

Kansas City Bridal Show Fall 2025

Exhibitor Services Kit



Show Venue: Kansas City Convention Center

Location: Bartle Hall A

Kansas City, Missouri

November 16, 2025





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 Bridal Show Fall 2025, 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: Bright White
3' Side rail Drape Color: Bright 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>	
Sunday	November 16th	8:00AM - 12:00PM	Sunday, November 16th	5:00pm
*Any exhibit not unpacked and set by 12:00pm on November 16th will be placed in storage.			<u>Carrier Check-In:</u>	
			Sunday, November 16th	6:00PM
<u>Exhibit Hours:</u>			<u>Facility Clear Time:</u>	
Sunday	November 16th	1:00PM - 5:00PM	Sunday, November 16th	7:00PM
<u>Exhibitor Move-Out</u>			<u>Freight Re-Route Deadline:</u>	
Sunday	November 16th	5:00PM - 8:00PM	Sunday, November 16th	7:00PM
			*All un-consigned materials remaining on the event floor will be re-routed via a carrier of the official contractor's choice.	

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.



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

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

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:

10/20/25 - 11/12/25

*Monday through Fridays, no holidays

Delivery Acceptance Times:

8:00AM - 3:30PM

KC Bridal Expo Fall 2025

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:

11/16/25

Delivery Acceptance Times:

8:00AM - 12:00PM

KC Bridal Expo Fall 2025

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:

Wednesday, November 12, 2025

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 may appoint an exhibit installation contract or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Notification Deadline: 'November 2, 2025

***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

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

Booth Accessories / Custom Furniture	\$
Tables & Risers	\$
Display Panels	\$
Shelving Units	\$
Carpet	\$
Signs & Banners	\$
Display Units / Modular Units / AV Equipment	\$
Taxable Subtotal	\$
7.725% Kansas City, MO	\$
Material Handling / Drayage	\$
Labor	\$
Booth Cleaning	\$

TOTAL AMOUNT DUE (please remit with order) \$ _____

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: November 2, 2025

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: _____



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EXHIBITOR APPOINTED CONTRACTOR RULES & REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management, who will be providing exhibit services on the show floor. This includes exhibit installation and dismantling, florist, audio visual, photographer, display rental, display house services, etc. The exhibitor must notify Liberty Exposition Services, Inc. in writing, no later than thirty (30) days prior to the first day of move-in, of his/her intent to use an outside contractor. The exhibitor must furnish the name, address and telephone number of the contractor. The following rules have been established to help insure the proper operation of all aspects of the show and satisfaction of all participants.

1. The exhibitor may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.
2. The exhibitor is allowed to use an outside contractor to install and dismantle his/her display but may not use an outside drayage contractor.
3. It is the exhibitor's responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit, e.g. utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. The exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit; including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor shall have the right to provide services requested by the exhibitor. However, the Exhibitor Appointed Contractor must conform to the following guidelines.
 - A. The Exhibitor Appointed Contractor shall have a valid work order from the exhibitor in advance of the show installation date and shall be prepared to present this upon request at the show. The Exhibitor Appointed Contractor shall not solicit business on the show floor.
 - B. Work will be allowed only on exhibits for which prior notification has been received and approved.
 - C. The Exhibitor Appointed Contractor shall have in his/her possession - and have a copy on file with Liberty Exposition Services - a public liability and property damage insurance policy naming: Show Management, Liberty Exposition Services, the facility and other particular parties that may be required; as the insured in the amount specified by the facility, or \$2,000,000.00 whichever is greater. This information must be on file no later than thirty (30) days prior to the first day of move-in.
 - D. A letter must be provided to Liberty Exposition Services, no later than thirty (30) days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. Liberty Exposition Services will keep this information confidential.
 - E. The Exhibitor Appointed Contractor must - prior to starting work - have all business licenses, permits and workers' compensation insurance required by the state, city governments and exhibit facility management; and shall provide Liberty Exposition Services with evidence of compliance.
 - F. The Exhibitor Appointed Contractor must - prior to starting work - furnish Liberty Exposition Services with the names of all employees who will be working in the hall; as well as names, addresses and telephone numbers of key executives for emergency contact. Upon notification by the exhibitor of intent to use an Exhibitor Appointed Contractor, the contractor will be supplied the appropriate form for response.
 - G. The Exhibitor Appointed Contractor must obtain badges from Show Management and Liberty Exposition Services prior to starting work. Anyone found not wearing the appropriate badge will be required to immediately leave the hall.
 - H. The Exhibitor Appointed Contractor is responsible for adherence to all rules of ingress and egress in a timely and professional manner. He/she should complete his/her work within the prescribed time limits.
 - I. The Exhibitor Appointed Contractor must remain within the perimeter of the booth(s) he/she is erecting. He/she will not be allowed to set up work areas in the aisles or other unused areas of the exhibit hall.
 - J. The exhibitor Appointed Contractor shall cooperate fully with Liberty Exposition Services and, when necessary, assist Liberty Exposition Services in meeting schedule requirements. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by Liberty Exposition Services.
 - K. When necessary, the Exhibitor Appointed Contractor shall share with Liberty Exposition Services all reasonable costs related to his/her work, including the sharing of payment of union stewards, any required restoration of exhibit space to its initial condition, etc.
5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.



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

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STANDARD BOOTH PACKAGES

Company: _____

Booth #: _____



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

Discount: \$358.00 Standard: \$502.00



6' Skirted Table with 2 Padded Arm Chairs

Discount: \$227.00 Standard: \$318.00



8' Skirted Table with 2 Folding Chairs

Discount: \$203.00 Standard: \$285.00



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

Discount: \$350.00 Standard: \$490.00



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

Discount: \$238.00 Standard: \$334.00



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STANDARD FURNITURE ACCESSORIES

Company: _____

Booth #: _____



Red

30" Draped Tables

Discount

Standard

Subtotal

QTY: _____ 4' Tables

\$91.00

\$128.00

\$ _____

QTY: _____ 6' Tables

\$114.00

\$160.00

\$ _____

QTY: _____ 8' Tables

\$135.00

\$189.00

\$ _____



White

30" Undraped Tables

Discount

Standard

Subtotal

QTY: _____ 4' Tables

\$46.00

\$65.00

\$ _____

QTY: _____ 6' Tables

\$55.00

\$77.00

\$ _____

QTY: _____ 8' Tables

\$65.00

\$91.00

\$ _____



Black

42" Draped Tables

Discount

Standard

Subtotal

QTY: _____ 4' Tables

\$114.00

\$160.00

\$ _____

QTY: _____ 6' Tables

\$137.00

\$192.00

\$ _____

QTY: _____ 8' Tables

\$163.00

\$229.00

\$ _____



Blue

42" Undraped Tables

Discount

Standard

Subtotal

QTY: _____ 4' Tables

\$54.00

\$76.00

\$ _____

QTY: _____ 6' Tables

\$67.00

\$94.00

\$ _____

QTY: _____ 8' Tables

\$73.00

\$103.00

\$ _____



Green



Plum / Purple

Fourth Side Skirting

Discount

Standard

Subtotal

30" Table (add'l charge)

\$46.00

\$65.00

\$ _____

42" Table (add'l charge)

\$60.00

\$84.00

\$ _____



Silver



Burgundy

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.



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ACCESSORIES

Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	6'-10' Extension Tele			
_____	Crossbar	\$13.00	\$19.00	\$ _____
_____	8' Upright Pipe & Base	\$18.00	\$26.00	\$ _____
_____	10' - 16' Adjustable Pipe	\$26.00	\$37.00	\$ _____
_____	2 - Arm Bag Rack	\$70.00	\$100.00	\$ _____
_____	Literature Rack	\$95.00	\$133.00	\$ _____
_____	Sign Holder	\$76.00	\$107.00	\$ _____
_____	Chrome Stanchion	\$35.00	\$49.00	\$ _____
_____	Tensa Stanchion	\$46.00	\$65.00	\$ _____
_____	40" Pedestal Table Cover - Black	\$50.00	\$70.00	\$ _____



8' Upright
w/ Base



2 - Arm Bag Rack



Literature
Rack



Sign
Holder



Chrome
Stanchion



Tensa
Stanchion



40" Ped Table
w/ Cover

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Round Pedestal Table - 30"			
_____	Tall	\$76.00	\$107.00	\$ _____
_____	Round Pedestal Table - 40"			
_____	Tall	\$76.00	\$107.00	\$ _____
_____	Wastebasket	\$13.00	\$19.00	\$ _____
_____	Floor Easel	\$23.00	\$33.00	\$ _____
_____	"Z" Coat Rack	\$69.00	\$97.00	\$ _____



30" or 40"
Pedestal Table



Wastebasket



Easel



Z Rack



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QTY	Item	Discount Price	Standard Price	Subtotal
_____	Bookcase w/ 2 Adjustable Shelves *Black or White available	\$174.00	\$244.00	\$ _____
_____	"X" Ladder Bookcase *Black or White available	\$170.00	\$331.00	\$ _____
_____	Bookcase w/ 5 Adjustable Shelves *Black or White available	\$405.00	\$567.00	\$ _____



*Bookcase with 2
Adjustable Shelves*

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

*Bookcase with
5 Adjustable Shelves*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Gondola Unit (Height 4 ft.) Comes with 2 Shelves	\$197.00	\$276.00	\$ _____
_____	Gondola Unit (Height 6' - 8') Comes with 3 Shelves	\$240.00	\$360.00	\$ _____
_____	Additional Shelves for Gondola *Cream or Black available	\$26.00	\$37.00	\$ _____



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



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



*Additional Shelves
Cream or Black Available*



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QTY	Item	Discount Price	Standard Price	Subtotal
_____	Black Futon w/ Adjustable A	\$416.00	\$583.00	\$ _____
_____	Arm Chair - Grey Fabric	\$237.00	\$332.00	\$ _____
_____	Sofa - Grey Fabric	\$510.00	\$714.00	\$ _____
_____	Love Seat - Grey Fabric	\$452.00	\$633.00	\$ _____



*Black Futon
Adjustable Arms*



Arm Chair - Grey Fabric



Sofa - Grey Fabric



Love Seat - Grey Fabric

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Signature Padded Arm Chair	\$71.00	\$100.00	\$ _____
_____	Swivel Office Chair	\$104.00	\$146.00	\$ _____
_____	Folding Chair	\$6.75	\$9.00	\$ _____
_____	Bucket Side Chair	\$45.00	\$63.00	\$ _____
_____	Padded High Stool	\$69.00	\$97.00	\$ _____



*Signature Padded
Arm Chair*



Swivel Office Chair



Folding Chair



Bucket Chair



Padded High Stool

*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
_____	Coffee Table	\$76.00	\$107.00	\$ _____
	*White, Brown and Black available			
_____	End Table	\$40.00	\$56.00	\$ _____
	*White, Brown and Black available			
_____	Modern Frame Coffee Table	\$100.00	\$140.00	\$ _____
_____	Modern Frame End Table	\$90.00	\$126.00	\$ _____



Wooden Coffee Table

Wooden End Table

*Modern Frame
Coffee Table*

*Modern Frame
End Table*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Full-Vision Glass Showcase	\$405.00	\$567.00	\$ _____



*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 Looking for something you do not see?*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Lift High Stool	\$220.00	\$308.00	\$ _____
_____	Chrome Lift Stool	\$187.00	\$262.00	\$ _____
_____	Pedestal Barstool	\$132.00	\$185.00	\$ _____
_____	Farmhouse Barstool	\$155.00	\$217.00	\$ _____
_____	Lift Barstool	\$220.00	\$308.00	\$ _____



Lift High Stool



Chrome Lift Stool



Pedestal Barstool



*Farmhouse
Barstool*



Lift Barstool

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Floor Lamp - Spider	\$69.00	\$97.00	\$ _____
_____	Floor Lamp	\$162.00	\$227.00	\$ _____
_____	Cannister Floor Lamp	\$162.00	\$227.00	\$ _____
_____	Table Lamp	\$104.00	\$146.00	\$ _____



Floor Spider Lamp



Floor Lamp



*Cannister Floor
Lamp*



Table Lamp

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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
_____	Cube Storage Ottoman - White	\$113.00	\$159.00	\$ _____
_____	Bench Ottoman-White with Locking Phone Charging Station - 6 units	\$168.00	\$236.00	\$ _____
_____	Table Phone Charging Station	\$580.00	\$812.00	\$ _____
_____	Power Bar Table	\$504.00	\$706.00	\$ _____
_____		\$479.00	\$652.00	\$ _____



Cube Storage Ottoman



Bench Ottoman
White with Chrome Legs



Locker Phone Charging Station
with 6 units
*Customizable with Graphics



Table Phone Charging
Station
*Customizable with Graphics



Power Bar Table-
White

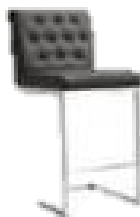
QTY	Item	Discount Price	Standard Price	Subtotal
_____	Leather Side Chair	\$174.00	\$244.00	\$ _____
_____	White Leather Accent Chair	\$174.00	\$244.00	\$ _____
_____	Leatherette Barstool	\$266.00	\$373.00	\$ _____
_____	Ghost Chair	\$150.00	\$218.00	\$ _____
_____	High Back Executive Chair	\$185.00	\$260.00	\$ _____



Leather Side Chair



White Leather
Accent Chair



Leatherette Barstool



Ghost 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!*



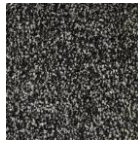
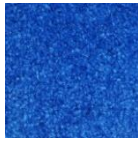
Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

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

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	\$172.00	\$241.00	\$ _____
_____	10' x 20' Carpet	\$344.00	\$482.00	\$ _____
_____	10' x 30' Carpet	\$516.00	\$723.00	\$ _____

10' Wide Carpet in lengths of over 30' are priced per 10' increment include taping front edge only

_____ 10' x _____ ft. Carpet \$172.00 per 10 feet \$241.00 per 10 feet \$ _____

Carpet Colors

If color is not selected below, show color will prevail

☐ Show color ☐ Red ☐ Blue ☐ Charcoal Grey ☐ Black ☐ Green

SPECIAL CUT CARPET (includes protective covering)				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	ft. x _____ ft. Carpet	\$4.95 per sq. ft.	\$6.40 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 ☐ Green

PLUSH CARPET UPGRADED 32oz - PADDED INCLUDED - ADVANCE ORDERS ONLY			
QTY	Item	Price	Subtotal
_____	10' x 10' Plush Carpet	\$480.00	\$ _____

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

Please call for Plush Carpet color selections



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

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

CARPET PADDING				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	10' X 10' Carpet Pad	\$79.00	\$111.00	\$_____
_____	10' x 20' Carpet Pad	\$158.00	\$222.00	\$_____
_____	10' x 20' Carpet Pad	\$237.00	\$332.00	\$_____

Special Cut Carpet Padding

_____	sq. ft. Carpet Padding *100 sq. ft. minimum	\$1.60 per sq. ft.	\$2.05 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	\$0.40 per sq. ft.	\$0.50 per sq. ft.	\$_____





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

BOOTH CLEANING

Company: _____

Booth #: _____

Item	Price	Subtotal
------	-------	----------

Vacuum Once before initial opening of
_____ show

\$0.45 per sq. ft.

\$ _____

***100 sq. ft. minimum**

Example: Vacuuming a 10' x 10' Booth once = \$45.00

_____ sq. ft. X \$0.45 = \$ _____

Vacuum Daily before initial opening of
_____ show and daily thereafter

\$0.41 per sq. ft.

\$ _____

***100 sq. ft. minimum**

Example: Vacuuming a 10' x 10' Booth for 2 Days = \$82.00

_____ sq. ft. X _____ # of Days X \$0.41 = \$ _____



Item	Price	Subtotal
------	-------	----------

Shampoo Once before initial opening of
_____ show

\$1.00 per sq. ft.

\$ _____

***100 sq. ft. minimum**

Booth Cleaning - Display Wipe-Down
_____ Service

\$0.50 per sq. ft.

\$ _____

***100 sq. ft. minimum**





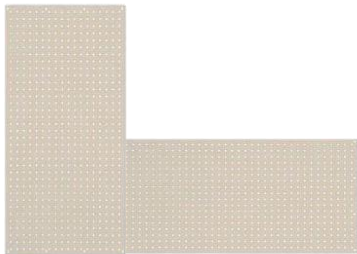
Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

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

TACK BOARD / PERFORATED BOARDS

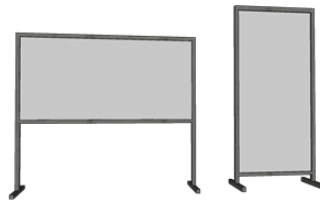
Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	4' x 8' Perf Board Panel - *Vertical	\$110.00	\$154.00	\$ _____
_____	4' x 8' Perf Board Panel - *Horizontal	\$110.00	\$154.00	\$ _____
_____	4' x 8' Grey Tack Board Panel - *Vertical	\$110.00	\$154.00	\$ _____
_____	4' x 8' Grey Tack Board Panel - *Horizontal	\$110.00	\$154.00	\$ _____

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



4' x 8' Perf Board Panels

***Available in Horizontal and Vertical**



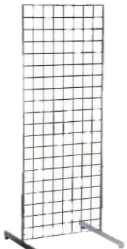
4' x 8' Grey Tack Board Panels

***Available in Horizontal and Vertical**

Double-sided felt boards

GRID PANELS

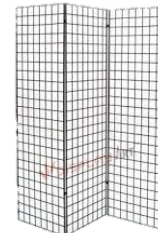
QTY	Item	Discount Price	Standard Price	Subtotal
_____	2' x 7' Grid Panel *Panel only, legs sold separately	\$73.00	\$103.00	\$ _____
_____	Set of Legs for Grid Panel	\$24.00	\$34.00	\$ _____
_____	2' x 7' Grid Panel with 2 Legs	\$97.00	\$136.00	\$ _____
_____	*Panel comes with pair of legs 18" Waterfall Arm w/ 7 Ball Stops	\$15.00	\$21.00	\$ _____
_____	6" Grid Wall Hooks	\$5.00	\$7.00	\$ _____



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 **Oct. 20 - Nov. 12, 2025**

Type	Price	Minimum
Crated Advance Shipment	\$108.00 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 **November 16, 2025 8am-12pm ONLY**

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

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

Estimated Pounds (200 lb min.)	Number of CWT	Rate	Total
_____ lb / 100 _____	_____ X	\$ _____	_____
_____ lb / 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	\$85.00 per hour
Overtime	4:30pm to 11:59pm Monday-Friday All Day Saturday & Sunday	\$127.50 per hour
Doubletime	Midnight to 8:00am Monday-Sunday All day on Holidays	\$170.00 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	\$140.00 per hour
Overtime	4:30pm to 11:59pm Monday-Friday All Day Saturday & Sunday	\$210.00 per hour
Doubletime	Midnight to 8:00am Monday-Sunday All day on Holidays	\$280.00 per hour



One Hour Minimum per crew member

SIGN & BANNER HANGING LABOR

Straight Time	Monday - Friday 8:00am to 4:30pm	\$495.00 per hour
Overtime	4:30pm to 11:59pm Monday-Friday All Day Saturday & Sunday	\$724.50 per hour
Doubletime	Midnight to 8:00am Monday-Sunday All day on Holidays	\$990.00 per hour



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
_____ hr	_____	X	\$ _____	=	_____
_____ hr	_____	X	\$ _____	=	_____

(Example: If you need 2 workers for 2 hours of ST installation, 2 men x 2 hrs x \$85.00 = \$340.00)

Total Labor Amount = \$ _____



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INDUSTRY PARTNERS AND VENUES

