

Service Order Form

Show Name: _____ Exhibitor Name / Phone: _____

Date of Show: _____ Booth Number (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	_____	\$30	\$50
125/250 VOLTS - SINGLE PH 20 Amps	_____	\$200	\$250
125/250 VOLTS - 3 PH 30 Amps	_____	\$250	\$285
208 VOLTS - SINGLE PH 30 Amps	_____	\$225	\$285

ADDITIONS

TV (27") & VCR on Cart High	_____	\$95	\$120
Speed Broadband Line	_____	\$100	\$125
Flipchart w/markers	_____	\$25	\$30
Easel	_____	\$5	\$10
Power Strips	_____	\$5	\$10
Extension cord	_____	\$5	\$10

Please contact our Meeting Concierge for additional items not listed on this order form at 419.433.7200 Ext. 34282 or email at OHMeetingConcierge@KalahariResorts.com.

IMPORTANT

This order must be received by Kalahari Resort no later than 15 days 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 our electrical code. All equipment must 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 requests 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 Waterpark Resort Convention Center to use the credit card as indicated below.

Exact Name on Card: _____

Credit Card Type: _____ Last 4 Digits: _____

Exp. Date: ____ / ____ Billing Zip/Postal Code: _____

Company Name: _____

Authorized Signature: _____

Print/Type Name: _____

Email: _____

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 apply if 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: OHMeetingConcierge@KalahariResorts.com or Kalahari Waterpark Resort Convention Center, 7000 Kalahari Drive Sandusky, Ohio 44870 or Fax to: 419.433.7748