

Kansas City Bridal & Wedding Expo 2026

Exhibitor Services Kit



Show Venue: Kansas City Convention Center

Location: Bartle Hall A

Kansas City, Missouri

November 15, 2026



OFFICIAL SHOW INFORMATION

As the Official Service Contractor for the **Kansas City Bridal & Wedding Expo Fall 2026**, 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: Bartle 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

Sunday, November 15th Move-In

Decorator and Electrician	Beginning 6:00AM
ACS Staff Arrives Onsite Oversized	Beginning
Exhibitor Move-In	8:00AM - 1:00PM

*Any exhibit not unpacked and set by **1:00pm** on November 15th will be placed in storage.

Exhibit Hours:

Sunday	November 15th	1:00PM - 5:00PM
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Exhibitor Move-Out

Sunday	November 15th	5:00PM - 8:00PM
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Empty Crate Return Schedule:

Sunday, November 15th	5:00pm
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Carrier Check-In:

Sunday, November 15th	6:00pm
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Freight Re-Route Deadline:

Sunday, November 15th	7:00pm
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*All un-consigned materials remaining on the event floor will be re-routed via a carrier of the official contractor's choice.

Facility Clear Time:

Sunday, November 15th	8:00pm
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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: **October 12 - November 11, 2026**

*Monday through Fridays, no holidays

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

KC Bridal & Wedding Expo Fall 2026

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: **November 15, 2026**

Must arrive by 12:30PM on 11/15

KC Bridal & Wedding Expo Fall 2026

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, November 9, 2026**

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: **October 25, 2026**

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

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.



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

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

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

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: October 25, 2026

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 three (3) weeks 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 three (3) weeks prior to the first day of move-in.
 - D. A letter must be provided to Liberty Exposition Services, no later than three (3) weeks 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.

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

STANDARD FURNITURE ACCESSORIES

Company: _____

Booth #: _____



Red



White



Black



Blue



Green



Plum / Purple



Silver



Burgundy

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	\$ _____
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	\$ _____
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	\$ _____
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	\$ _____
Fourth Side Skirting	Discount	Standard	Subtotal
30" Table (additional charge)	\$46.00	\$65.00	\$ _____
42" Table (additional charge)	\$60.00	\$84.00	\$ _____

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.

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	\$71.00	\$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	\$ _____



*8' Upright
w/ Base*



*2 - Arm
Bag Rack*



*Literature
Rack*



*Sign
Holder*



*Chrome
Stanchion*



*Tensa
Stanchion*

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	\$ _____
_____	40" Pedestal Table Cover - Black	\$50.00	\$70.00	\$ _____
_____	Wastebasket	\$13.00	\$19.00	\$ _____
_____	Floor Easel	\$23.00	\$33.00	\$ _____
_____	"Z" Coat Rack	\$69.00	\$97.00	\$ _____



*30" or 40"
Pedestal Table*



*40" Pedestal Table
Cover - Black*



Wastebasket



Easel



Z Rack

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*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Black Futon w/ Adjustable Arms	\$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 *White, Brown and Black available	\$76.00	\$107.00	\$_____
_____	End Table *White, Brown and Black available	\$40.00	\$56.00	\$_____
_____	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?*



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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 Chrome	\$168.00	\$236.00	\$ _____
_____	Locking Phone Charging Station - 6 units	\$580.00	\$812.00	\$ _____
_____	Table Phone Charging Station	\$504.00	\$706.00	\$ _____
_____	Power Bar Table	\$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
*Customizable with Graphics



Power Bar Table-
White

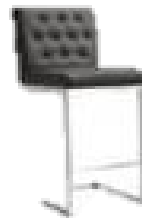
QTY	Item	Discount Price	Standard Price	Subtotal
_____	Leather Side Chair	\$174.00	\$244.00	\$ _____
_____	White Leather Accent Chair	\$174.00	\$244.00	\$ _____
_____	Leatherette Barstool	\$266.00	\$373.00	\$ _____
_____	Ghost Chair	\$150.00	\$218.00	\$ _____
_____	High Back Executive Chair	\$185.00	\$260.00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



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!*



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

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Oak Wood Dining Table	\$375.00	\$544.00	\$_____
_____	Blue Accent Arm Chair	\$180.00	\$260.00	\$_____
_____	Blue Faux Leather Side Chair	\$100.00	\$145.00	\$_____
_____	Green Faux Leather Side Chair	\$100.00	\$145.00	\$_____
_____	Upholstered Olive Green Sofa	\$500.00	\$725.00	\$_____
_____	White Pedestal Bistro Table-30" Tall	\$135.00	\$196.00	\$_____
_____	White Pedestal Bistro Table-42" Tall	\$135.00	\$196.00	\$_____



Oak Wood Dining Table



Blue Accent Arm Chair



Blue Faux Leather Side Chair



Green Faux Leather Side Chair



Upholstered Olive Green Sofa



White Pedestal Bistro Table - 30" Tall



White Pedestal Bistro Table - 42" Tall



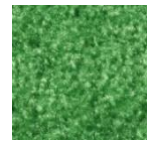
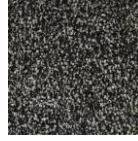
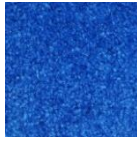
Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

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	\$1.60 per sq. ft.	\$2.05 per sq. ft.	\$_____
	*100 sq. ft. minimum			

All padding includes labor to install & dismantle



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

BOOTH CLEANING

Company: _____

Booth #: _____

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

_____ Vacuum Once before initial opening of show *100 sq. ft. minimum	\$0.45 per sq. ft.	\$ _____
--	--------------------	----------

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

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

_____ Vacuum Daily before initial opening of show and daily thereafter *100 sq. ft. minimum	\$0.41 per sq. ft.	\$ _____
---	--------------------	----------

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 *100 sq. ft. minimum	\$1.00 per sq. ft.	\$ _____
---	--------------------	----------

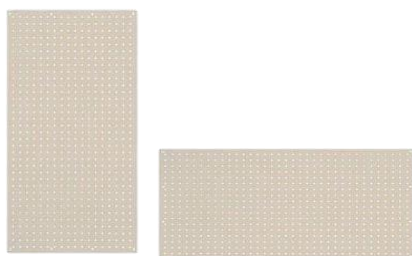
_____ Booth Cleaning - Display Wipe-Down Service *100 sq. ft. minimum	\$0.50 per sq. ft.	\$ _____
--	--------------------	----------



TACK BOARD / PERFORATED BOARDS

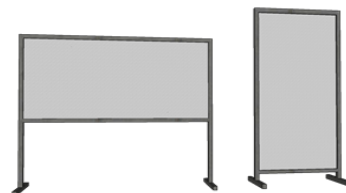
Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	4' x 8' Perf Board Panel *Vertical	\$110.00	\$154.00	\$ _____
_____	4' x 8' Perf Board Panel *Horizontal	\$110.00	\$154.00	\$ _____
_____	4' x 8' Grey Tack Board Panel *Vertical	\$110.00	\$154.00	\$ _____
_____	4'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

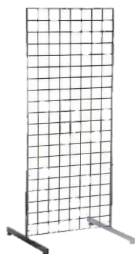
*Available in Horizontal and Vertical



4' x 8' Grey Tack Board Panels

*Available in Horizontal and Vertical
Double-sided felt boards

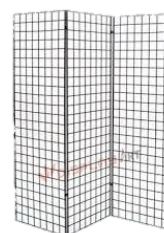
GRID PANELS				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	2' x 7' Grid Panel *Panel only, legs sold separately	\$73.00	\$103.00	\$ _____
_____	Set of Legs for Grid Panel	\$24.00	\$34.00	\$ _____
_____	2' x 7' Grid Panel with 2 Legs *Panel comes with pair of legs	\$97.00	\$136.00	\$ _____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



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

FLORAL - ADVANCE ORDERS ONLY

Company: _____

Booth #: _____

QTY	Item	Discount Price	Subtotal
-----	------	----------------	----------

Blooming Plants, Ferns, and Flower Arrangements - Rental Only

_____	Mums	\$90.00	\$ _____
_____	Assorted Blooming Plants	\$90.00	\$ _____
_____	Ferns	\$65.00	\$ _____
_____	Small Flower Arrangement	\$120.00	\$ _____
_____	Medium Flower Arrangement	\$175.00	\$ _____
_____	Large Flower Arrangement	\$220.00	\$ _____



Mums



Assorted Blooming Plants



Ferns



Small to Large Flower Arrangements

QTY	Item	Discount Price	Subtotal
-----	------	----------------	----------

Green Tropical Plants - Rental Only

_____	1' - 2'	\$75.00	\$ _____
_____	3' - 4'	\$150.00	\$ _____
_____	5' - 6'	\$200.00	\$ _____
_____	7' - 8'	\$250.00	\$ _____



***ALL LIVE FLOWER ARRANGEMENTS ARE SUBJECT TO SUBSTITUTION DURING PEAK AVAILABILITY TIMES**

Total Floral Amount Due: \$ _____

All Floral will be delivered to your booth the last day of move-in. All containers for tropical plants will be provided in a decorative container. Green plants will be picked-up as soon as the show closes. Plants not in booth at the close of the show will be charged at twice the rental price. Special arrangements, corsages, Roses, Carnations, and Boutonnieres are available. Ask your Liberty Expo exhibitor service representative for a price quotation.



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

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

VEHICLE PLACEMENT ORDER FORM

Company: _____

Booth #: _____

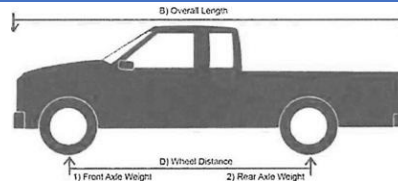
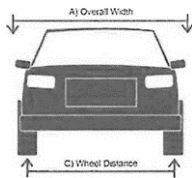
Displaying a vehicle at the show? Please be as detailed as possible with the information that you provide. Liberty Expo charges a round-trip fee, per vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Liberty Expo will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service. For dual axle vehicles measure the distance from the front when to between the back wheels.

IMPORTANT RULES & REGULATIONS

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must be taped shut or have a lockable gas cap and may contain no more than an eighth (1/8) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Your presence is Required! Vehicle Placement must be Exhibitor supervised. Liberty Expo assumes no liability for loss, damaged or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Watch your toes! Exhibitor(s) must stay clear during movement of the vehicle.

STEP 1: PROVIDE THE VEHICLE INFORMATION



Vehicle	Width	Length	Total Sq. Ft.	Wheel Distance	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

*Please attach a separate sheet for more vehicles

Exhibitor will be on-site on _____, between _____ and _____ AM/PM to assist
Date Time

in the movement of the vehicle.

STEP 2: VEHICLE PLACEMENT SERVICES

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Vehicle Placement (Per hour per vehicle)	\$85.00 per hour	\$110.00 per hour	\$_____

X _____
Authorized Signature

Print Name

Date

GRAPHICS



Directional Signs -

Liberty Expo's full color signs are made for both indoor and outdoor use, have a size limit of 60" on height and/or width, and include single-sided, double-sided and lamination options



Banners -

Liberty Expo banners feature full color printing suitable for both indoor and outdoor use. All banners come standard with in-house finishing – double hems on all 4 sides using double needle lock stitch and metal grommets for secure balanced hanging



Retractable Banners –

Choose from Basics, Premier, Double Side, Extra Wide, Table Top, Table Top Mini and Non-curl or Fabric Material. When not in use, the banner retracts back into the durable banner stand housing where it is protected for storage or transport.

Banner stand complete with custom printed banner and sturdy nylon carrying case.



Table Products –

Print your logo, photographs, text or anything you desire on table products that are digitally printed on durable polyester fabric that is washable friendly. The dye sublimation process is used to create these table products for a final product that looks outstanding at tradeshow, school functions, sporting events, churches, retail venues, etc. You can print on the front sides and top for an image that can be viewed from several different angles.



Floor Graphics & Decals–

We, at Liberty Exposition Services, can assist with the entire process. Beginning with design and development from our creative, experienced Graphics team, to full color printing capabilities suitable for both indoor and outdoor use including carpet, tile, brick and concrete, with easy to install slip resistant application.

Branding Clings are yet another amazing option to draw attention and promote your brand or product.



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

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



Flags –

Liberty Exposition Services offers a wide variety of custom flag options including, traditional flags, feather flags, flutter flags, tear drop flags and golf flags.



Specialty Films –

Specialty films is an effective way to make an impact on Canvas, Transparent Duratrans (backlit graphics) or Poster Weight Paper. Canvas Prints offer high quality,

Graphic Files are accepted in the following formats: 150 DPL. JPEG. EPS. PDF. AI. PSD

If providing your own graphics, please indicate delivery method below:

- () Email to graphics@libertyexpo.com
- () FTP Site (email graphics@libertyexpo.com for passwords and instructions)
- () Disk – mail to Liberty Expo, 1821 Bedford Ave, North Kansas City, MO 64116 Attn: Graphics Dept
- () Other - _____

SIGNS		
Size	Discount	Standard
7" x 11"	\$34.00	\$41.50
11" x 14"	\$40.00	\$48.75
14" x 22"	\$55.00	\$80.00
22" x 28"	\$71.00	\$98.25
28" x 44"	\$95.00	\$131.00
42" x 60"	\$178.00	\$280.00

BANNERS (single-sided only)		
Item	Discount	Standard
Full Color	\$7.60	\$19.10
# of Sq. Ft	Price	Total
_____ X _____	\$ _____ = _____	

For full design/layout, please call for quote (816) 891-9500.

TOWER UNITS

Company: _____

Booth #: _____



The tower display unit sets you apart and provides you the opportunity to dominate your show floor aisle and attract business enhancing customer contacts.



Custom Kiosk

Made to Order

Please call for design options and pricing

12' Spinning Cube Tower Unit

Top Graphics included

Standard Price: \$1500.00



MODULAR EXHIBITS



10' x 10' Modular Exhibit with Illuminated Header

Includes: (1) 10' x 10' Standard Carpet , Installation & Dismantle, (1) Header Sign

Advance: \$2,200.00 Standard: \$3,080.00



10' x 20' Modular Exhibit with Illuminated Header

Includes: (1) 10' x 20' Standard Carpet , Installation & Dismantle, (1) Header Sign

Advance: \$3,950.00 Standard: \$5,530.00



20' x 20' Modular Exhibit with Illuminated Header

Includes: (1) 20' x 20' Standard Carpet , Installation & Dismantle, (1) Header Sign

Please call for a quote.



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 **October 12 - November 11, 2026**

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 15th (must arrive by 12:30 PM)**

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
_____ 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	\$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
X hrs		X	\$	=	\$
X hrs		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 = \$ _____

AUDIO VISUAL

Company: _____

Booth #: _____

QTY	Item	Discount Price	Standard Price	Subtotal
_____	20" LCD UXGA (Computer input only)	\$150.00	\$200.00	\$ _____
_____	32" LCD Display Monitor	\$250.00	\$325.00	\$ _____
_____	40" Monitor	\$325.00	\$450.00	\$ _____
_____	50" Monitor	\$450.00	\$575.00	\$ _____
_____	70" Monitor	\$600.00	\$840.00	\$ _____
_____	Pole Stand for Monitors	\$175.00	\$240.00	\$ _____
_____	LCD Projector (3000 Lumen)	\$750.00	\$865.00	\$ _____
_____	5' x 5' Tripod Screen	\$75.00	\$105.00	\$ _____
_____	7' x 7' Tripod Screen	\$80.00	\$112.00	\$ _____
_____	Wireless Microphone	\$250.00	\$290.00	\$ _____
_____	Wireless Mic Countryman Headset	\$150.00	\$200.00	\$ _____
_____	Wired Microphone	\$60.00	\$70.00	\$ _____
_____	Powered Speaker w/ Stand	\$250.00	\$335.00	\$ _____
_____	Cable	\$25.00	\$35.00	\$ _____
_____	HDMI Cable	\$30.00	\$40.00	\$ _____
_____	Utility Clamp Light	\$25.00	\$32.00	\$ _____
_____	CD Player - 5 disc	\$125.00	\$155.00	\$ _____
_____	DVD Player	\$115.00	\$132.00	\$ _____
_____	Equipment Stand w/ Skirt	\$60.00	\$70.00	\$ _____



*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
find what you are looking for!*

PERSONAL PROTECTIVE EQUIPMENT SERVICES

Company: _____

Booth #: _____

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Hand Sanitizing Station *Includes one full sanitizer container - dispenses 1200 times!	\$95.00	\$132.00	\$_____
_____	Hand Sanitizer Refills *For hand sanitizing stations only	\$37.00	\$50.50	\$_____
_____	Sneeze Guard - Table Top	\$53.00	\$95.00	\$_____



*Hand Sanitizer Stations
1,200 dispenses per container*



Table Top Sneeze Guard

ELECTROSTATIC SPRAYING - BOOTH SANITIZING

Electrostatic sprayers produce a fine mist of negatively charged droplets that are attracted to objects and surfaces. The droplets completely surround the object or surface leading to a full coverage and cleaning all sides of the surface!

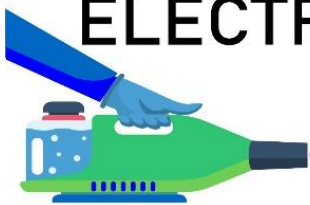
Charged per square foot on a daily basis.

Advance Rate - \$0.21 per sq. ft. per day

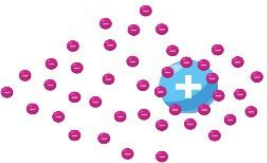
Standard Rate - \$0.26 per sq. ft. per day

_____ SQ FT. X \$_____ X _____ = _____
Sq. Ft. of Booth Price # of days Total Price

ELECTROSTATIC CLEANING



Sprayer produces a fine mist and each droplet is charged.



Droplets are attracted to all surfaces and wrap around objects.



Full surface coverage, Cleaning all sides.



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



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 / Country, Zip:		Country:		On-site Authorized Contact:	
				On-site Cell Number:	
Contact:		Phone Number:		Contact Email:	
				Cell Number:	

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Effective January 1, 2026 - December 31, 2026 - V070125

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING		QTY INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		\$ 895	\$ 1,140	\$ 1,368	\$
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$ 185	\$ 220	\$ 255	\$
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST		QTY INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$ 3,495	\$ 4,370	\$ 5,244	\$
Dedicated 6 Mbps		\$ 5,900	\$ 7,375	\$ 8,850	\$
Dedicated 10 Mbps		\$ 7,850	\$ 9,810	\$ 11,772	\$
Dedicated 15 Mbps		\$ 11,700	\$14,630	\$ 17,556	\$
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	\$
Upgrade to 29 Public Static IP Addresses		\$ 995	\$ 1,194	\$ 1,433	\$
<i>Higher bandwidth services available for uhd streaming</i>					
INTERNET EQUIPMENT & LABOR		QTY INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		\$ 185	\$ 225	\$ 270	\$
Patch Cable (up to 100') – Cat5e		\$ 50	\$ 62	\$ 74	\$
Labor / Floor Work – Four Lines Per Hour		\$ 125	\$ 125	\$ 125	\$
Distance Fee for each Internet line delivered outside the facility		\$ 500	\$ 500	\$ 500	\$
WIRELESS INTERNET , Full products catalog available online					
SPECIAL QUOTE , Attachment A or Statement of Work (if applicable)					

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.

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) _____	____/____/____

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 Avenue, Suite 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

Customer Number:

ORDER NOW ➔

*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 / Country, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:
Contact:	Phone Number:	Contact Email:	Cell Number:

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Effective January 1, 2026 - December 31, 2026 - V070125

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line ☐ Instrument ☐ Non Dial 9 ☐ International Long Distance		\$275	\$345	\$414	\$
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	\$
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	\$
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	\$
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
Send completed orders
with payment to:

SMART CITY NETWORKS
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

Customer Number:

ORDER NOW

***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



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 / Country, Zip:		Country:		On-site Authorized Contact:	
Contact:		Phone Number:		Cell Number:	

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ELECTRICAL SERVICES					
Includes Labor and Material for Floor plan Location - up to 60 AMPS					
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL	
120V	20	\$ 165	\$ 190	\$	
	30	\$ 185	\$ 210	\$	
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL	
208V 1 PHASE	20	\$ 306	\$ 400	\$	
	30	\$ 380	\$ 432	\$	
	60	\$ 632	\$ 821	\$	
	100	\$ 935	\$ 1,216	\$	
	150	\$ 1,377	\$ 1,790	\$	
	200	\$ 1,642	\$ 2,134	\$	
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL	
208V 3 PHASE	20	\$ 414	\$ 537	\$	
	30	\$ 547	\$ 575	\$	
	60	\$ 587	\$ 667	\$	
	100	\$ 1,425	\$ 1,853	\$	
	150	\$ 1,993	\$ 2,591	\$	
	200	\$ 4,025	\$ 4,428	\$	
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL	
480V 3 PHASE	20	\$ 739	\$ 987	\$	
	30	\$ 971	\$ 1,262	\$	
	60	\$ 2,161	\$ 2,809	\$	
	100	\$ 3,418	\$ 4,444	\$	
	150	\$ 5,037	\$ 6,548	\$	
	200	\$ 6,636	\$ 8,626	\$	
			TOTAL	\$	

ELECTRICAL OUTLETS (120 VOLTS)					
Includes Labor and Material for each service indicated on the Floor plan					
QTY	WATTS	AMPS	INCENTIVE*	STANDARD	TOTAL
	0 - 1,000	10	\$146	\$190	\$
	1,001 - 2,000	15	\$159	\$207	\$

Effective January 1, 2026 - December 31, 2026 - V070125

ADDITIONAL SERVICES				
QTY	DESCRIPTION	INCENTIVE*	STANDARD	TOTAL
	Power Strip	\$50	\$65	\$

LABOR			
QTY	DESCRIPTION	STANDARD	TOTAL
	Monday - Friday (8:00am - 4:30pm)	\$90	\$
	Monday - Friday (8:00am - 4:30pm) Weekends & Holidays	\$190	\$
SUBTOTAL			\$
ESTIMATED 5% TAX/FEEs			\$
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) _____	____/____/____

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Customer Number:

ORDER NOW ➔

***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



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 / Country, Zip:		Country:		On-site Authorized Contact:	
				On-site Cell Number:	
Contact:		Phone Number:		Contact Email:	
				Cell Number:	

DESCRIPTION	INCENTIVE*	BASE	QTY	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	\$ 69	\$ 90		\$
16 - 70 Gallons	\$ 86	\$ 115		\$
71 - 100 Gallons	\$ 115	\$ 144		\$
101 - 200 Gallons	\$ 173	\$ 207		\$
201 - 300 Gallons	\$ 201	\$ 230		\$
301 - 400 Gallons	\$ 242	\$ 288		\$
401 - 500 Gallons	\$ 276	\$ 316		\$
501 - 1,000 Gallons	\$ 575	\$ 633		\$
Each additional 500 Gallons	\$ 109	\$ 121		\$
NATURAL GAS				
Gas Connection	\$ 250	\$ 400		\$
LABOR, (Minimum ½ hour)				
Monday – Friday (4:30pm – 8:00am)	-	\$ 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.

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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) _____	____/____/____

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Customer Number:

ORDER NOW ➔

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Effective January 1, 2026 - December 31, 2026 - V070125

"COMMUNICATIONS" FLOORPLAN WORKSHEET

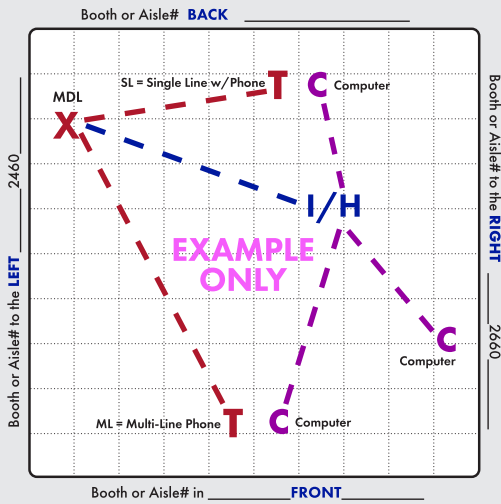
Company Name:

Show:

Booth/Room #:

Center: **Kansas City Convention Center**

Customer / Ref #:



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.

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

Booth or Aisle# **BACK** _____

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

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

Booth or Aisle# in **FRONT** _____

Booth or Aisle# to the **LEFT**

Booth or Aisle# to the **RIGHT**



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Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

"UTILITIES" FLOORPLAN WORKSHEET

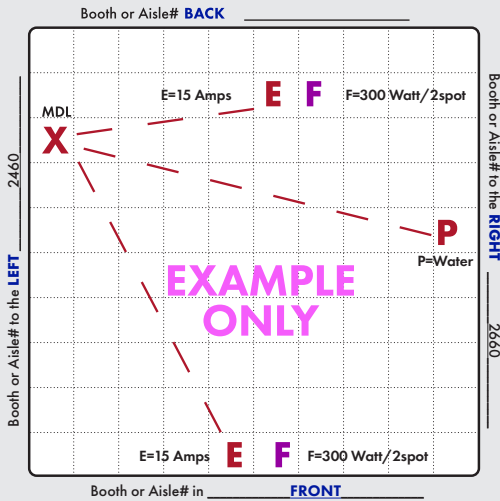
Company Name:

Show:

Booth/Room #:

Center: **Kansas City Convention Center**

Customer / Ref #:



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.

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

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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Order online at: orders.smartcitynetworks.com
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ON-SITE WIRELESS SERVICES

KANSAS CITY CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 816-820-1178. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.

