

Exhibitor Order Form

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 (32") On Cart/Stand	_____	\$150 / day	\$200 / day	_____
TV Monitor (60") 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



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.

