

Kansas City Home Show Fall 2024

Exhibitor Services Kit

Show Venue: Kansas City Convention Center

Location: Exhibit Hall A

Kansas City, Missouri

September 21 - 22, 2024





Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

Phone: 816-891-9500 * Fax: 816-891-9507

OFFICIAL SHOW INFORMATION

As the Official Service Contractor for the **Kansas City Home Show 2024**, Liberty Exposition Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual.

SHOW INFORMATION

OFFICIAL SERVICE CONTRACTOR

Liberty Exposition Services, Inc.
1821 Bedford Ave
North Kansas City, MO 64116

Phone: 816-891-9500
Fax: 816-891-9507
E-mail: Sales@LibertyExpo.com

EXHIBIT HALL INFORMATION

Location: Exhibit Hall A

8' Backwall Drape Color: Blue/White
3' Side rail Drape Color: Blue/White
Exhibit Hall Carpet: **Exhibit Hall is Not Carpeted**
Aisle Carpet Color: None

BOOTH EQUIPMENT

Booth Size: 10' x 10' or Larger if Ordered with Show Management

Booth Includes: 8' Pipe and Drape Backwall
3' Pipe and Drape Sidewalls
(1) 7" x 44" ID Sign

SHOW SCHEDULE			OTHER DETAILS	
<u>Exhibitor Move-In</u>			<u>Empty Crate Return Schedule</u>	
Friday	September 20th	10:00AM - 5:00PM	Sunday, September 22nd	5:00pm
*Any exhibit not unpacked and set by 5:00pm on Sept 21st will be placed in storage.			<u>Carrier Check-In:</u>	
			Sunday, September 22nd	7:00PM
<u>Exhibit Hours:</u>			<u>Facility Clear Time:</u>	
Saturday	September 21st	10:00AM - 8:00PM	Sunday, September 22nd	8:00PM
Sunday	September 22nd	10:00AM - 5:00PM	<u>Freight Re-Route Deadline:</u>	
			Sunday, September 22nd	8:00PM
<u>Exhibitor Move-Out</u>			*All un-consigned materials remaining on the event floor will be re-routed via a carrier of the official contractor's choice.	
Sunday	September 22nd	5:00PM - 8:00PM		

Liberty Exposition Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.



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SHIPPING INFORMATION

Below are the advance warehouse and direct shipping addresses for your event.
Please know that a method of payment must be on file to receive your materials for the event.

ADVANCE WAREHOUSE SHIPMENTS

SHIP TO ADDRESS:

Liberty Exposition Services
1821 Bedford Ave
North Kansas City, MO 64116

Delivery Window

Delivery Acceptance Dates: August 28 - September 18, 2024

*Monday through Fridays, no holidays

Delivery Acceptance Times: 8:00AM - 3:30PM

KC Home Show 2024
Company Name: _____
Booth #: _____

*Any shipments received after the advanced receiving deadline
or during the event will be assessed a late fee and
redirected to the exhibit site.

DIRECT TO SHOW SITE SHIPMENTS

SHIP TO ADDRESS:

c/o Liberty Exposition Services
Kansas City Convention Center
301 W 13th Street
Kansas City, MO 64105

Delivery Window

Delivery Acceptance Dates: September 20, 2024

Delivery Acceptance Times: 8:00AM - 4:30PM

KC Home Show 2024
Company Name: _____
Booth #: _____

*Any deliveries accepted before 8:00AM and after 4:30PM
will be subjected to Overtime charges

DISCOUNT DEADLINES & POLICY REMINDERS

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline: Monday, 9/16/2024

Please review our payment policy carefully. As a reminder, Liberty Exposition Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Exhibitor Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies.



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OFFICIAL SERVICE CONTRACTOR

Show management has appointed Liberty Exposition Services, Inc., acting on behalf of all exhibitors and the best interest of the exposition, as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

1. Avoid any conflict with local Union and or exhibit hall regulations and requirements
2. See that the proper type and limits of insurance are enforced
3. Assure the distribution of labor to all exhibitors according to need.
4. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
5. Ensure the orderly and efficient installation and removal of the overall exposition.

Liberty Exposition Services, Inc. will provide all usual trade shows services, including labor. The exceptions are that the exhibitor may provide supervision, and the exhibitor may appoint an exhibit installation contract or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Notification Deadline: **September 6, 2024**

**Only requests received before this timeframe will be processed for authorization to gain show floor access.*

An Exhibitor Appointed Contractor is any contractor other than the Official Contractor appointed by Show Management. Non-official contractors must use labor supplied by

Liberty Exposition Service, Inc.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth on the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Requests must be received no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide Liberty Exposition Services, Inc. with an original "Certificate of Insurance." This certificate must be received at Liberty Exposition Services, Inc. no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide Liberty Exposition Services with the above items will result in said firms being required to hire installation and dismantle labor from Liberty Exposition Services and the Exhibitor Appointed Contractor Providing supervision only.

In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor" badge at the Liberty Exposition Services service desk to gain show floor access.



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PAYMENT TERMS & CONDITIONS

PAYMENTS

Full payments, including applicable Missouri tax, are due in advance or at show site. Orders received without full payment or credit card information will not be processed. Liberty Expo requires a credit card to be on file for non-rental items, including labor, material handling, etc. It is your responsibility to advise your Service Representative of any problem with your order(s), and to verify your invoice for accuracy prior to the close of the exhibit.

PAYMENT METHOD

Liberty Expo will accept cash, checks and money orders drawn on U.S. banks in U.S. funds, Visa & MasterCard. Purchase orders are not considered payment. If payment is reversed or declined, a \$35.00 administrative fee will be charged, and any additional fees related to the reversal or decline is the sole responsibility of the exhibitor.

DISCOUNTS

Prices indicated on our order forms for rental items and signs are discounted rates for orders received with full payment at least 10 days prior to move-in date. Additional charges, as indicated on each order form, will be applied to orders received with full payment after the deadline dates.

CANCELLATIONS

- A) If your cancellation is received prior to move-in, charges will be invoiced at 50% of the original charges
- B) If your cancellation is received after move-in, 100% of charges will apply to your order.

RENTALS

All materials and equipment are on a rental basis for the duration of event, except where specifically identified as a sale and remain property of Liberty Exposition Services. Any rental items not ordered and subsequently used will be charged at full price.

TAX EXEMPTION STATUS

If you are exempt from payment of sales tax, we require you to forward an exemption certificate with your tax identification number for the State of Kansas in which the services are to be used.

OUTBOUND SHIPPING

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Liberty Exposition Services Inc. will have a Service Desk in the exhibit hall with labels, bills of lading, and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned in at the Exhibitor Service Center.

If you have any questions regarding these policies or if we can be of further assistance, please contact Liberty Exposition Services at 816-891-9500.



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CREDIT CARD AUTHORIZATION FORM

Company: _____

Booth #: _____

Credit Card: Visa MasterCard Amex Discover

Card Number: _____ Expires: _____ Auth Code: _____

Billing Address: _____
Street Address City State Zip Code

X _____

Cardholder's Authorization Signature

Cardholder's Name - Print

I authorize Liberty Exposition services to charge the order below and any additional expenses incurred throughout the event by me or my show-site representative. I have read, understand and agree to all items as described in this exhibitor kit; including this form, the payment policy, limits of liability, Exhibitor Appointed Contractor Rules and Regulations, and Work Rules and have advised our show-site representative accordingly. Any Show site balances or charges for labor, freight or miscellaneous items not paid will be charged to your credit card account where applicable.

CALCULATE YOUR TOTAL

Table with 2 columns: Item Description, Amount. Rows include Booth Accessories, Tables & Risers, Display Panels, Shelving Units, Carpet, Signs & Banners, Display Units, Taxable Subtotal, 7.725% Kansas City, MO, Material Handling, Labor, Booth Cleaning, and TOTAL AMOUNT DUE.

Company Check (make checks payable to Liberty Exposition Services) PO# _____

Check Number _____ Dated _____ Check Amount: \$ _____

Event Name: _____ Booth # _____
Company Name: _____
Street Address _____ City, State: _____ Zip: _____
Telephone: _____ Email: _____
Ordered By: _____



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INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

Company: _____

Booth #: _____

NOTIFICATION DEADLINE: September 6, 2024

Only forms received by this date will be processed for authorization to gain show floor access

An Exhibitor Appointed Contractor is any contractor other than the Official Contractor appointed by Show Management. Non-Official contractors must use labor supplied by Liberty Exposition Services, Inc.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth on the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Exhibitors who choose to use an Exhibitor Appointed Contractor must complete and sign this form. It must be received at the Liberty Exposition Services offices in Kansas City, Missouri, no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide Liberty Exposition Services, Inc. with an original "Certificate of Insurance". This certificate must be received at Liberty Exposition Services, Inc. no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide Liberty Exposition Services with the above items will result in said firms being required to hire installation and dismantle labor from Liberty Exposition Services and the Exhibitor Appointed Contractor Providing supervision only.
5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor" badge at the Liberty Exposition Services service desk to gain show floor access.

Name of Event: _____

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Exhibitor Appointed Contractor: _____

Street Address: _____

City, State: _____ Zip: _____

Phone Number: _____ Email: _____

EAC Appointed On-Site Representative: _____

Type of Service to be performed: _____

STANDARD BOOTH PACKAGES

Company: _____

Booth #: _____



10' X 10' Carpet with 8' Skirted Table & 2 Chairs

Discount: \$295.00 Standard: \$383.75



6' Skirted Table with 2 Padded Arm Chairs

Discount: \$159.50 Standard: \$215.50



8' Skirted Table with 2 Folding Chairs

Discount: \$188.00 Standard: \$244.50



10' x 10' Carpet w/ Padding & 2 Padded Chairs

Discount: \$298.00 Standard: \$387.50



40" Tall Pedestal Table with Scuba Cover & 2 Signature High Stools

Discount: \$176.00 Standard: \$230.00

STANDARD FURNITURE ACCESSORIES

Company: _____

Booth #: _____



Red



White



Black



Blue



Green



Plum / Purple



Silver



Burgundy

30" Draped Tables

Discount	Standard	Subtotal
QTY: _____ 4' Tables \$83.00	\$108.00	\$ _____
QTY: _____ 6' Tables \$108.00	\$140.00	\$ _____
QTY: _____ 8' Tables \$128.00	\$166.00	\$ _____

30" Undraped Tables

Discount	Standard	Subtotal
QTY: _____ 4' Tables \$43.00	\$58.00	\$ _____
QTY: _____ 6' Tables \$52.00	\$70.00	\$ _____
QTY: _____ 8' Tables \$61.00	\$82.00	\$ _____

42" Draped Tables

Discount	Standard	Subtotal
QTY: _____ 4' Tables \$108.00	\$140.00	\$ _____
QTY: _____ 6' Tables \$127.00	\$171.00	\$ _____
QTY: _____ 8' Tables \$154.00	\$208.00	\$ _____

42" Undraped Tables

Discount	Standard	Subtotal
QTY: _____ 4' Tables \$51.00	\$69.00	\$ _____
QTY: _____ 6' Tables \$63.00	\$85.00	\$ _____
QTY: _____ 8' Tables \$69.00	\$93.00	\$ _____

Fourth Side Skirting

Discount	Standard	Subtotal
30" Table (additional charge) \$43.00	\$58.00	\$ _____
42" Table (additional charge) \$57.00	\$77.00	\$ _____

Draped tables include white plastic vinyl on top and pleated skirt on 3 sides.

Circle Color Selection - If not selected show color will prevail.

All Rental items on this page are subject to the sales tax rate published on the ReCap of Orders Form

No Credits will be issued until after the close of the show.

STANDARD CHAIRS & ACCESSORIES

Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	Folding Chair	\$6.75	\$9.00	\$_____
_____	Bucket Side Chair	\$6.75	\$60.00	\$_____
_____	Padded Arm Chair	\$44.00	\$74.25	\$_____
_____	Signature Padded Arm Chair	\$67.00	\$90.50	\$_____
_____	Padded High Stool	\$66.00	\$89.00	\$_____
_____	Round Pedestal Table - 30" Tall	\$72.00	\$97.50	\$_____
_____	Round Pedestal Table - 40" Tall	\$72.00	\$97.50	\$_____
_____	Pedestal Table Cover - Black	\$48.00	\$65.00	\$_____
_____	Pedestal Table Cover - White	\$55.00	\$74.25	\$_____
_____	Wastebasket	\$11.00	\$15.00	\$_____
_____	Floor Easel	\$21.00	\$28.50	\$_____
_____	Z-Rack Rolling Coat Rack	\$55.00	\$74.25	\$_____



Folding Chair



Bucket Side Chair



Padded Arm Chair



Signature Padded Arm Chair



Padded High Stool



30" or 40" Pedestal Table
(Table ONLY)



40" Ped Table
with Cover



Wastebasket



Easel



Z Rack

There is limited availability for these items and it may be substituted by a like item . Looking for something you do not see? Contact Liberty Exposition Exhibitor and we can find what you are looking for!



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QTY	Item	Discount Price	Standard Price	Subtotal
_____	6' - 10' Extension Tele Crossbar	\$11.00	\$20.00	\$_____
_____	8' Upright Pipe & Base	\$16.00	\$25.00	\$_____
_____	10' - 16' Adjustable Pipe	\$22.00	\$28.00	\$_____
_____	2 - Arm Bag Rack	\$66.00	\$89.00	\$_____
_____	4 - Arm Garment Rack	\$106.00	\$143.00	\$_____
_____	Literature Rack	\$88.00	\$119.00	\$_____
_____	Tensa Stanchion	\$43.00	\$58.00	\$_____
_____	Table Phone Charging Station	\$480.00	\$672.00	\$_____
_____	Power Bar Table	\$479.00	\$652.00	\$_____

*White or Black available



8' Upright w/ Base



2 - Arm Bag Rack



4 - Arm Garment Rack



Literature Rack



Tensa Stanchion



Table Phone Charging



Power Bar Table
White or Black

QTY	Item	Discount Price	Standard Price	Subtotal
_____	"X" Ladder Bookcase *Black or White available	\$165.00	\$223.00	\$ _____
_____	Gondola Unit (Height 4 ft.) Comes with 2 Shelves	\$187.00	\$250.00	\$ _____
_____	Gondola Unit (Height 6' - 8') Comes with 3 Shelves	\$230.00	\$310.00	\$ _____
_____	Additional Shelves for Gondola *Cream or Black available	\$23.00	\$30.00	\$ _____



*"X" Ladder Bookcase
(Black or white)*



*Gondola Unit
4 ft. Tall
Comes with 2 Shelves*



*Gondola Unit
6' - 8' Tall
Comes with 3 Shelves*



*Additional Shelves
Cream or Black Available*

There is limited availability for these items and it may be substituted by a like item . Looking for something you do not see? Contact Liberty Exposition Exhibitor and we can find what you are looking for!

SPECIALTY FURNITURE

Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	White Coffee Table	\$72.00	\$97.00	\$ _____
_____	White End Table	\$38.00	\$60.00	\$ _____
_____	Black Coffee Table	\$72.00	\$97.00	\$ _____
_____	Black End Table	\$38.00	\$60.00	\$ _____
_____	Modern Frame Coffee Table	\$95.00	\$115.00	\$ _____
_____	Modern Frame End Table	\$85.00	\$105.00	\$ _____
_____	Cube Glow End Table	\$144.00	\$217.50	\$ _____
_____	Full-Vision Glass Showcase	\$385.00	\$500.00	\$ _____
_____	Chrome Rolling Shelf	\$109.00	\$147.00	\$ _____



White Coffee Table



White End Table



Black Coffee Table



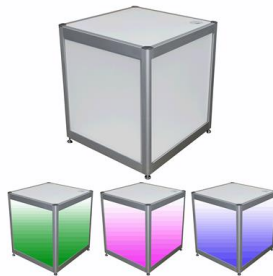
Black End Table



Modern Frame Coffee Table



Modern Frame Coffee Table



Cube Glow End Table



Full-Vision Glass Showcase



Chrome Rolling Shelf

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Contact Liberty Exposition Exhibitor and we can Looking for something you do not see?*

QTY	Item	Discount Price	Standard	Subtotal
_____	Sofa - Grey Fabric	\$485.00	\$655.00	\$_____
_____	Love Seat - Grey Fabric	\$430.00	\$550.00	\$_____
_____	Arm Chair - Grey Fabric	\$225.00	\$295.00	\$_____
_____	Sofa Powered - White *Includes Power Outlets	\$625.00	\$800.00	\$_____
_____	Love Seat Powered - White *Includes Power Outlets	\$490.00	\$625.00	\$_____
_____	Black Futon w/ Adjustable Arms	\$396.00	\$535.00	\$_____
_____	Cube Storage Ottoman - White	\$107.00	\$114.50	\$_____
_____	Bench Ottoman-White & Chrome Legs	\$160.00	\$320.00	\$_____



*Sofa
Grey Fabric*



*Love Seat
Grey Fabric*



*Arm Chair
Grey Fabric*



*Sofa Powered -
White*



*Love Seat
Powered - White*



*Black Futon
Adjustable Arms*



Cube Storage Ottoman



*Bench Ottoman
White w/ Chrome*

*There is limited availability for these items and it may be substituted by a like item .
Looking for something you do not see? Contact Liberty Exposition Exhibitor and we can
find what you are looking for!*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Lift High Stool (Black or White)	\$209.00	\$282.00	\$_____
_____	Chrome Lift Stool	\$178.00	\$240.00	\$_____
_____	Pedestal Barstool	\$125.00	\$169.00	\$_____
_____	Farmhouse Barstool	\$147.00	\$198.00	\$_____
_____	Lift Barstool - White Plastic	\$209.00	\$282.00	\$_____
_____	Leatherette Barstool	\$253.00	\$341.00	\$_____
_____	Leather Side Chair - Black	\$165.00	\$223.00	\$_____
_____	Accent Side Chair - White	\$165.00	\$223.00	\$_____
_____	Swivel Office Chair	\$99.00	\$134.00	\$_____
_____	High Back Executive Chair	\$176.00	\$237.00	\$_____



*Lift High Stool
Black or White*



Chrome Lift Stool



Pedestal Barstool



*Farmhouse
Barstool*



*Lift Barstool
White Plastic*



Leatherette Barstool



Leather Side Chair - Black



Accent Side Chair - White



*Swivel Office
Chair*



High Back Exec Chair

*There is limited availability for these items and it may be substituted by a like item .
Looking for something you do not see? Contact Liberty Exposition Exhibitor and we can
find what you are looking for!*



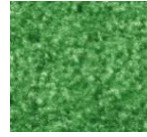
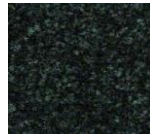
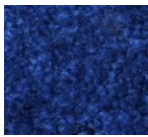
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CARPET AND FLOORING

Company: _____

Booth #: _____



STANDARD CARPET

All carpeting includes labor to install and dismantle and taping on aisle side.

QTY	Item	Discount Price	Standard Price	Subtotal
_____	10' X 10' Carpet	\$163.00	\$210.00	\$ _____
_____	10' x 20' Carpet	\$326.00	\$420.00	\$ _____
_____	10' x 30' Carpet	\$489.00	\$630.00	\$ _____
10' Wide Carpet in lengths of over 30' are priced per 10' increment include taping front edge only				
_____ x _____	ft. Carpet	\$163.00 per 10 feet	\$210.00 per 10 feet	\$ _____

Carpet Colors

If color is not selected below, show color will prevail

- Show color
 Red
 Blue
 Charcoal Grey
 Black
 Burgundy

SPECIAL CUT CARPET (includes protective covering)

QTY	Item	Discount Price	Standard Price	Subtotal
_____	ft. x _____ ft. Carpet	\$3.25 per sq. ft.	\$4.40 per sq. ft.	\$ _____
*100 sq. ft. minimum				

Carpet Colors

If color is not selected below, show color will prevail

- Show color
 Red
 Blue
 Charcoal Grey
 Black
 Burgundy

PLUSH CARPET UPGRADED 32oz - PADDED INCLUDED - ADVANCE ORDERS ONLY

QTY	Item	Price	Subtotal
_____	10 ' x 10' Plush Carpet	\$400.00	\$ _____

*Payment and order must be received 2 weeks prior to show move-in

Please call for Plush Carpet color selections



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CARPET PADDING				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	10' X 10' Carpet Pad	\$75.00	\$97.00	\$_____
_____	10' x 20' Carpet Pad	\$150.00	\$194.00	\$_____
_____	10' x 20' Carpet Pad	\$225.00	\$291.00	\$_____

Special Cut Carpet Padding

_____	sq. ft. Carpet Padding *100 sq. ft. minimum	\$0.95per sq. ft.	\$1.30 per sq. ft.	\$_____
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All padding includes labor to install & dismantle



PLASTIC PROTECTIVE COVERING (VISQUEEN)				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	sq. ft. Plastic Protective Covering *100 sq. ft. minimum	\$0.30 per sq. ft.	\$0.40 per sq. ft.	\$_____





Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

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BOOTH CLEANING

Company: _____

Booth #: _____

Item	Price	Subtotal
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_____ Vacuum Once before initial opening of show *100 sq. ft. minimum	\$0.35 per sq. ft.	\$ _____
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Example: Vacuuming a 10' x 10' Booth once = \$35.00

_____ sq. ft. X \$0.35 = \$ _____

_____ Vacuum Daily before initial opening of show and daily thereafter *100 sq. ft. minimum	\$0.31 per sq. ft.	\$ _____
---	--------------------	----------

Example: Vacuuming a 10' x 10' Booth for 2 Days = \$62.00

_____ sq. ft. X _____ # of Days X \$0.31 = \$ _____



Item	Price	Subtotal
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_____ Shampoo Once before initial opening of show *100 sq. ft. minimum	\$0.80 per sq. ft.	\$ _____
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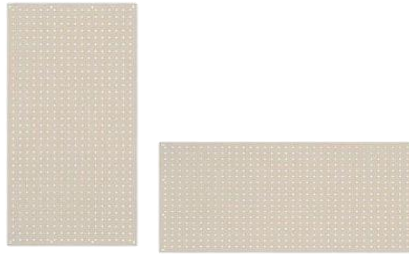
_____ Booth Cleaning - Display Wipe-Down Service *100 sq. ft. minimum	\$0.40 per sq. ft.	\$ _____
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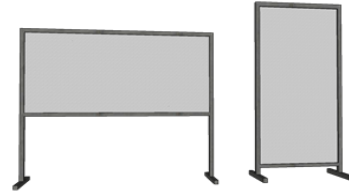
TACK BOARD / PERFORATED BOARDS

Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	4' x 8' Perf Board Panel	\$104.00	\$140.00	\$ _____
	*Vertical			
_____	4' x 8' Perf Board Panel	\$104.00	\$140.00	\$ _____
	*Horizontal			
_____	4' x 8' Grey Tack Board Panel	\$104.00	\$140.00	\$ _____
	*Vertical			
_____	4' x 8' Grey Tack Board Panel	\$104.00	\$140.00	\$ _____
	*Horizontal			

Perforated Board Hooks are NOT provided (1/4 Holes)



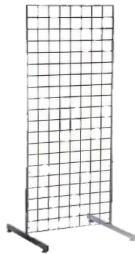
4' x 8' Perf Board Panels
*Available in Horizontal and Vertical



4' x 8' Grey Tack Board Panels
*Available in Horizontal and Vertical
Double-sided felt boards

GRID PANELS

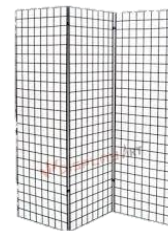
QTY	Item	Discount Price	Standard Price	Subtotal
_____	2' x 7' Grid Panel	\$66.00	\$86.00	\$ _____
	*Panel only, legs sold separately			
_____	Set of Legs for Grid Panel	\$22.00	\$30.00	\$ _____
_____	2' x 7' Grid Panel with 2 Legs	\$88.00	\$114.00	\$ _____
	*Panel comes with pair of legs			
_____	18" Waterfall Arm w/ 7 Ball Stops	\$13.50	\$18.00	\$ _____
_____	6" Grid Wall Hooks	\$4.00	\$5.25	\$ _____



2' x 7' Grid Panel w/ Legs



(3) 2' x 7' Grid Panels w/ 4 legs



(3) 2' x 7' Grid Panels
(no legs)



Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

Phone: 816-891-9500 * Fax: 816-891-9507

MATERIAL HANDLING & FREIGHT

Company: _____

Booth #: _____

ADVANCE WAREHOUSE

Freight Accepted **Aug. 28, 2024 to Sept. 18, 2024**

Type	Price	Minimum
Crated Advance Shipment	\$95.00 per 100 lbs	200 lb minimum
Small Package Advance Shipment	\$60.00 per 35 lbs	1-35 lbs
Late Advance Shipment Charge	\$30.00 per 100 lbs	200 lb minimum
Uncrated Advance Shipment	\$129.00 per 100 lbs	200 lb minimum

DIRECT TO SHOW SITE

Freight Accepted **Sept. 20, 2024**

Type	Price	Minimum
Crated Direct Shipment	\$95.00 per 100 lbs	200 lb minimum
Small Package Direct Shipment	\$60.00 per 35 lbs	1-35 lbs
Uncrated Advance Shipment	\$129.00 per 100 lbs	200 lb minimum

Calculate Your Material Handling (Use one line for each shipment)

<i>Estimated Pounds (200 lb min.)</i>	<i>Number of CWT</i>	<i>Rate</i>	<i>Total</i>
_____ lbs / 100	_____ X	\$ _____	_____
_____ lbs / 100	_____ X	\$ _____	_____

(Example: If weight is 438, round to 500 & divide by 100; use 5 cwt for your number of cwt)

Total Drayage Amount = \$ _____

(Freight Received without a charge authorization form, will need to be picked up at the Liberty Expo Service Desk)



***Any shipments received at the advance warehouse after the designated advance deadline date will incur the a late shipment fee listed above.**

Please call your Exhibitor Services Representative at 816-891-9500 or toll free 866-335-6307 with questions.



Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

Phone: 816-891-9500 * Fax: 816-891-9507

LABOR

Company: _____

Booth #: _____

INSTALLATION/DISMANTLE & OPERATION LABOR

Straight Time	Monday - Friday 8:00am to 4:30pm	\$78.00 per hour
Overtime	Before 8am/ After 4:30pm Mon - Fri All Day Saturdays/Sundays	\$117.00 per hour
Doubletime	All day on Holidays	\$156.00 per hour



One Hour Minimum per crew member

Please indicate if you will need a Liberty Expo employee to supervise by checking the box

FORKLIFT LABOR

Straight Time	Monday - Friday 8:00am to 4:30pm	\$130.00 per hour
Overtime	Before 8am/ After 4:30pm Mon - Fri All Day Saturdays/Sundays	\$195.00 per hour
Doubletime	All day on Holidays	\$260.00 per hour



One Hour Minimum per crew member

SIGN & BANNER HANGING LABOR

Straight Time	Monday - Friday 8:00am to 4:30pm	\$480.00 per crew
Overtime	Before 8am/ After 4:30pm Mon - Fri All Day Saturdays/Sundays	\$720.00 per crew
Doubletime	All day on Holidays	\$960.00 per crew



One Hour Minimum per crew member

Will you need Liberty Expo Supervision? YES NO

Will you need Liberty Expo to provide sign hanging supplies? YES NO

Dimensions: _____

Sign Shape: Square Rectangle Circle

Sign Type: Metal Wood Cloth

Sign Placement: _____

Assembly Required? YES NO

Electrical required? YES NO

Name and Cell Phone Number of On-site Exhibitor Contact: _____

Calculate Your Labor

Hours (1 Hr. Min)	# of Crew Members		Rate	=	Total
_____ hrs X _____	X	\$ _____		=	_____
_____ hrs X _____	X	\$ _____		=	_____

(Example: If you need 2 workers for 2 hours of ST installation, 2 men x 2 hrs x \$78.00 = \$312.00)

Total Labor Amount = \$ _____



Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

Phone: 816-891-9500 * Fax: 816-891-9507

INDUSTRY PARTNERS AND VENUES



***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



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Effective June 30, 2023 - December 31, 2024 - V063023A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED INTERNET SERVICES, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work				
Shared 5 Mbps Internet Connection, DHCP		\$900	\$1,170	
Additional Device(s) Per Device Up to 4		\$125	\$175	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	TOTAL
Routers SUPPORTED				
Dedicated 2 Mbps (Includes 3 private IPs)		\$1,800	\$2,340	
Dedicated 5 Mbps (Includes 3 private IPs)		\$4,500	\$5,850	
Dedicated 10 Mbps (Includes 5 private IPs)		\$8,000	\$10,400	
Dedicated 15 Mbps (Includes 5 private IPs)		\$12,000	\$15,600	
Dedicated 20 Mbps (Includes 5 private IPs)		\$14,000	N/A	
Dedicated 25 Mbps (Includes 5 private IPs)		\$17,500	N/A	
Additional Device Fee		\$125	\$175	

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	TOTAL
Switch Rental - up to 24 ports		\$185	\$225	
Patch Cable (up to 100') - Cat5e		\$50	\$65	
Labor / Floor Work - four lines per hour		\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	

WIRELESS INTERNET, Full products catalog available online.
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: ____/____/____
(X) _____	(X) _____	_____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number: _____

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	TOTAL
Single Line without Instrument		\$250	\$300	
Single Line with Instrument		\$275	\$345	
Speaker Phone line with Polycom Instrument		\$465	\$575	
Direct Dial		\$300	\$350	
Distance Fee for each telephone line delivered outside the facility		\$100	\$125	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	___/___/___

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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Customer Number: _____

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



ELECTRICAL SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



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Effective June 30, 2023 - December 31, 2024 - V063023A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

ELECTRICAL SERVICES				
Includes Labor and Material for Floorplan Location - up to 60 AMPS				
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
208V 1 PHASE	20	\$300	\$370	
	30	\$330	\$400	
	40	\$360	\$430	
	60	\$549	\$714	
	100	\$813	\$1,057	
	150	\$1,197	\$1,556	
	200	\$1,428	\$1,856	
	TOTAL			
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
208V 3 PHASE	20	\$450	\$475	
	30	\$480	\$500	
	40	\$510	\$580	
	50	\$550	\$620	
	60	\$600	\$700	
	100	\$1,239	\$1,611	
	150	\$1,733	\$2,253	
	200	\$2,301	\$2,991	
400	\$3,500	\$3,850		
TOTAL				

ELECTRICAL OUTLETS (120 VOLTS)					
Includes Labor and Material for each service indicated on the Floorplan					
QTY	WATTS	AMP	INCENTIVE*	STANDARD	TOTAL
	0-1000	10	\$100	\$130	
	1001-2000	15	\$150	\$175	
	Dedicated Outlet	20	\$165	\$190	
TOTAL					

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

ADDITIONAL SERVICES				
QTY	DESCRIPTION	INCENTIVE*	STANDARD	TOTAL
	Power Strip	\$50	\$65	
LABOR				
	Monday – Friday (8:00am – 4:30pm)		\$90	
	Monday – Friday (4:30pm – 8:00am) Weekends & Holidays		\$190	
TOTAL				

SUBTOTAL	
5% ESTIMATED TAX	
GRAND TOTAL	

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN. IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to SMART CITY NETWORKS
Send completed orders with payment to: 5795 W. Badura Ave, Ste 110
Las Vegas NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



AIR, WATER, DRAIN & GAS SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



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Effective June 30, 2023 - December 31, 2024 - V063023A

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

DESCRIPTION	QTY	INCENTIVE*	BASE	TOTAL
COMPRESSED AIR				
Compressed Air Connection		\$250	\$400	
Additional Connections		\$110	\$137	
WATER				
Water Connection		\$250	\$400	
Additional Connections		\$90	\$112	
DRAINAGE				
Drainage Connection		\$250	\$400	
Additional Connections		\$90	\$120	
FILL AND DRAIN				
1 - 15 Gallons		\$60	\$78	
16 - 70 Gallons		\$75	\$100	
71 - 100 Gallons		\$100	\$125	
101 - 200 Gallons		\$150	\$180	
201 - 300 Gallons		\$175	\$200	
301 - 400 Gallons		\$210	\$250	
401 - 500 Gallons		\$240	\$275	
501 - 1000 Gallons		\$500	\$550	
Each additional 500 Gallons		\$95	\$105	
NATURAL GAS				
Gas Connection		\$250	\$400	
LABOR, (Minimum ½ hour)				
Monday – Friday (8:00am – 4:30pm)		-	\$60 hr	
Monday – Friday (4:30pm – 8:00am) Weekends & Holidays		-	\$120 hr	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing. Labor and materials will be added.
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	SUBTOTAL	
	ESTIMATED 5% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	_____/_____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to SMART CITY NETWORKS
 Send completed orders 5795 W. Badura Ave, Ste 110
 with payment to: Las Vegas NV 89118



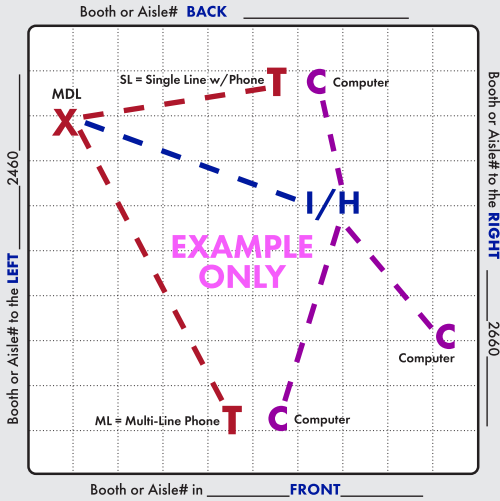
You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➤

Customer Number: _____

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

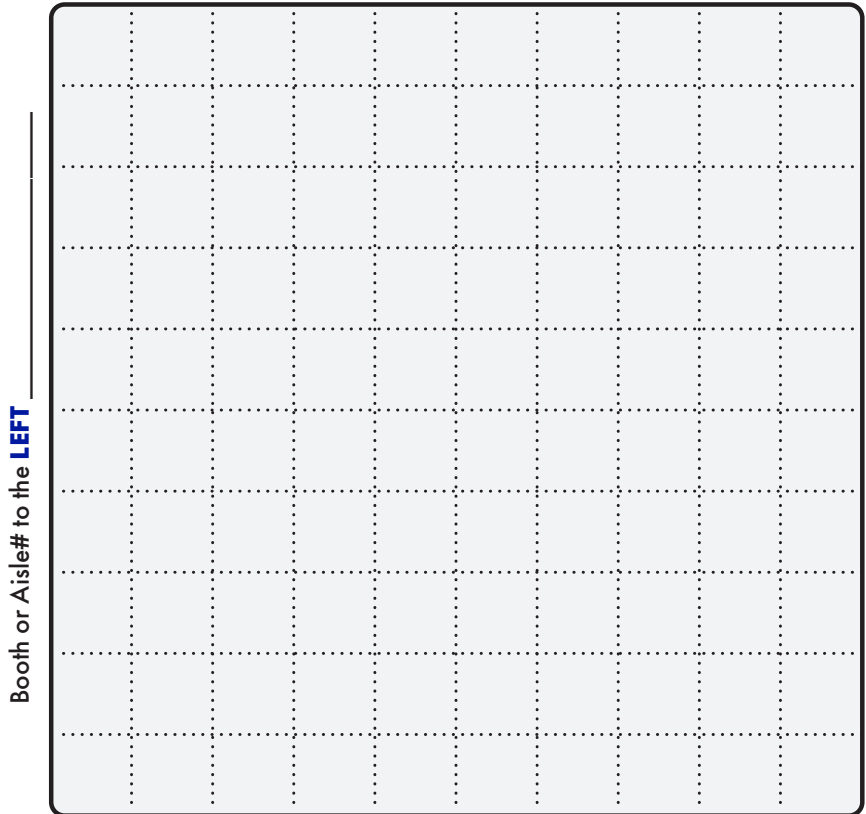
H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth or Aisle# **BACK** _____



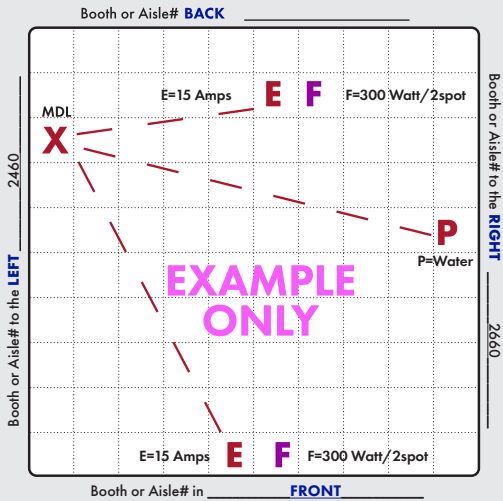
Booth or Aisle# in **FRONT** _____



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 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

"UTILITIES" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	



IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

E = ELECTRICAL POWER
Example: "E-10 Amps"

F = FLOOD LIGHTS
Example: "F-300 Watt/2 Spot"

P = PLUMBING
Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# in **FRONT** _____



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 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



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