



# Exhibitor Order Form

Pricing expires 12/31/25

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Vendor/Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Vendor/Exhibitor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<u>AUDIO VISUAL</u>	<u>QTY</u>	<u>DAYS</u>	<u>TOTAL</u>
27" TV Monitor w/stand & 25ft. HDMI	_____ \$110	_____	_____
43" TV Monitor w/stand & 25ft. HDMI	_____ \$325	_____	_____
65" Monitor w/rolling stand & 25ft. HDMI	_____ \$450	_____	_____
High Speed Broadband Line (5MB)	_____ \$350	_____	_____
Laptop Computer	_____ \$400	_____	_____
Flipchart w/Markers	_____ \$70	_____	_____
Easel	_____ \$20	_____	_____
AV Cart w/extension cord	_____ \$60	_____	_____
Power strip/extension cord	_____ \$40	_____	_____

<u>ELECTRICAL</u>	<u>PRE ORDER CHARGE</u>		
120 Volts – Standard 20 Amps	_____ \$160	_____	_____

**GENERAL INFORMATION:** Electrical and Exhibitor Order forms must be received at least ten (10) days prior to set up day. The electrician and AV technician will have a copy of your order. Cancellations within 24 hours of install date will be subject to a 50% charge.

**ELECTRICAL ORDERS:** Kalahari Resort requires that no electrical equipment or apparatus be connected unless it is UL listed. All splices must be installed in a metal closure to prevent emission of sparks. Please check your equipment for the amount of amps required. Divide the number of watts by the voltage (current) to determine amount of amperage.

**TAX/SERVICE CHARGE:** Please note that all orders are subject to 8.25% tax and 25% service charge.

**Onsite Equipment Requests:** Items: \_\_\_\_\_ Quoted Price: \_\_\_\_\_

**METHOD OF PAYMENT:**

I hereby authorize Kalahari Resorts & Conventions to use the credit card for full payment of order as indicated above.

Exact Name on Card \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**RETURN TO: CONFERENCE SERVICES Kalahari Resort & Convention Center 3001 Kalahari Blvd. Round Rock, TX 78665**

**EMAIL TO: [RRCATERING@KALAHARIRESORTS.COM](mailto:RRCATERING@KALAHARIRESORTS.COM)**

**For assistance, please call 512-582-4760**