**MAIL OR FAX FORMS WITH PAYMENT TO :**

ENCORE PRODUCTIONS AT CAESARS PALACE LAS VEGAS

**5150 So. Decatur Blvd., Las Vegas, Nevada 89118**

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net

| **Booth Number:** | **To receive advance order rate, Encore Productions must receive your completed order form, with billing information, fourteen (14) days prior to move-in.** | **EVENT NAME:** |
|---|---|---|
| EVENT DATES: | INSTALL LOCATION IN ROOM/BOOTH: | |
| **INSTALL** Date & Time: | **DISCONNECT** Date & Time: | |
| EXHIBITING COMPANY NAME: | | |
| ONSITE CONTACT: | ON-SITE PHONE: | |
| ORDERED BY: | EMAIL ADDRESS: | |

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

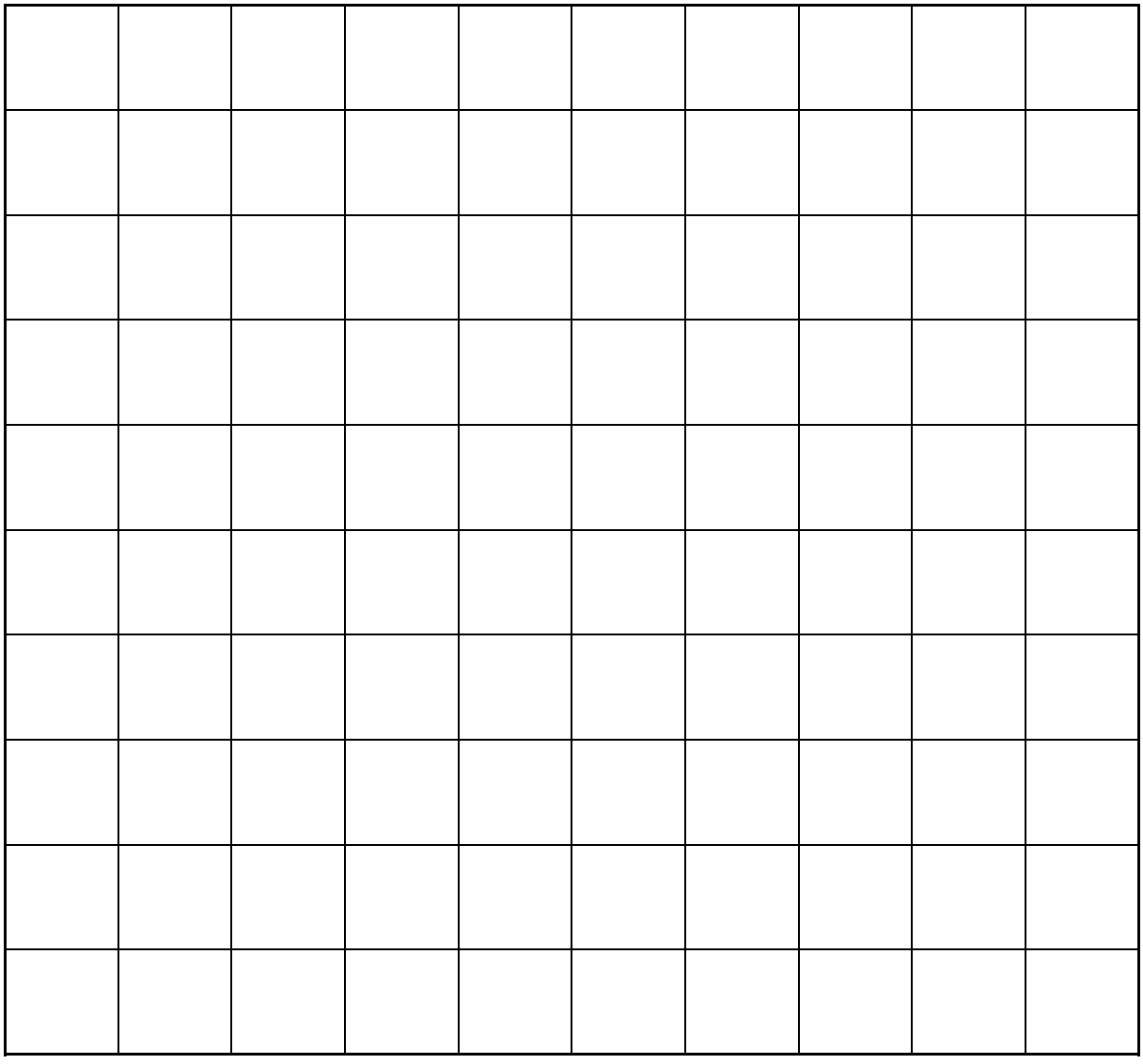
# BOOTH LAYOUT FORM

**Instructions:** 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

**Back of Booth/Aisle Number: (indicate adjacent Booth)** _____

Adjacent Booth # _____



Adjacent Booth # _____

**Front of Booth/Aisle Number: (indicate adjacent Booth)** _____