

# Exhibitor Order Form

## Service Order Form For Trade Show Exhibitors

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Vendor/Exhibitor Name: \_\_\_\_\_ Booth #(if known): \_\_\_\_\_

Vendor/Exhibitor Phone: \_\_\_\_\_ Vendor/Exhibitor Email: \_\_\_\_\_

| Description                                   | Qty   | Pre Order Charge<br>Per Day / Each | Day of Order Charge<br>Per Day / Each | Total |
|---|-------|------------------------------------|---------------------------------------|-------|
| <b>ITEMS</b>                                  |       |                                    |                                       |       |
| Kids Activities                               | _____ | Ask your catering manager!         |                                       | _____ |
| Character Visit                               | _____ | \$150 / hour/ character            |                                       | _____ |
| Massages                                      | _____ | Ask your catering manager!         |                                       | _____ |
| <b>ELECTRIC</b>                               |       |                                    |                                       |       |
| 120 Volts - Standard/20 Amps                  | _____ | \$50 / day                         | \$100 / day                           | _____ |
| 120/250 Volts - Single Ph/20 Amps             | _____ | \$250 / day                        | \$300 / day                           | _____ |
| 120/250 Volts - Single Ph/30 Amps             | _____ | \$350 / day                        | \$385 / day                           | _____ |
| 208 Volts - 3 Ph/30 Amps                      | _____ | \$750 / day                        | \$1,000 / day                         | _____ |
| <b>AUDIO VISUAL</b>                           |       |                                    |                                       |       |
| TV Monitor (20") On Cart/Stand                | _____ | \$150 / day                        | \$200 / day                           | _____ |
| TV Monitor (65") On Cart/Stand                | _____ |                                    |                                       |       |
| limited availability                          | _____ | \$250 / day                        | \$300 / day                           | _____ |
| High Speed Broadband Line                     | _____ | \$100 / day                        | \$125 / day                           | _____ |
| Laptop Computer                               | _____ | \$300 / day                        | \$350 / day                           | _____ |
| Flipchart W/Markers                           | _____ | \$45 / day                         | \$50 / day                            | _____ |
| Easel   | _____ | \$15 / day                         | \$20 / day                            | _____ |
| Power Strips                                  | _____ | \$10 / day                         | \$15 / day                            | _____ |
| Extension Cords                               | _____ | \$10 / day                         | \$15 / day                            | _____ |
| AV Cart *Includes extension cord w/ 3 outlets | _____ | \$40 / day                         | \$50 / day                            | _____ |
| DVD Player                                    | _____ | \$45 / day                         | \$55 / day                            | _____ |
| HDMI/VGMA Cables                              | _____ | \$20 / day                         | \$30 / day                            | _____ |
| <b>FURNITURE / LINENS</b>                     |       |                                    |                                       |       |
| 8' x 30" Banquet Table                        | _____ | \$50 / day                         | \$75 / day                            | _____ |
| 8' x 18" Banquet Table                        | _____ | \$50 / day                         | \$75 / day                            | _____ |
| 6' Round Table                                | _____ | \$50 / day                         | \$75 / day                            | _____ |
| 5' Round Table                                | _____ | \$50 / day                         | \$75 / day                            | _____ |
| 3' Tall Cocktail Table                        | _____ | \$50 / day                         | \$75 / day                            | _____ |
| 3' Short Cocktail Table                       | _____ | \$50 / day                         | \$75 / day                            | _____ |
| Banquet Table Linen                           | _____ | \$25 / day                         | \$35 / day                            | _____ |
| Round Table Linen (90"x90")                   | _____ | \$25 / day                         | \$35 / day                            | _____ |

GENERAL INFORMATION: Electrical and Exhibitor Service forms must be received at least ten (10) days prior to your setup day/date. The "Day of Order" request is for any additions or add on requests made the day of the show. The electrician and audio visual technician will have a copy of your requested service order. Any late additions or add-ons will be billed at the "Day of" listed price. Cancellations must be received 24 business hours prior to arrival date or a charge of 50% of amount will be charged.

TAX/SERVICE CHARGE: Please note that all orders are subject to a 8.25% tax and 24% service charge.

IMPORTANT: Note- This order must be received by Kalahari Resort no later than 10 days prior to your setup. This will ensure installation has been completed prior to your setup. Late Orders will be serviced after completion of all early orders.

SPECIAL NOTE: Kalahari Resort requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. All equipment be UL listed. All splices must be installed in a metal closure to prevent emission of sparks.

IN ADDITION: Any additional material supplied by Kalahari Resort will be charged to the guest. Special request for additional electrical services can be made through our Engineering Department.

### METHOD OF PAYMENT:

**I hereby authorize Kalahari Resort & Convention Center to use the credit card for full payment of equipment ordered as indicated above.**

Exact Name on Card: \_\_\_\_\_ Company Name: \_\_\_\_\_

Last 4 Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

If you are in question as to the amount of amps your equipment will need, a small identification tag should be affixed to the bottom or sides indicating the model number, serial number, voltage and amps required to operate it. Use the following formula to convert watts to amps if the wattage is available: Divide the number of watts by the voltage (current) necessary to operate the equipment.

RETURN TO: CONFERENCE SERVICES/EXHIBIT SERVICES Kalahari Resort and Convention Center 3001 Kalahari Blvd., Round Rock, TX 78665

Email to RRCATERING@KALAHARIRESORTS.COM