

# (Kalahari Fax 608.254.8609) Service Order Form

## Service Order Form For Trade Show Exhibitors

Name of Show / Event: \_\_\_\_\_ Date of Show / Event: \_\_\_\_\_  
 Company / Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Telecommunications / Other Utilities

Qty	Description	Charge	# of days	Total	Qty	Description	Charge	# of days	Total
___	120v Electrical Hookup 20amp - Standard	\$50 Flat	_____	_____	___	Water Hook UP (available in certain areas)	\$50 / Flat	_____	_____
___	125/250v Electrical 20amp single phase	\$200 / day	_____	_____	___	32" Monitor	\$75 / day	_____	_____
___	125/250v Electrical 30amp three phase	\$250 / day	_____	_____	___	60" Monitor <small>(Limited Availability)</small>	\$200 / day	_____	_____
___	208v Electrical 20amp single phase	\$200 / day	_____	_____	___	6' x 8' Screen	\$40 / day	_____	_____
___	VGA or HDMI Cable	\$20 / day	_____	_____	___	High Speed Internet	\$75 / day	_____	_____
___	Video Data Projector	\$300 / day	_____	_____	___	Shipping		_____	_____
___	Lexon Ice	\$25	_____	_____					
___	Scissor Lift	\$75 / hr	_____	_____					
___	Fork Lift	\$75 / hr	_____	_____					
___	Fork Lift <small>(Customer provides certified insured driver)</small>	\$250 / day	_____	_____					
									TOTAL: _____
									21% surcharge (if applicable): _____
									Sales Tax: 6.75% of Sub-Total: _____
									TOTAL AMOUNT DUE: _____

### Rules and Regulations

1. Some services are on a first come / first served basis.
2. Orders received less than 10 (ten) days prior to show will be charged a 21% surcharge for the total order.
3. Orders received without payment will be charged a 21% surcharge for the total order.
4. Canceled orders, prior to show, will receive a 50% refund.
5. Kalahari Resort is not responsible for any power surges or other power fluctuations.
6. The use of triple or quad attachment plugs is strictly prohibited.
7. Fuel powered equipment or vehicles, open flames, and exhibits over 2000 pounds must receive prior approval in writing from the resort.
8. Any damage to the resort will be the sole responsibility of the exhibitor.
9. Exhibit space is carpeted. Exhibitor is responsible for repair / replacement charges to damaged carpet.
10. Specific plug adapters to match Kalahari's available plugs are exhibitors responsibility.

I have read, understand and agree to all the Rules and Regulations as stated above.

\* A Kalahari representative will call you for payment information once the service order has been received.