(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
___	120v Electrical Hookup 20amp - Standard	$50 Flat		_____
___	125/250v Electrical 20amp single phase	$200 / day	_____	_____
___	125/250v Electrical 30amp three phase	$250 / day	_____	_____
___	208v Electrical 20amp single phase	$200 / day	_____	_____
___	VGA or HDMI Cable	$20 / day	_____	_____
___	Video Data Projector	$300 / day	_____	_____
___	Lexon Ice	$25	_____	_____
___	Scissor Lift	$75 / hr	_____	_____
___	Fork Lift	$75 / hr	_____	_____
___	Fork Lift (Customer provides certified insured driver)	$250 / day	_____	_____

Qty	Description	Charge	# of days	Total
___	Water Hook UP (available in certain areas)	$50 / Flat	_____	
___	32" Monitor	$75 / day	_____	_____
___	60" Monitor (Limited Availability)	$200 / day	_____	_____
___	6' x 8' Screen	$40 / day	_____	_____
___	High Speed Internet	$75 / day	_____	_____
	Shipping		_____	_____

TOTAL: _____

24% 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 24% surcharge for the total order.**
3. **Orders received without payment will be charged a 24% 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.