

(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: \_\_\_\_\_  
 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	_____	_____	___	Forklift		_____	_____
___	125/250v Electrical 20amp single phase	\$200 / day	_____	_____	___	Waste Removal	Call your Catering Manager Ext. 41205	_____	_____
___	125/250v Electrical 30amp three phase	\$250 / day	_____	_____	___	Additional Furniture		_____	_____
___	208v Electrical 20amp single phase	\$200 / day	_____	_____	___	Telephone	\$15 / Day	_____	_____
___	Analog Phone Line	\$30 / day	_____	_____	___	Water Hook Up (available in certain areas)	\$50 Flat	_____	_____
___	High Speed Internet / T1 Access or Wireless	\$75 / day	_____	_____	___	Storage	Call your Catering Manager Ext. 41205	_____	_____

Shipping \_\_\_\_\_

TOTAL: \_\_\_\_\_

20% surcharge (if applicable): \_\_\_\_\_

Sales Tax: 6% 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 20% surcharge for the total order.
3. Orders received without payment will be charged a 20% 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.

**Payment Information**

Circle one: Credit Card / Check

Enclosed Total Amount: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Type of Credit Card (Circle one):

Visa / Master Card / Discover / American Express