



EXHIBITOR ORDER FORM

Show Name: _____ **Exhibitor Name / Phone:** _____

Date of Show: _____ **Booth # (If Available):** _____

Each Booth for this Show includes the following basic set-up: _____

Outlets Item	Number Needed	Regular Price	Late Order
120 VOLTS - STANDARD 20 Amps	_____	\$25.00	\$50.00
125/250 VOLTS - SINGLE PH 20 Amps	_____	\$200.00	\$150.00
125/250 VOLTS - 3 PH 30 Amps	_____	\$250.00	\$285.00
208 VOLTS - SINGLE PH 30 Amps	_____	\$225.00	\$285.00
ADDITIONS			

TV (27") & VCR on Cart	_____	\$95.00	\$120.00
High Speed Broadband Line	_____	\$100.00	\$125.00
Laptop Computer	_____	\$200.00	\$250.00
Flipchart w/Markers	_____	\$25.00	\$30.00
Easel	_____	\$10.00	\$20.00
Power Strips	_____	\$5.00	\$10.00
Extension Chords	_____	\$5.00	\$10.00

***Please contact Hotel Representative for additional items not listed on this order form. A quote and contract for additional items will be provided based on request. 419 433 7200 Ext: 34222 and ask to speak with your Conference Services Manager.**

IMPORTANT

Note-This order must be received by Kalahari Resort no later than 15 days prior to your setup. This will insure installation has been completed prior to your setup.

Late Orders will be serviced after completion of all early orders.

SPECIAL NOTICE!

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:

Please Check One

____ Check Enclosed ____ Credit Card Information Enclosed

CREDIT CARD AUTHORIZATION

I hereby authorize Kalahari Resort & Convention Center to use the credit card as indicated below.

Exact Name on Card: _____

Credit Card Number: _____
Exp: _____

Company Name: _____

Authorized Signature: _____

Print/Type Name: _____

Telephone # _____ **Fax #** _____

Billing Address on Credit Card Account:

General Information

Electrical and Exhibitor Service forms must be received at least fifteen (15) days prior to your setup day/date. The "late order" price quotes will be in effect should we receive your form later than the 15 days prior to your setup. 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 "late order" listed price. Cancellations must be received 24 business hours prior to arrival date or a charge of 50% of amount will be charged. *Thank you in advance for your assistance on this matter.*

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 7000 Kalahari Drive Sandusky, Ohio 44870

Or Fax to: 419 433 7748