

EXHIBITOR SERVICE MANUAL



FleetCon 2021

Kalahari Resorts

August 30 - September 1, 2021



TEXAS XPO 
TEXAS EXPOSITION SERVICES

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

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TEXAS EXPOSITION SERVICES

QUICK FACTS

EVENT SCHEDULE

	Day	Date	Time
Exhibitor Move-In	Monday	August 30, 2021	10:00 AM - 5:00 PM (9:00 AM Faster Asset Move-In; 10:00 AM Vehicle Move In; 12:00 PM Vendor Move-In)
Show Hours	Tuesday	August 31, 2021	6:30 AM - 8:00 AM 9:00 AM - 10:00 AM 11:15 AM - 12:15 PM 2:00 PM - 4:00 PM
	Wednesday	September 1, 2021	10:00 AM - 11:45 AM
Exhibitor Move-Out	Wednesday	September 1, 2021	1:00 PM - 5:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - BLACK backwall drape, 3' BLACK sidewall drapes
- 1 - 6' x 30" BLACK skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

Aisles will be carpeted in
MULTI-COLORED HOTEL

This facility **is** carpeted.

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, August 23, 2021**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

FleetCon 2021

Exhibiting Company Name / Booth Number

c/o LibertyCFS / Texas XPO

9018 Tuscany Way, Austin, TX 78754

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:

Kalahari Resorts

FleetCon 2021

Exhibiting Company Name / Booth Number

c/o Texas XPO

3001 Kalahari Blvd, Round Rock, TX 78665

Shipments will be received at the exhibit facility **ONLY** on: **Monday, August 30, 2021 between 10:00 AM - 5:00 PM**. Any shipments received outside these listed times will incur additional charges.

Move-Out Note: All carriers must check in no later than **2:00 PM on Wednesday, September 1, 2021** or freight will be shipped via the house carrier.

Texas XPO Customer Service

Phone: (281) 800-1600 / Fax: (281) 800-2600

Email: Orders@TexasXpo.com

Show Management

Heather L. Dyer, Business Manager, FleetPros

Phone: (800) 667-6362

Email: business.manager@fleetpros.org

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CREDIT CARD AUTHORIZATION AND AGREEMENT

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

☐ Personal Card ☐ Corporate Card

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ CHECK*

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date:

M	M	Y	Y

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? ☐ Yes ☐ No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact Texas XPO for removal. Booth inventory is conducted daily and items not rented from Texas XPO will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including Texas XPO Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

21-TX0810-T

Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19)

The impact of Coronavirus has been unlike anything our live event industry has ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their business. Due to these unprecedented circumstances, Texas XPO has temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to Texas XPO's commencement of moving in the event.

- We will offer **100%** refunds on standard furniture and accessory rentals, standard carpet & padding, rental exhibits (non-custom), displays and counters (non-custom), and cleaning services. Custom-cut and plush carpet will be refunded at 70-100% based on the cancellation date.
- Custom rental exhibits will be refunded 50%-100% based on cancellation date and production status.
- We will charge for work performed for labor, material handling and transportation.
- Graphics (signage) and custom fabrication are refunded based on level of completion.
- All products/services not listed above will be charged per contracted terms.

The Texas XPO Customer Service Team will reach out to Exhibitors to assist with freight as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

FAQ's - Frequently Asked Questions

1. How do I cancel my order?

A. As soon as we are informed of a cancelled event, we will begin working through cancelling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

2. If I just sent my order, will it be processed, and will my card be charged?

A. If we have been notified by the event organizer that the event has cancelled, we will not process the order.

3. When will I get a refund?

A. If a refund is due, payments made by credit card will be refunded immediately. Refunds for other payment types will be issued by our Accounts Receivable Department as soon as invoices are finalized.

4. Will I still be charged material handling for my shipment?

A. Yes. Material Handling charges will apply and will be based on where your freight was shipped and if it has been taken to show site by the time of cancellation.

5. I already shipped my freight to the Texas XPO Advance Warehouse or the event. Can you send it back to me?

A. Yes. With the shipment already in our possession, we can easily return your freight to the destination of your choice. Please contact us at orders@TexasXPO.com to make these arrangements.

Texas XPO reserves the right to modify this and other policies at any time.

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LIMITS AND LIABILITIES

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between Texas Exposition Services, LLC. ("Texas XPO") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to Texas XPO's advance warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with Texas XPO; (4) Work is performed on behalf of Exhibitor by labor secured through Texas XPO. For purposes of this contract, the name "Texas XPO" shall be construed with the meaning of Texas Exposition Services, LLC., DBA Texas XPO and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors Texas XPO may hire. Texas XPO shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Texas XPO does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Texas XPO's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of Texas XPO except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond Texas XPO's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise Texas XPO of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Texas XPO requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Texas. In the event of any dispute between the Exhibitor and Texas XPO relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Texas XPO for its services, as an offset against the amount of any alleged loss or damages. Any claim against Texas XPO shall be considered a separate transaction, and shall be resolved on its own merits. Texas XPO reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Texas XPO may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Texas XPO hereby provides notice that it reserves the right, and Exhibitor authorizes Texas XPO, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless Texas XPO and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through Texas XPO, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Texas XPO's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or Texas XPO.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to Texas XPO immediately at the show site, and in any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from Texas XPO's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against Texas XPO more than one (1) year after the date of loss or damage occurred. If found liable for any loss, Texas XPO's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to Texas XPO for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Texas XPO will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Texas XPO will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to Texas XPO by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Texas XPO and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by Texas XPO's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: Texas XPO shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Texas XPO shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. Texas XPO assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without Texas XPO labels, or improper information on the empty labels. Texas XPO will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and Texas XPO. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

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ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <http://texasexpo.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. New Users: Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. Previous Users: Username = Your email address
Password = Your pre-existing password
3. Find **FleetCon 2021** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
Texas XPO
281.800.1600
Orders@TexasXpo.com

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FURNITURE RENTAL ORDER FORM



FURNITURE

Description

Plastic Side Chair

Padded Arm Chair

Padded Counter Stool

Cocktail Table 18"H

Cocktail Table 30"H

Cocktail Table 42"H

Discount

\$ 69.75

\$105.00

\$121.25

\$114.25

\$146.75

\$172.50

Standard

\$ 97.75

\$147.00

\$169.75

\$160.00

\$205.50

\$241.50

Qty.

Total

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____



Blue



Burgundy



Black



Green



Gray



Purple



Red



Teal



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description

4' L x 24" W x 30" H

4' L x 24" W x 42" H

6' L x 24" W x 30" H

6' L x 24" W x 42" H

8' L x 24" W x 30" H

8' L x 24" W x 42" H

4th Side Skirt 30"

4th Side Skirt 42"

Discount

\$135.75

\$176.00

\$154.50

\$200.50

\$187.00

\$227.75

\$ 46.00

\$ 51.25

Standard

\$190.00

\$246.50

\$216.25

\$280.75

\$261.75

\$318.75

\$ 64.50

\$ 71.75

Qty.

Total

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Please select skirt color:

- ☐ Blue ☐ Purple
☐ Burgundy ☐ Red
☐ Black ☐ Teal
☐ Green ☐ White
☐ Gray ☐ Yellow
☐ Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS - 12" w x 8" h (Covered in white vinyl)

Description

4' Long, Single Step Riser

6' Long, Single Step Riser

Discount

\$ 58.00

\$ 87.25

Standard

\$ 81.25

\$122.25

Qty.

Total

\$ _____

\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description

Side Rail Drape 3'

8' Background Drape

Discount

\$ 21.25

\$ 24.25

Standard

\$ 29.75

\$ 34.00

Qty.

Total

\$ _____

\$ _____

Please select drape color:

- ☐ Blue ☐ Purple
☐ Burgundy ☐ Red
☐ Black ☐ Teal
☐ Green ☐ White
☐ Gray ☐ Yellow

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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TEXAS EXPOSITION SERVICES

ACCESSORY RENTAL ORDER FORM



(actual products may vary)

ACCESSORIES

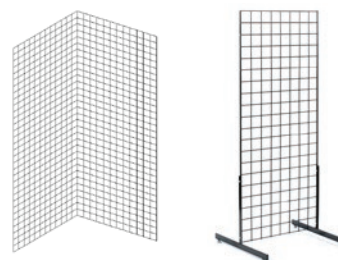
Description	Discount	Standard	Qty.	Total
Literature Rack	\$132.75	\$185.75	_____	\$ _____
Security Cage	\$395.00	\$553.00	_____	\$ _____
Wastebasket	\$ 22.00	\$ 30.75	_____	\$ _____
Easel	\$ 30.00	\$ 42.00	_____	\$ _____
Chrome Sign Frame (22"W x 28"H)	\$108.75	\$152.25	_____	\$ _____
Waterfall Bag Rack	\$121.25	\$169.75	_____	\$ _____
Chrome Stanchion	\$ 79.00	\$110.50	_____	\$ _____
Chrome Bag Holder	\$127.50	\$178.50	_____	\$ _____
Chrome Clothes Tree	\$127.50	\$178.50	_____	\$ _____
White/Silver Plastic Chain(per ft.)	\$ 6.50	\$ 9.00	_____	\$ _____
Crossbar	\$ 30.75	\$ 43.00	_____	\$ _____
Upright with Base	\$ 37.00	\$ 51.75	_____	\$ _____
6' Garment Rack w/Wheels	\$ 73.25	\$102.50	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

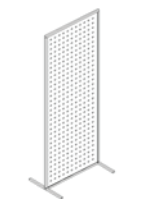
At least two panels are needed to be free standing without the use of feet.

Description	Discount	Standard	Qty.	Total
2' x 8' Grid Wall	\$131.00	\$183.50	_____	\$ _____
Pair of feet	\$ 51.25	\$ 71.75	_____	\$ _____



WHITE PEG BOARD (Shown on the right)

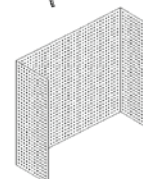
Description	Discount	Standard	Qty.	Total
Style A - 30" w x 8' h Panel	\$211.75	\$ 296.50	_____	\$ _____
Style B - 81" w x 6' h Panel	\$146.25	\$ 204.75	_____	\$ _____
Style C - 116" w x 8' h Panel	\$835.50	\$1,169.75	_____	\$ _____
Peg Board Shelving 4' long	\$ 45.00	\$ 63.00	_____	\$ _____



Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)



Style C
2' Returns

TACK BOARD (Not displayed) Velcro Compatible

Description	Discount	Standard	Qty.	Total
Style A - 4' w x 8' h Panel	\$225.00	\$ 315.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$225.00	\$ 315.00	_____	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

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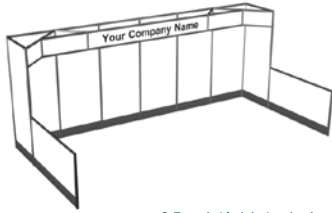
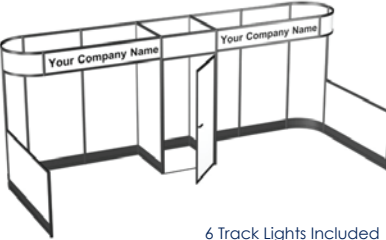
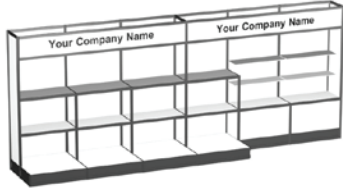
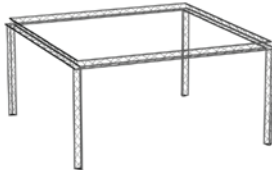
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STANDARD MODULAR EXHIBIT

(#1) Curved Tabletop Pop-up  Silver Velcro Compatible with (1) spotlight. Table Not Included. \$903.25	(#2) Pop-up Display  10' wide x 8' high Velcro Compatible with (2) spotlights \$1,714.75	(#3) 10' x 10' Hard Wall Exhibit  3 Track Lights Included \$3,053.50	(#4) 10' x 10' Counter Exhibit  3 Track Lights Included \$3,246.00
(#5) 10' x 20' Exhibit  3 Track Lights Included \$5,155.75	(#6) 10' x 20' Curved Exhibit  6 Track Lights Included \$6,024.75	(#7) 10' x 20' Shelf Exhibit  6 Track Lights Included \$6,478.75	(#8) 20' x 20' Truss Unit  Truss Available in Various Sizes and Configurations \$8,024.25

NOTE: Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

• Additional Lights	Qty. _____	Light	@ \$118.25 each	= \$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$ 58.75 each	= \$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$193.00 each	= \$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.				
○ Red ○ Blue ○ Black ○ Gray	Qty. _____	Colored panels	@ \$ 20.50 each	= \$ _____
	Qty. _____	Velcro panels	@ \$ 46.00 each	= \$ _____

PRINT SIGN TEXT BELOW:

- Standard signage is black letters on a white background.
- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.

Unit# _____ Unit Price \$ _____

Add 30% if ordered after deadline \$ _____

SUBTOTAL MODULAR EXHIBIT RENTAL ORDER \$ _____

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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TEXAS XPO
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COUNTER OPTIONS

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

Curved Counters



Square Counters



Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
Curved Counter	45"L x 42"H x 22"D	\$720.25	\$1,008.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Square Counter	41"L x 42"H x 23"D	\$596.50	\$ 835.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Rectangle Counter	80"L x 42"H x 23"D	\$786.50	\$1,101.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
Curved Counter	42 3/4" x 39"	\$243.00	\$316.00	_____
Square Counter	38 1/4" x 39"	\$217.50	\$282.75	_____
Rectangle Counter	77 1/2" x 39"	\$440.75	\$573.00	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline.
Orders received after discount deadline may not be available.
Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

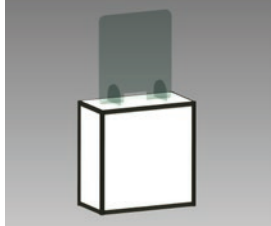
Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

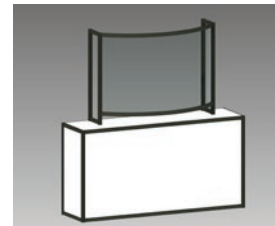
PLEXI SHIELDS & DIVIDER WALLS



1A



1B



1C

PLEXI SHIELDS

Description

1A: 36" Self-Standing Standard Plexi Shield

1B: 44" Plexi Shield (counter not included)

1C: 56" Curved Plexi Shield (counter not included)

Discount

\$305.00

\$380.00

\$480.00

Standard

\$355.00

\$440.00

\$555.00

Qty.

Total

\$ _____

\$ _____

\$ _____

COMPLETE THE PACKAGE!

Description

1B: Plexi Shield + Counter

1C: Curved Plexi Shield + Counter

Discount

\$600.00

\$700.00

Standard

\$685.00

\$805.00

Qty.

Total

\$ _____

\$ _____

Interested in adding custom graphics to your counter? Please see our options on Counter Options Page.



D1



D2



D3



D4

WALLS AND DIVIDERS

Description

D1: Large Divider Wall (79"x96")

D2: Plexi/Solid Wall Divider (39"x96")

D3: Solid Wall Divider (39"x96")

D4: Rolling/Clear Plexi Wall (39"x96")

Discount

\$475.00

\$325.00

\$275.00

\$600.00

Standard

\$550.00

\$375.00

\$325.00

\$750.00

Qty.

Total

\$ _____

\$ _____

\$ _____

\$ _____



(Actual model may vary)

SANITIZER KIOSK

Description

Sanitizer Kiosk (Graphics Included)

Discount

\$375.00

Standard

\$425.00

Qty.

Total

\$ _____

Have something different in mind? Contact our Customer Service Team for information and pricing on custom fabrication.

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

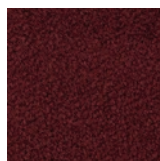
CARPET RENTAL ORDER FORM



Blue



Black



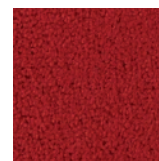
Burgundy



Gray



Green



Red



Teal

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Qty	Description	Discount	Standard	Total
_____	10' x 10'	\$ 260.25	\$ 364.25	\$ _____
_____	10' x 20'	\$ 520.50	\$ 728.50	\$ _____
_____	10' x 30'	\$ 780.75	\$1,092.75	\$ _____
_____	10' x 40'	\$1,041.00	\$1,457.00	\$ _____

For islands and booths larger than 10' x 40', standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

Please select standard or cut & lay carpet color:

- ☐ Blue ☐ Green
☐ Black ☐ Red
☐ Burgundy ☐ Teal
☐ Gray

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$4.75	\$6.50	\$ _____

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.

Swatches will be sent upon request.)

Description	Discount	Standard	Total
_____sq. ft.	\$7.00	\$9.75	\$ _____

Please select plush carpet color:

- ☐ Dusty Rose ☐ Light Teal
☐ Ivory ☐ Cream
☐ Baby Blue ☐ Sky Blue
☐ Misty Gray ☐ Silver Mist
☐ Cherry Red ☐ Burgundy
☐ Ebony ☐ Forrest Green
☐ Toast ☐ Navy
☐ Sandstone ☐ Gun Metal

PADDING & COVERING (per 10'x10' Space)

Quantity	Description	Discount	Standard	Total
_____	Padding	\$110.25	\$154.25	\$ _____
_____	Double Padding	\$220.50	\$308.50	\$ _____
_____	Visqueen	\$ 38.50	\$ 54.00	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

21-TX0810-T

Texas XPO is the Official Service Contractor, and the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
 - Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
 - Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
 - Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
 - Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.
-

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Texas XPO Service Desk. Once the container is completely empty, place a label on each container individually.
 - Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
 - At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.
-

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
 - All materials handled by Texas XPO are subject to the Terms and Conditions.
-

How do I Ensure that my SHIPPED MATERIALS ARE SECURE delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.
-

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$ 99.75 per cwt. \$199.50 minimum	\$149.75 per cwt. \$299.50 minimum	\$199.50 per cwt. \$399.00 minimum
A2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$142.75 per cwt. \$285.50 minimum	\$214.25 per cwt. \$428.50 minimum	\$285.50 per cwt. \$571.00 minimum

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$ 94.75 per cwt. \$189.50 minimum	\$142.25 per cwt. \$284.50 minimum	\$189.50 per cwt. \$379.00 minimum
B2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$135.75 per cwt. \$271.50 minimum	\$203.50 per cwt. \$407.00 minimum	\$271.50 per cwt. \$543.00 minimum
C - *Small Package Rates	\$ 41.75		

*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

Labor Hours

Straight Time - ST:	Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT:	Anytime on holidays

Early/Late Shipments to Warehouse

50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

Storage fees will be charged for shipments that are returned to Warehouse.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ **Booth#:** _____ **Order Total:** _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
c/o LibertyCFS / Texas XPO
9018 Tuscany Way
Austin, TX 78754

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **MONDAY, AUGUST 23, 2021**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
c/o LibertyCFS / Texas XPO
9018 Tuscany Way
Austin, TX 78754

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **MONDAY, AUGUST 23, 2021**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
C/O Texas XPO
3001 Kalahari Blvd
Round Rock, TX 78665

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **MONDAY, AUGUST 30, 2021**

between 10:00 AM and 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
C/O Texas XPO
3001 Kalahari Blvd
Round Rock, TX 78665

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **MONDAY, AUGUST 30, 2021**

between 10:00 AM and 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING BANNER LABEL

HANGING BANNER LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
c/o LibertyCFS / Texas XPO
9018 Tuscany Way
Austin, TX 78754

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **MONDAY, AUGUST 23, 2021**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

HANGING BANNER LABEL

TEXAS XPO
TEXAS EXPOSITION SERVICES

FleetCon 2021
c/o LibertyCFS / Texas XPO
9018 Tuscany Way
Austin, TX 78754

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **MONDAY, AUGUST 23, 2021**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

CART SERVICE ORDER FORM

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

\$72.75 per trip

Cartload service includes one laborer,
one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

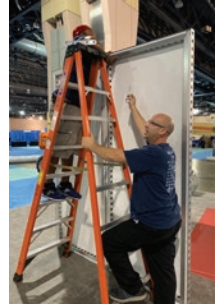
Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

LABOR SERVICE FORM



☒ EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

☐ Install Labor ☐ Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Texas XPO Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Texas XPO Service Desk and release them.

☐ TEXAS XPO'S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

☐ Install Labor ☐ Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$111.25 per hour	\$155.75 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$166.50 per hour	\$233.00 per hour
Double Time - DT:	Anytime on holidays	\$222.50 per hour	\$311.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered.
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour.
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

SUPERVISED INSTALLATION & DISMANTLE

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

TEXAS XPO SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: ☐ Advance Warehouse ☐ Show Site Loading Dock Est. Delivery Date: _____
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
Total # of: ☐ Crates _____ ☐ Cartons _____ ☐ Fibercases _____ ☐ Other _____
Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? ☐ Yes ☐ No Color _____ Size _____
Set-up instructions: ☐ Attached to this order ☐ With display
Graphics: ☐ With display ☐ Shipped separately
Electrical Placement: ☐ Drawing Attached ☐ Drawing with display ☐ Electrical under carpet
Comments: _____
Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

☐ Re-route via house carrier _____
☐ Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____
Hotel: _____ Arrival Date: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

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Show Venue: Kalahari Resorts

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TEXAS XPO
TEXAS EXPOSITION SERVICES

FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!



THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$321.75 hr/crew	\$450.50 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$482.50 hr/crew	\$675.50 hr/crew
Double Time - DT:	Anytime on holidays	\$643.75 hr/crew	\$901.25 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Texas XPO Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Texas XPO Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

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Show Venue: Kalahari Resorts

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TEXAS XPO
TEXAS EXPOSITION SERVICES

EAC/THIRD PARTY BILLING

To: Texas XPO Services - Third Party / Display House Notification Letter

Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the Show location.

EXHIBITING COMPANY

<hr/>		<div style="border: 1px dashed black; width: 100px; height: 30px; margin: 0 auto;"></div>
Exhibiting Company Name		Booth#
<hr/>	<hr/>	<hr/>
Contact Name	Email	Phone
<hr/>	<hr/>	<hr/>
Contact Signature		Date

THIRD PARTY / DISPLAY HOUSE

<hr/>		
Company Name		
<hr/>	<hr/>	<hr/>
Contact Name	Email	Phone
<hr/>	<hr/>	<hr/>
<hr/>		<hr/>
Company Address		City, State, Zip

Display house must also provide a
Certificate of Insurance to Texas XPO

	EXHIBITOR will pay	THIRD PARTY will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

21-TX0810-T

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Texas XPO certified employees ONLY will be allowed in aerial lifts.
- Texas XPO employees are the ONLY personnel allowed to operate mechanized equipment.
- Texas XPO certified employees must assemble and disassemble ALL overhead rigging including:
Overhead Truss
Attachment and removal of light fixtures for truss or signs
Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, Texas XPO cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by Texas XPO due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ Submit Credit Card Authorization Form
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ Order Assembly Labor to have your sign built by Texas XPO riggers
(Fill out top section of the Hanging Sign/Banner Order Form)
- ☐ Order Install and Dismantle for all Hanging Signs, Truss and Motors
- ☐ Order any necessary Chain Motors, Rotating Motors and Truss
(Remember to place separate electrical order to power any motors!)
- ☐ Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advanced Warehouse by: **Monday, August 23, 2021**

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING

- Texas XPO will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Monday, August 23, 2021**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to Texas XPO with this "Hanging Sign/Banner Order Form" form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

RATES:

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM
Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other _____

RATES FOR HANGING SIGNS:

Please Note: Texas XPO Certified employees are required to assemble all hanging signs to ensure structural integrity.

SIGN ASSEMBLY / DISASSEMBLY LABOR

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

Discount

\$150.50 hr/person

Standard

\$210.75 hr/person

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

OVERHEAD SIGN HANGING CREW

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

Discount

\$578.75 hr/crew

Standard

\$810.25 hr/crew

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING SIGN/BANNER EQUIPMENT

USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

Texas XPO will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- ☒ Overhead Rigging / Sign Hanging Order Form
- ☒ Sign/Hanging Diagram
- ☒ Placement Grid
- ☒ Hanging Sign Instructions

TRUSS (A motor must be ordered to hoist a truss)

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 30.50	\$ 42.75	_____	\$ _____
12" Black Box Truss, per ft.	\$ 30.50	\$ 42.75	_____	\$ _____
12" Silver Corner Block	\$114.50	\$160.25	_____	\$ _____
12" Black Corner Block	\$114.50	\$160.25	_____	\$ _____
Design Fee, per hour	\$190.50	\$266.75	_____	\$ _____

Truss Details (Quantity & Size): _____

MOTORS (A motor must be ordered to hoist a truss) ☐ Rotate Clockwise (Right) ☐ Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$647.75	\$906.75	_____	\$ _____
Half Ton Hoist/Chain Motor	\$571.75	\$800.50	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$342.75	\$479.75	_____	\$ _____
Rotating Motor 500 LB limit	\$609.50	\$853.25	_____	\$ _____
Rotating Motor 200 LB limit	\$342.75	\$479.75	_____	\$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

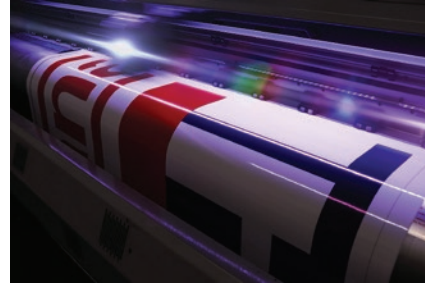
Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call Texas XPO at 281.800.1600

☐ I AM SUPPLYING MY OWN ART

☐ I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$ 63.00	\$ 88.25	_____	\$ _____
18" x 24" Foamcore, double-sided	\$ 110.25	\$ 154.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$ 89.75	\$ 125.75	_____	\$ _____
22" x 28" Foamcore, double-sided	\$ 157.25	\$ 220.25	_____	\$ _____
24" x 36" Foamcore, single-sided	\$ 126.00	\$ 176.50	_____	\$ _____
24" x 36" Foamcore, double-sided	\$ 220.50	\$ 308.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$ 180.00	\$ 252.00	_____	\$ _____
28" x 44" Foamcore, double-sided	\$ 315.00	\$ 441.00	_____	\$ _____

For custom size signs please call our office for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$ 24.25	\$ 34.00	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: ☐ Vertical ☐ Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Graphics@TexasXpo.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

CUSTOM HANGING SIGNS

Invest in Your Company's Success!

Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

Circular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$ 7,112.50	\$ 9,957.50
15' x 48"	\$11,303.50	\$15,825.00

Square Design



Size	Discount Rate	Standard Rate
10' x 48"	\$ 8,648.75	\$12,108.25

Wave Design



Size	Discount Rate	Standard Rate
10' x 48" SS	\$3,081.75	\$4,314.50
10' x 48" DS	\$4,224.25	\$5,914.00

Triangular Design



Size	Discount Rate	Standard Rate
10' x 48" SS	\$6,998.00	\$9,797.25

CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to Texas XPO. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service.**

Obtain priority labels from Texas XPO to indicate the priority status on your empty containers.

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited. The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

Texas XPO will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact Texas XPO for rates and availability.

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

VEHICLE SPOTTING ORDER FORM

VEHICLE SPOTTING FEE

(This charge is per vehicle and covers floor marking, the direction of vehicle to proper location and move-out. This charge applies whether we, or you, drive your vehicle to its location)

**ALL VEHICLES WILL BE CHARGED A ROUND TRIP SPOTTING FEE
- NO EXCEPTIONS -**

Description	Discount	# of Vehicles	Total
Vehicle Spotting Fee for One Vehicle	\$210.00	_____	\$ _____
Vehicle Spotting Fee for More than One Vehicle	\$190.00	_____	\$ _____

REQUIREMENTS FOR THE INDOOR DISPLAY OF MOTOR VEHICLES:

All vehicles, boats and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- Fuel tanks used for storage of excess fuel must meet applicable federal, state, and local fuel storage requirements.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover may only be detached from inside the vehicle.
- Ignition keys are to be removed and placed in a central location on-site.
- Vehicles, boats, and similar exhibited products with more than three hundred square feet (300 sq. ft.) of roofed area are to have a smoke detector.

SUBTOTAL VEHICLE SPOTTING: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

21-TX0810-T

Show Name: FleetCon 2021

Show Dates: August 30 - September 1, 2021

Show Venue: Kalahari Resorts

Deadline to Receive Discount Pricing: Monday, August 16, 2021

TEXAS XPO
TEXAS EXPOSITION SERVICES

UNION JURISDICTIONS AND RULES

UNION REGULATION

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have we ask that you read the following:

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas XPO will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas XPO request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas XPO employees. Any request for such should be brought to the attention of an Texas XPO representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.

21-TX0810-T



SELECTION

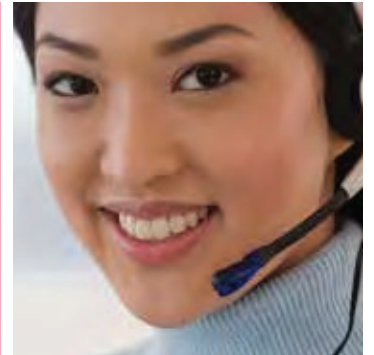


DESIGN

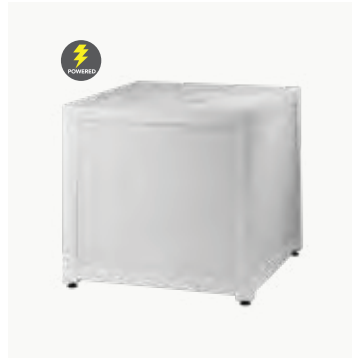
TRUSTED



SOLUTIONS



MODERN



SERVICE

Please contact Texas Xpo directly to order specialty furniture.

Nationwide Service

24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.





LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

TRANSPORTATION & CUSTOMS SERVICES

The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS. offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Ground - LTL, Regular/Expedited*
- *Express / Economy Air*
- *Exclusive Use Vehicle*
- *International Freight Forwarding*
- *Customs Services*
- *Van Line / Padded Wrap*

Exhibitor Services

Pre-Show Support

- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

***Complete the Order Form on the next page. You may also speak to your LibertyCFS
Exhibit Service Representative at 905-338-3993***

***Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”***



LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		Adobe Acrobat Reader DC may be required for completion of form. Click image to download																												
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Return Only																														
2a PICK-UP LOCATION	Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____	3 DELIVERY TO ADDRESS	Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																											
2b SERVICES	P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	4 RETURN TO	<input type="checkbox"/> Check Box if the Return address is the same as 2a Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																											
5 PACKAGE INFO	<input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x H x W)</th> <th style="width: 20%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>		PCS	DIMENSIONS (L x H x W)	WGT																						TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x H x W)	WGT																												
TOTAL PIECES		TOTAL WEIGHT																												
6 VALUE	Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. Exclusion: Does not include TV(s)/Monitor(s)																													
7 PAYMENT		DECLARED VALUE _____																												
Credit Card Information / Billing Address <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.																														
Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____																														

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print



KALAHARI CONFERENCE DINING (PRE-ORDER) MENU

ROUND ROCK, TX

BOOTH SERVICE MENU

Beverages

NON-ALCOHOLIC

Coffee (Regular or Decaf) \$80.00/gal
delivered in disposable beverage box with
creamer, sweeteners, & service ware

Tea (Iced or Hot) \$73.00/gal
delivered in disposable beverage box
with creamer, sweeteners, & service ware

Assorted Soft Drinks \$4.00
12 oz can

16 Bottled oz bottle Spring Water \$5.00

Fruit Juice \$6.00
10 oz bottle

Sparkling Water \$5.00

Water Cooler \$35.00
dispenser & 5 gallon jug
additional 5 gallons \$12.00

ALCOHOLIC

Local Craft Beer \$9.00
12 oz can

Domestic Beer \$7.00
12 oz can

House Wine \$35.00
750ml bottle

Bartender Fee \$150.00
3 hour service

*Required for Alcohol Service

ASK YOUR CATERING MANAGER FOR PRICING ON THE FOLLOWING:

Slushie Machine Rental

Keg

Custom Batch Crafted Cocktail

Bakery

PER DOZEN

Breakfast Breads, Muffins or Danish \$54.00

Churros \$54.00

Assorted Jumbo Cookies \$60.00

Thick Fudge Brownies \$60.00

Lemon Bars \$60.00

Snacks

SERVES 25

Chips & Salsa \$28.00

Potato Chips & Onion Dip \$28.00

Snack Mix \$48.00

Pretzel Twists \$48.00

Deluxe Mixed Nuts \$55.00

INDIVIDUAL SERVINGS

Granola Bar \$60.00/oz

Bag of Chips \$48.00/oz

Whole Fruit \$48.00/doz

Popcorn Kit \$350.00

Cold Platters

SERVES 25

Assorted Sandwiches \$125.00

Seasonal Cut Fruit Display \$112.00

Fresh Vegetable Crudite & Dip \$150.00

Domestic Cheese & Cracker Display \$150.00

Payments & Deadlines

- Catering orders must be placed no later than 14 days prior to event date.
- Any orders within 14 days of event are subject to availability and will result in an additional 10% late fee
- 100% Full Payment required prior to commencement of services.
- A credit card must be on file for any re-orders made on site (no exceptions).
- Catering services are subject to 24% service charge and 8.25% sales tax.
Service charge is not a gratuity

100% Payment Required Prior to Event

We Accept:

VISA, MasterCard,
AMEX, Discover

Disposable Service

All Food & Beverage Service is provided with sustainable disposable utensils and plates. This contributes towards the building's green initiatives and maintains it's LEED Gold certification.

Drop off service only.
Client is responsible for disposing of any trash.
Beverages not charged on consumption.

Service Order Form For Trade Show Exhibitors

Show Name: _____ Show Date: _____

Vendor/Exhibitor Name: _____ Booth #(if known): _____

Vendor/Exhibitor Phone: _____ Vendor/Exhibitor Email: _____

Description	Qty	Pre Order Charge Per Day / Each	Day of Order Charge Per Day / Each	Total
ITEMS				
Kids Activities	_____	Ask your catering manager!		_____
Character Visit	_____	\$150 / hour/ character		_____
Massages	_____	Ask your catering manager!		_____
ELECTRIC				
120 Volts - Standard/20 Amps	_____	\$50 / day	\$100 / day	_____
120/250 Volts - Single Ph/20 Amps	_____	\$250 / day	\$300 / day	_____
120/250 Volts - Single Ph/30 Amps	_____	\$350 / day	\$385 / day	_____
208 Volts - 3 Ph/30 Amps	_____	\$750 / day	\$1,000 / day	_____
AUDIO VISUAL				
TV Monitor (20”) On Cart/Stand	_____	\$150 / day	\$200 / day	_____
TV Monitor (65”) On Cart/Stand	_____			_____
limited availability	_____	\$250 / day	\$300 / day	_____
High Speed Broadband Line	_____	\$100 / day	\$125 / day	_____
Laptop Computer	_____	\$300 / day	\$350 / day	_____
Flipchart W/Markers	_____	\$45 / day	\$50 / day	_____
Easel	_____	\$15 / day	\$20 / day	_____
Power Strips	_____	\$10 / day	\$15 / day	_____
Extension Cords	_____	\$10 / day	\$15 / day	_____
AV Cart *Includes extension cord w/ 3 outlets	_____	\$40 / day	\$50 / day	_____
DVD Player	_____	\$45 / day	\$55 / day	_____
HDMI/VGMA Cables	_____	\$20 / day	\$30 / day	_____
FURNITURE / LINENS				
8’ x 30” Banquet Table	_____	\$50 / day	\$75 / day	_____
8’ x 18” Banquet Table	_____	\$50 / day	\$75 / day	_____
6’ Round Table	_____	\$50 / day	\$75 / day	_____
5’ Round Table	_____	\$50 / day	\$75 / day	_____
3’ Tall Cocktail Table	_____	\$50 / day	\$75 / day	_____
3’ Short Cocktail Table	_____	\$50 / day	\$75 / day	_____
Banquet Table Linen	_____	\$25 / day	\$35 / day	_____
Round Table Linen (90”x90”)	_____	\$25 / day	\$35 / day	_____

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 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. Cancellations must be received 24 business hours prior to arrival date or a charge of 50% of amount will be charged.

TAX/SERVICE CHARGE: Please note that all orders are subject to a 8.25% tax and 24% service charge.

IMPORTANT: Note-This order must be received by Kalahari Resort no later than 10 days prior to your setup. This will ensure installation has been completed prior to your setup. Late Orders will be serviced after completion of all early orders.

SPECIAL NOTE: Kalahari Resort requires that no electrical equipment or apparatus can be connected unless it conforms to it's electrical code. All equipment be UL listed. All splices must be installed in a metal closure to prevent emission of sparks.

IN ADDITION: Any additional material supplied by Kalahari Resort will be charged to the guest. Special request for additional electrical services can be made through our Engineering Department.

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: _____ Company Name: _____

Last 4 Credit Card Number: _____ Expiration: _____

Authorized Signature: _____ Print Name: _____

Phone: _____ Email: _____

Billing Address: _____ City/State/Zip: _____

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

RETURN TO: CONFERENCE SERVICES/EXHIBIT SERVICES Kalahari Resort and Convention Center 3001 Kalahari Blvd., Round Rock, TX 78665

Email to RRCATERING@KALAHARIRESORTS.COM