



SERVICE ORDER FORM

Show Name: _____ Date of Show: _____

Exhibitor Name: _____ Exhibitor Phone: _____

Exhibitor Email: _____ Booth Number (If Available): _____

Each booth for this show can include the following choices:

POWER	QTY PER DAY	PRE-ORDER PRICE	DAY-OF ORDER PRICE	NUMBER OF DAYS
120 VOLTS - STANDARD 20 Amps	_____	\$25	\$50	_____
I Prefer My Electrical Connection As (Circle One):	1 Extension Cord	1 Power Strip	No Preference	
208 VOLTS - 3PH 30 Amps	_____	\$500	\$750	_____
Circle One:				
AUDIO VISUAL				
TV Monitor (42") On Cart/Stand	_____	\$150	\$200	_____
TV Monitor (52") On Cart/Stand	_____	\$225	\$275	_____
High-Speed Internet Hardline	_____	\$150	\$200	_____
Private WiFi Line	_____	\$150	\$200	_____
Flipchart with Markers	_____	\$25	\$30	_____
Easel	_____	\$10	\$20	_____
AV Cart	_____	\$45	\$95	_____
Additional Power Strip	_____	\$5	\$10	_____
Additional Extension Cord	_____	\$5	\$10	_____
FURNITURE/ LINENS				
8' Banquet Table	_____	\$10	\$20	_____
3' Tall Cocktail Table	_____	\$10	\$20	_____
High-Top Bar Stool	_____	\$10	\$20	_____
3' Short Cocktail Table	_____	\$10	\$20	_____
8' Table Linen	_____	\$25	\$35	_____
Round Table Linen (90"x90")	_____	\$8	\$15	_____
Total Number of Items	_____	Total Number of Days	_____	
		Taxes	_____	
		Total	_____	

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 on 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. Day-of electrical, AV, or furniture orders will be delivered to your booth within 4 hours of payment. Cancellations must be received 24 business hours prior to the arrival date, or a charge of 50% of the amount will be charged.

TAX/SERVICE CHARGE

Please note that all orders are subject to a 6% tax and a 24% service charge.

IMPORTANT

This order must be received by Kalahari Resorts & Conventions no later than ten (10) days prior to your setup. This will ensure that installation has been completed prior to your setup. Late Orders will be serviced after the completion of all early orders.

SPECIAL NOTICE

Kalahari Resorts & Conventions 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 the emission of sparks.

IN ADDITION

Any additional material supplied by Kalahari Resorts & Conventions will be charged to the guest. Special requests for additional electrical services can be made through our Engineering Department. will be charged to the guest.

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: _____

Credit Card Type: _____ Last 4 Digits: _____

Exp. Date: _____ / _____

Billing Zip/Postal Code: _____

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Email: _____

Telephone # _____

Billing Address on Credit Card Account:

If you are in question as to the number 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 watts by the voltage (current) necessary to operate the equipment.

RETURN TO: CONFERENCE SERVICES/ EXHIBIT SERVICES:

Kalahari Resorts & Convention Center PO Box B, 250 Kalahari Blvd., Pocono Manor, PA 18349
Email Tyquana at TClark@kalahariresorts.com or fax to 570-580-9222