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### Show Information

8' High Backwall Drape:	Black
3' High Sidewall Drape:	Black
Exhibit Hall Carpet:	Exhibit Hall is NOT carpeted

### Booth Information

Booth Size: 8 x 10' or Larger if Ordered

One (1) 6' Draped Table (3 sides)

Two (2) Folding Chairs

One (1) Wastebasket

One (1) ID Sign

### **FIRE MARSHAL GUIDELINES**

#### **Fire Plugs**

Fire plugs shall be consistently marked and identifiable – recommendation: spray painted red with white lettering i.e. “FD Access Do Not Block”

Fire plugs shall not be covered by carpet, objects, obstructions, etc., if carpet is necessary, it must be easily moveable (individual section of carpet that can be moved and does not have any obstructions on top that would hinder movement, shall be identifiable to potential oncoming crews

#### **Aisles and Exit aisles**

Aisle width shall be a minimum width of 10ft

Perimeter of exhibit halls (whether using one hall, two halls, etc.) will be considered an aisle and have minimum 10 ft width between the wall and the nearest object, set up, booth, etc.

#### **Vehicles & Boats inside Assembly areas**

Batteries disconnected

Fuel in tanks does not exceed one-quarter tank or 5 gallons (19L) (whichever is least)

Fuel tanks and fill openings are closed and sealed to prevent tampering

Vehicles, boats, or other motor craft equipment are not fueled or defueled within the building

### Important Dates

<b>Friday, May 1, 2026</b>	Discount Deadline for orders received with payment.
<b>Monday, April 13, 2026</b>	Advance shipments may begin arriving at the warehouse between 8:00AM & 3:30PM.
<b>Friday, May 1, 2026</b>	Last day for Advance Shipments to arrive at warehouse without surcharges.
<b>Freight Carrier Check-In and</b>	All Freight Carriers must check in at the service desk by 6:00PM on Thursday, 5/7/26.
<b>Force Freight Time</b>	Freight will be forced if Freight Carrier has not checked in by 7:00PM on Thursday, 5/7/2026.

**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 2026

Monday, 4/13	Friday, 5/1	Friday, 5/1	Thursday, 5/7			
Advanced Shipments May Begin Arriving	<b>Advanced Discount Deadline with Payment</b>	Last Day for Advanced Shipments	Move-In	Show Hours	Move-Out	Facility Clear Time
8:00AM to 3:30PM			10:00AM - 1:30PM	1:30PM - 5:00PM Engineer Early Access is at 1:30PM / All others at 2:00PM	5:00PM - 9:00PM	9:00PM

## Payment Information

### Bank Wire Transfer/ACH Information:

Account Name: Liberty Exposition Services  
Address: 1821 Bedford Avenue, North Kansas City, MO 64116  
Bank: Verimore Bank  
Bank Address: PO Box 277, Liberty, MO 64069-0277  
Routing Number: 301271460  
Account Number: 544000025

### Please Address All Checks to:

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

**All payments must be in U.S. Funds.**

## Empty Return Schedule

Date of Move-Out	Start time for Empty Container Return
Thursday, 5/7/2026	5:00PM

## Shipping Addresses

### Advance Shipments

Liberty Exposition Services  
1821 Bedford Ave  
North Kansas City MO 64116

KC Commercial Real Estate Expo 2026

Company: \_\_\_\_\_

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 1, 2026

### Direct Shipments

DIRECT SHIPMENTS ARE NOT ALLOWED