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Show Information

8' High Backwall Drape:	Black
3' High Sidewall Drape:	Black
Exhibit Hall Carpet Color:	Grand Plaza is Not Carpeted

Booth Information

Booth Size: 10' x 10' or Larger if Ordered

Equipment:

1 - 6' Draped Table
 2 - Folding Chairs
 Wastebasket
 ID Sign
 Pipe and Drape

Important Dates

Friday, May 10, 2024	Discount Deadline for orders received with payment.
Monday, April 8, 2024	Advance shipments may begin arriving at the warehouse between 8:00AM & 3:30PM.
Friday, May 10, 2024	Last day for Advance Shipments to arrive at warehouse without surcharges.
Wednesday, May 15, 2024	Direct Shipments may begin arriving at show site starting @ 8:00AM.
Wednesday, May 15, 2024	Direct Shipments must be delivered by 4:30PM - Will deliver these shipments to your booth asap.
Freight Carrier Check-In and Force Freight Time	All Freight Carriers must check in at the service desk by 6:00pm on May 15, 2024. Freight will be forced if Freight Carrier has not checked in by 8:00pm on May 15, 2024.

TO QUALIFY FOR DISCOUNT PRICING, ORDERS MUST BE RECEIVED WITH FULL PAYMENT ON OR BEFORE THE ADVANCED PRICING DEADLINE. PAYMENTS THAT ARE NOT RECEIVED IN FULL BY THE ADVANCED PRICING DEADLINE WILL BE CHARGED THE FULL STANDARD PRICE.

IF YOU ARE PAYING BY CHECK OR WIRE TRANSFER/ACH, PLEASE MAKE SURE THE PAYMENT WILL BE RECEIVED BY THE BEGINNING OF THE EVENT.

ALL PAYMENTS MUST BE RECEIVED IN FULL BY THE CONCLUSION OF THE SHOW!

Show Schedule

May 2024				
Monday, April 8	Friday, May 10		Wednesday, May 15	
Advanced Shipments May Begin Arriving 8:00AM to 3:30PM	Advanced Discount Deadline with Payment Last Day for Advanced Shipments	Move-In 10:00am to 1:00pm	Show Hours 2:00pm to 5:00pm	Move-Out 5:00pm to 9:00pm

Payment Information

Bank Wire Transfer/ACH Information:

Account Name: Liberty Exposition Services
 Address: 1821 Bedford Avenue, North Kansas City, MO 64116
 Bank: Clay County Savings Bank
 Bank Address: PO Box 277, Liberty, MO 64069-0277
 Routing Number: 301071709

Please Address All Checks to:

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

Account Number: 054400002515

Swift Code: MIBBUS44

All payments must be in U.S. Funds.

Empty Return Schedule

Date of Move-Out	Start time for Empty Container Return
Wednesday, May 15, 2024	5:00pm

Shipping Addresses

Advance Shipments

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

KC Commercial Real Estate Expo
Company Name: _____
Booth #: _____

Late Freight:

Late Freight charges apply to shipments that arrive at the Advanced Warehouse past the deadline stated above. These shipments will be subject to courier charges in addition to late freight charges.

Additional Advance Shipment Information

- Shipments should arrive on or before Friday, May 10, 2024

Direct Shipments

c/o Liberty Exposition Services
Union Station Kansas City
30 W Pershing
Kansas City, MO 64108

KC Commercial Real Estate Expo
Company Name: _____
Booth #: _____

Overtime:

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight - Shipments delivered to show site before 8:00 AM or after 4:30 PM Monday through Fridays or delivered anytime on weekends or holidays.

Outbound Freight - Shipments loaded after 4:30 PM on weekdays or anytime on weekends or holidays.

Additional Direct Shipment Information

- Shipments will be accepted beginning on: Wednesday, May 15, 2024