, you agree to all the terms on this Shipping Form. You also agree to those terms on behalf of any third party with an interest in the package. No one is authorized to change the terms of our Agreement.

RESPONSIBILITY FOR PACKAGING AND COMPLETING SHIPPING FORM

You are responsible for adequately packaging your goods and properly filling out this Shipping Form. If you omit the number of packages and/or weight per package, our billing will be based on our best estimate of the number of packages we received and/or an estimated "default" weight per package as determined by us.

RESPONSIBILITY FOR PAYMENT

Even if you give us different payment instructions, you will always be primarily responsible for all delivery costs, as well as any cost we incur in either returning your package to you or warehousing it pending disposition.

LIMITATIONS ON OUR LIABILITY AND LIABILITIES NOT ASSUMED

Our liability in connection with this shipment is limited to the lesser of your actual damages or \$100, even if you declare a higher value, pay an additional charge, and document your actual loss in a timely manner. You may pay an additional charge for each additional \$100 of declared value. In any event, we will not be liable for any damage, whether direct, incidental, special, or consequential in excess of \$100 whether or not Encore Business Services had knowledge that such damages might be incurred including but not limited to loss of income or profits. Any claim for damages in excess of our maximum liability must be directed to the carrier of your package.

We won't be liable:

- for your acts or omissions, including but not limited to improper or insufficient packing, securing, marking, or addressing, or those of the recipient or anyone else with an interest in the package.
- if you or the recipient violates any of the terms of our Agreement.
- for loss or damage to shipments of prohibited items.
- for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, perils of the air, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts of public authorities with actual or apparent authority.

DECLARED VALUE LIMITS

The highest declared value allowed for an Envelope and Pak shipment is \$500. For other shipments, the highest declared value allowed is \$50,000 unless your package contains items of extraordinary value, in which case the highest declared value allowed is \$500. "Items of extraordinary value include shipments containing such items as artwork, jewelry, furs, precious metals, negotiable instruments, and other items listed in the FedEx Service Guide. You may send more than one package on this Shipping Form and fill in the total declared value for all packages, not to exceed the \$100, \$500, or \$50,000 per package limit described above, (Example: 5 packages can have a total declared value of up to \$250,000.) In that case, FedEx liability is limited to the actual value of the package(s) lost or damaged, but may not exceed the maximum allowable declared value(s) or the total declared value, whichever is less. You are responsible for proving the actual loss or damage.

FILING A CLAIM

You must make all claims to the carrier of your package in writing within 30 days. You may call our Shipping Department at 702-943-6780 to obtain further details. Within 90 days after you notify the carrier of your claim, you must send us all the information you have about it. If the recipient accepts your package without noting any damage on the delivery record, the carrier will assume the package was delivered in good condition. For the carrier to process your claim, you must make the original shipping cartons and packaging available for inspection.

RIGHT TO INSPECT

We may, at our option, open and inspect your packages before or after you give them to us to deliver.

RIGHT OF REJECTION

We reserve the right to reject a shipment when such shipment would be likely to cause delay or damage to other shipments, equipment, or personnel; or if the shipment is prohibited bylaw; or if the shipment would violate any terms of our Shipping Form.

C.O.D. SERVICES

C.O.D. service is not available through Encore Business Services.

AIR TRANSPORTATION TAX INCLUDED

A federal excise tax when required by the Internal Revenue Code on the air transportation portion of this service, if any, is paid by the carrier of your package.

MONEY-BACK GUARANTEE

In the event of untimely delivery, the carrier of your package is responsible and will, at your request and with some limitations, refund or credit all transportation charges.

ENCORE BUSINESS SERVICES, 3150 PARADISE RD., STE. 100, LAS VEGAS, NV 89109, 702.943.6780

LABOR SERVICES

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PAYMENT TYPE (check one)

☐ VISA ☐ Discover ☐ Money Order

☐ MasterCard ☐ American Express ☐ Check*

*A major credit card must be used for a security deposit if paying by check.

ACCOUNT #: _____

EXPIRATION: ____ / ____

SIGNATURE

PO# OR REFERENCE:

MAKE YOUR SELECTION

Qty	Description	Cost	Onsite	# of Hours	Total
	Typist/Word Processor/Data Entry	\$28/hr			
	Secretary (Dictation and Transcription)	\$30/hr			
	Computer Operator/Desktop Publisher	\$37. ⁵⁰ /hr			
	Foreign Language Interpreters (Specify)	Call			
	Booth Attendant** (if available)	\$32/hr			
	Specialty Attendant / Models	Call			

Your Order's Total

Schedule

Qty	Type of Labor	Date/Time	Reporting Instructions
	☐ Typist/Word Processor/Data Entry ☐ Computer Operator/Desktop Publisher ☐ Secretary (Dictation/Transcription) ☐ Foreign Language Interpreters (Specify: _____) ☐ Booth Attendant ☐ Specialty Booth Attendant	Start Date: _____ End Date : _____ Start: ____:____ am/pm End: ____:____ am/pm	
	☐ Typist/Word Processor/Data Entry ☐ Computer Operator/Desktop Publisher ☐ Secretary (Dictation/Transcription) ☐ Foreign Language Interpreters (Specify: _____) ☐ Booth Attendant ☐ Specialty Booth Attendant	Start Date: _____ End Date : _____ Start: ____:____ am/pm End: ____:____ am/pm	
	☐ Typist/Word Processor/Data Entry ☐ Computer Operator/Desktop Publisher ☐ Secretary (Dictation/Transcription) ☐ Foreign Language Interpreters (Specify: _____) ☐ Booth Attendant ☐ Specialty Booth Attendant	Start Date: _____ End Date : _____ Start: ____:____ am/pm End: ____:____ am/pm	

BOOST YOUR MANPOWER...

A variety of professionals are waiting to assist in your success.

Terms and conditions for cancellation: Full refund 5 business days in advance of event date. 75% refund 3 business days in advance of show date. No refund 2 business days in advance of show date. **No refund on day of Service or last minute orders.** Prices are subject to change on availability.

****Conditions regarding booth attendants:** By law we do not discriminate against race, gender, or age. If you hire a booth attendant, he or she will have an outgoing personality, and will be dressed in business attire unless otherwise requested. He or she is fully capable of doing the job they are hired for. There will be a **4 hour minimum per employee per day.** If you want a specific age, weight, sex, or look, ENCORE will be more than happy to assist you with the selection of a model.

Please sign below to acknowledge your acceptance of the conditions specified and of the attendants provided for:

LABOR SERVICES



EXCLUSIVE
PROVIDER

SCOOTER RENTAL

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☐ VISA	☐ Discover
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☐ Check*	
*A major credit card must be used for a security deposit if paying by check.	
ACCOUNT #: _____	
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ATTENTION



EXHIBITORS

RECEIVE A DISCOUNT WHEN YOU PRE-ORDER!

	ADVANCED	ON-SITE
SCOOTER RENTAL	\$65.00 PER DAY	\$75.00 PER DAY
WHEELCHAIR RENTAL	\$20.00 PER DAY	\$25.00 PER DAY

CALCULATE TOTAL

QTY	DATES NEEDED	NO. OF DAYS	ON-SITE RATE	ADVANCED RATE		
			75 per day	65 per day	Scooter Sub Total	
			25 per day	20 per day	Wheelchair Sub Total	
					TOTAL	

RE-1000S
13-15-05

SCOOTER RENTAL

