

KC Commercial Real Estate Expo 2023

Exhibitor Services Kit



Show Venue: Union Station Kansas City

Location: Grand Plaza

Kansas City, Missouri

May 17th



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 **KC Commercial Real Estate Expo 2023**, 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: Grand Plaza

8' Backwall Drape Color: Black
3' Side rail Drape Color: Black
Exhibit Hall Carpet: **Grand Plaza is NOT carpeted**
Aisle Carpet Color: None

BOOTH EQUIPMENT

Booth Size: 8' 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
- (1) 6' Draped Table
- (2) Folding Chairs
- (1) Wastebasket

SHOW SCHEDULE			OTHER DETAILS	
<u>Exhibitor Move-In</u>			<u>Empty Crate Return Schedule</u>	
Wednesday	May 17th	10:00AM - 1:00PM	Wednesday, May 17th	5:00pm
*Any exhibit not unpacked and set by 1:00pm on May 17th will be placed in storage.			<u>Carrier Check-In:</u>	
			Wednesday, May 17th	6:00PM
<u>Exhibit Hours:</u>			<u>Facility Clear Time:</u>	
Wednesday	May 17th	2:00PM - 5:00PM	Wednesday, May 17th	9:00PM
<u>Exhibitor Move-Out</u>			<u>Freight Re-Route Deadline:</u>	
Wednesday	May 17th	5:00PM - 9:00PM	Wednesday, May 17th	8:00PM
			*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

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:** **April 10 - May 12, 2023**

*Monday through Fridays, no holidays

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

KC Commercial Real Estate Expo 2023

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
Union Station Kansas City
30 W Pershing Rd
Kansas City, MO 64108

Delivery Window**Delivery Acceptance Dates:** **May 17th, 2023****Delivery Acceptance Times:** **8:00AM - 1:00PM**

KC Commercial Real Estate Expo 2023

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: **Friday, May 12, 2023**

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.

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: **April 26, 2023**

****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
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CREDIT CARD AUTHORIZATION FORM

Company: _____

Booth #: _____

Credit Card: ☐ Visa ☐ MasterCard ☐ Amex ☒ Discover

Card Number: _____ Expires: _____ Auth Code: _____

Billing Address: _____
Street Address City State Zip Code

X _____
Cardholder's Authorization Signature Cardholder's Name - Print

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

CALCULATE YOUR TOTAL

Booth Accessories / Custom Furniture	\$ _____
Tables & Risers	\$ _____
Display Panels	\$ _____
Shelving Units	\$ _____
Carpet	\$ _____
Signs & Banners	\$ _____
Display Units / Modular Units / AV Equipment	\$ _____
Taxable Subtotal	\$ _____
7.475% 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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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 the 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.



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INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

Company: _____

Booth #: _____

NOTIFICATION DEADLINE: April 26, 2023

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

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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. Exhibitor Appointed Contractor must agree to complete and sign this

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: _____



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: \$295.00

Standard: \$383.75



6' Skirted Table with 2 Padded Arm Chairs

Discount: \$159.50

Standard: \$215.50



8' Skirted Table with 2 Folding Chairs
Discount: \$188.00 Standard: \$244.50



10' x 10' Carpet w/ Padding & 2 Padded Chairs
Discount: \$298.00 Standard: \$387.50



40" Tall Pedestal Table with Scuba Cover & 2 Signature High Stools
Discount: \$176.00 Standard: \$230.00



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STANDARD FURNITURE ACCESSORIES

Company: _____

Booth #: _____



Red



White



30" Draped Tables	Discount	Standard	Subtotal
QTY: _____ 4' Tables	\$83.00	\$108.00	\$ _____
QTY: _____ 6' Tables	\$108.00	\$140.00	\$ _____
QTY: _____ 8' Tables	\$128.00	\$166.00	\$ _____
30" Undraped Tables	Discount	Standard	Subtotal
QTY: _____ 4' Tables	\$43.00	\$58.00	\$ _____
QTY: _____ 6' Tables	\$52.00	\$70.00	\$ _____
QTY: _____ 8' Tables	\$61.00	\$82.00	\$ _____



Black



Blue



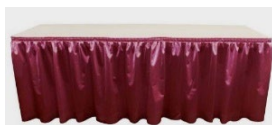
Green



Plum / Purple



Silver



Burgundy

42" Draped Tables		Discount	Standard	Subtotal
QTY: _____	4' Tables	\$108.00	\$140.00	\$ _____
QTY: _____	6' Tables	\$127.00	\$171.00	\$ _____
QTY: _____	8' Tables	\$154.00	\$208.00	\$ _____
42" Undraped Tables		Discount	Standard	Subtotal
QTY: _____	4' Tables	\$51.00	\$69.00	\$ _____
QTY: _____	6' Tables	\$63.00	\$85.00	\$ _____
QTY: _____	8' Tables	\$69.00	\$93.00	\$ _____
Fourth Side Skirting		Discount	Standard	Subtotal
30" Table (additional charge)		\$43.00	\$58.00	\$ _____
42" Table (additional charge)		\$57.00	\$77.00	\$ _____

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

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

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

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



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ACCESSORIES				
Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	6' - 10' Extension Tele Crossbar	\$11.00	\$20.00	\$ _____
_____	8' Upright Pipe & Base	\$16.00	\$25.00	\$ _____
_____	10' - 16' Adjustable Pipe	\$22.00	\$28.00	\$ _____
_____	2 - Arm Bag Rack	\$66.00	\$89.00	\$ _____
_____	Literature Rack	\$88.00	\$119.00	\$ _____
_____	Sign Holder	\$71.50	\$96.00	\$ _____
_____	Chrome Stanchion	\$33.00	\$45.00	\$ _____
_____	Tensa Stanchion	\$43.00	\$58.00	\$ _____
_____	40" Pedestal Table Cover - Black	\$48.00	\$65.00	\$ _____



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
_____	Bucket Side Chair	\$44.00	\$60.00	\$ _____
_____	Padded Arm Chair	\$55.00	\$74.25	\$ _____
_____	Padded High Stool	\$66.00	\$89.00	\$ _____
_____	Round Pedestal Table - 30" Tall	\$72.00	\$97.50	\$ _____
_____	Round Pedestal Table - 40" Tall	\$72.00	\$97.50	\$ _____
_____	Wastebasket	\$11.00	\$15.00	\$ _____
_____	Floor Easel	\$21.00	\$28.50	\$ _____
_____	"Z" Coat Rack	\$55.00	\$74.25	\$ _____



Bucket Side Chair



Padded Arm
Chair



Padded
High Stool



30" or 40"
Ped Table



Wastebasket



Easel



Z Rack



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QTY	Item	Discount Price	Standard Price	Subtotal
_____	Bookcase w/ 2 Adjustable Shelves	\$165.00	\$222.00	\$ _____
_____	"X" Ladder Bookcase *Black or White available	\$165.00	\$223.00	\$ _____
_____	Bookcase w/ 5 Adjustable Shelves	\$385.00	\$520.00	\$ _____
_____	Metal Ladder Bookcase	\$350.00	\$400.00	\$ _____



Bookcase with 2
Adjustable Shelves



"X" Ladder Bookcase
(Black or white)



Bookcase with
5 Adjustable Shelves



Metal Ladder
Bookcase

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Gondola Unit (Height 4 ft.)	\$187.00	\$250.00	\$ _____

Comes with 2 Shelves

Gondola Unit (Height 6' - 8')

\$230.00

\$310.00

\$ _____

Comes with 3 Shelves

Additional Shelves for Gondola

\$23.00

\$30.00

\$ _____

*Cream or Black available



*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
_____	Sofa - Black Faux Leather	\$479.00	\$652.00	\$ _____
_____	Love Seat - Black Faux Leather	\$422.00	\$576.00	\$ _____
_____	Black Futon w/ Adjustable Arms	\$396.00	\$535.00	\$ _____
_____	Faux Leather Wing Back Chair	\$165.00	\$222.00	\$ _____



*Sofa
Black Faux Leather*



*Love Seat
Black Faux Leather*



*Black Futon
Adjustable Arms*



*Wing Back Chair
Faux Leather*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Signature Padded High Stool	\$77.00	\$104.00	\$ _____
_____	Signature Padded Arm Chair	\$67.00	\$90.50	\$ _____
_____	Swivel Office Chair	\$99.00	\$134.00	\$ _____

_____ Folding Chair \$6.75 \$9.00 \$ _____



*Signature Padded
High Stool*



*Signature Padded Arm
Chair*



Rolling Office Chair



Folding 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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SPECIALTY FURNITURE

Company: _____

Booth #: _____

QTY	Item	Discount Price	Standard Price	Subtotal
_____	White Coffee Table	\$72.00	\$97.00	\$ _____
_____	Black Coffee Table	\$72.00	\$97.00	\$ _____
_____	Black End Table	\$38.00	\$60.00	\$ _____
_____	Grey Bench	\$163.00	\$220.00	\$ _____
_____	Black End Table with Metal Legs	\$38.00	\$60.00	\$ _____



White Coffee Table



*Black Coffee
Table*



Black End Table



Grey Bench



*Black End Table with
Metal Legs*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Full-Vision Glass Showcase	\$385.00	\$500.00	\$ _____
_____	Locking iPad Stand	\$150.00	\$200.00	\$ _____
	*25.00 ke deposit required			
_____	Chrome Rolling Shelf	\$109.00	\$147.00	\$ _____

_____ Safe \$220.00 \$295.00 \$ _____

_____ Podium \$80.00 \$98.00 \$ _____



Full-Vision Glass
Showcase



Locking iPad Stand
(\$25.00 key deposit)



Chrome Rolling Shelf



Safe



Podium

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	\$209.00	\$282.00	\$ _____
_____	Chrome Lift Stool	\$178.00	\$240.00	\$ _____
_____	Pedestal Barstool	\$125.00	\$169.00	\$ _____
_____	Farmhouse Barstool	\$147.00	\$198.00	\$ _____
_____	Lift Barstool	\$209.00	\$282.00	\$ _____



Lift High Stool



Chrome Lift Stool



Pedestal Barstool



Farmhouse
Barstool



Lift Barstool

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Floor Lamp - Spider	\$65.00	\$87.75	\$ _____
_____	Floor Lamp	\$154.00	\$208.00	\$ _____
_____	Cannister Floor Lamp	\$154.00	\$208.00	\$ _____
_____	Table Lamp	\$99.00	\$134.00	\$ _____



Floor Spider Lamp



Floor Lamp



*Cannister Floor
Lamp*



Table Lamp

*There is limited availability for these items and it may be substituted by a like item .
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QTY	Item	Discount Price	Standard Price	Subtotal
_____	White Futon Faux Leather	\$396.00	\$534.00	\$_____
_____	White Futon Chair Faux Leather	\$176.00	\$238.00	\$_____
_____	Bench Ottoman	\$163.00	\$220.00	\$_____
_____	Cube Storage Ottoman	\$107.00	\$144.50	\$_____
_____	Accent Square Ottoman	\$115.00	\$172.50	\$_____



*White Futon
Faux Leather*



*White Futon Chair
Faux Leather*



*Blue/Grey Bench
Ottoman*



*Cube Storage
Ottoman*



*Accent Square
Ottoman*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Leather Side Chair	\$165.00	\$223.00	\$_____
_____	Leatherette Barstool	\$253.00	\$341.00	\$_____
_____	Ghost Chair - Grey	\$100.00	\$130.00	\$_____
_____	High Back Executive Chair	\$176.00	\$237.00	\$_____





Leather Side Chair



Leatherette Barstool



Ghost Chair - Grey



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!*

QTY	Item	Discount Price	Standard Price	Subtotal
_____	Grey Fabric Sofa	\$215.00	\$280.00	\$_____
_____	Accent Bench	\$920.00	\$1,380.00	\$_____
	*White or Black available			
_____	Locking Phone Charging Station	\$580.00	\$812.00	\$_____
	*6 units			
_____	Table Phone Charging Station	\$480.00	\$672.00	\$_____
_____	Power Bar Table	\$479.00	\$652.00	\$_____
	*White or Black available			



Grey Fabric Sofa



Accent Bench
White or Black Available



Locker Phone Charging
Station with 6 units
*Customizable with Graphics



Table Phone Charging Station
*Customizable with Graphics



Power Bar Table
White or Black Available

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

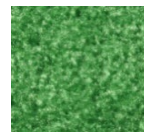
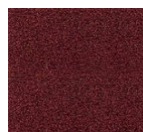
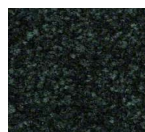
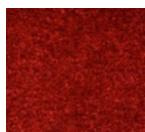


Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116
Phone: 816-891-9500 * Fax: 816-891-9507

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	\$163.00	\$210.00	\$_____
_____	10' x 20' Carpet	\$326.00	\$420.00	\$_____
_____	10' x 30' Carpet	\$489.00	\$630.00	\$_____
10' Wide Carpet in lengths of over 30' are priced per 10' increment include taping front edge only				
_____	10' x _____ ft. Carpet	\$163 per 10 feet	\$210.00 per 10 feet	\$_____

Carpet Colors

If color is not selected below, show color will prevail

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

SPECIAL CUT CARPET (includes protective covering)				
QTY	Item	Discount Price	Standard Price	Subtotal
_____	ft. x _____ ft. Carpet	\$3.25 per sq. ft.	\$4.40 per sq. ft.	\$_____
*100 sq. ft. minimum				

Carpet Colors

If color is not selected below, show color will prevail

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

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

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

_____	10' x 10' Plush Carpet	\$400.00	\$_____
-------	------------------------	----------	---------

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

Please call for Plush Carpet color selections



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	\$75.00	\$97.00	\$_____
_____	10' x 20' Carpet Pad	\$150.00	\$194.00	\$_____
_____	10' x 20' Carpet Pad	\$225.00	\$291.00	\$_____

Special Cut Carpet Padding

_____	sq. ft. Carpet Padding	\$0.95per sq. ft.	\$1.30 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	\$0.30 per sq. ft.	\$0.40 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	\$0.35 per sq. ft.	\$ _____

***100 sq. ft. minimum**

Example: Vacuuming a 10' x 10' Booth once = \$35.00

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

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

***100 sq. ft. minimum**

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

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



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

_____ Shampoo Once before initial opening of show	\$0.80 per sq. ft.	\$ _____
*100 sq. ft. minimum		

_____ Booth Cleaning - Display Wipe-Down Service	\$0.40 per sq. ft.	\$ _____
*100 sq. ft. minimum		





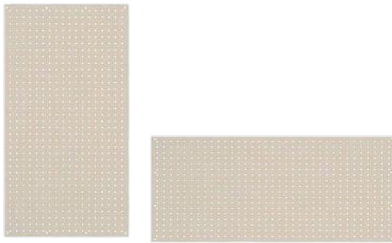
Mail or Fax to: Liberty Expo Services, Inc. 1821 Bedford Ave. North Kansas City, MO 64116

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

TACK BOARD / PERFORATED BOARDS

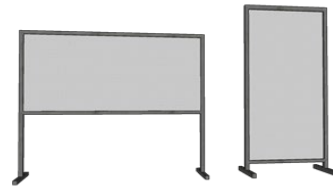
Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	4' x 8' Perf Board Panel *Vertical	\$104.00	\$140.00	\$ _____
_____	4' x 8' Perf Board Panel *Horizontal	\$104.00	\$140.00	\$ _____
_____	4' x 8' Grey Tack Board Panel *Vertical	\$104.00	\$140.00	\$ _____
_____	4'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

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



4' x 8' Perf Board Panels

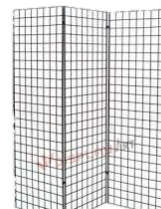
*Available in Horizontal and Vertical



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	\$66.00	\$86.00	\$ _____
_____	Set of Legs for Grid Panel	\$22.00	\$30.00	\$ _____
_____	2' x 7' Grid Panel with 2 Legs *Panel comes with pair of legs	\$88.00	\$114.00	\$ _____
_____	18" Waterfall Arm w/ 7 Ball Stops	\$13.50	\$18.00	\$ _____
_____	6" Grid Wall Hooks	\$4.00	\$5.25	\$ _____





2' x 7' Grid Panel w/ Legs



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

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

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

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

FLORAL

Company: _____

Booth #: _____

QTY	Item	Discount Price	Standard Price	Subtotal
<u>Blooming Plants, Ferns, and Flower Arrangements - Purchase Only</u>				
_____	Mums	\$55.00	\$75.00	\$ _____
_____	Assorted Blooming Plants	\$55.00	\$75.00	\$ _____
_____	Ferns	\$55.00	\$75.00	\$ _____
_____	Small Flower Arrangement	\$88.00	\$110.00	\$ _____
_____	Medium Flower Arrangement	\$99.00	\$134.00	\$ _____
_____	Large Flower Arrangement	\$132.00	\$178.00	\$ _____



Mums



Assorted Blooming Plants



Ferns

Small to Large Flower
Arrangements

QTY	Item	Discount Price	Standard Price	Subtotal
<u>Green Tropical Plants - Rental Only</u>				
_____	1' - 2'	\$40.00	\$56.00	\$ _____
_____	3' - 4'	\$70.00	\$98.00	\$ _____
_____	5' - 6'	\$80.00	\$112.00	\$ _____
_____	7' - 8'	\$120.00	\$168.00	\$ _____
_____	Booth Plant Package	\$220.00	\$300.00	\$ _____

***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 #: _____

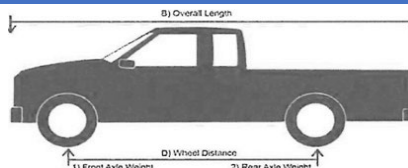
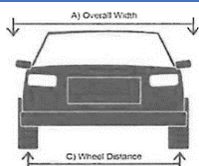
Displaying a vehicle at the show? Please be as detailed as possible with the information that you provide. Liberty Expo charges a round-trip fee, per vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Liberty Expo will receive equipment 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 (1/4) 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

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)	\$75.00 per hour	\$80.00 per hour	\$_____

X _____
Authorized Signature Print Name Date



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

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.



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
7" x 14"	\$36.00	\$44.50
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.



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

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

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

Company: _____

Booth #: _____

10' Booth



10' x 10' Modular Exhibit with Illuminated Header

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

Advance: \$ 1300.00 Standard: \$ 1820.00

20' Booth



10' x 20' Modular Exhibit with Illuminated Header

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

Advance: \$ 2600.00 Standard: \$ 3640.00

20' x 20' Island



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 **April 10, 2023 to May 12, 2023**

Type	Price	Minimum
Crated Advance Shipment	\$75.00 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	\$99.00 per 100 lbs	200 lb minimum

DIRECT TO SHOW SITE

Freight Accepted **May 17, 2023 8am-1pm ONLY**

Type	Price	Minimum
Crated Direct Shipment	\$75.00 per 100 lbs	200 lb minimum
Small Package Direct Shipment	\$60.00 per 35 lbs	1-35 lbs
Uncrated Advance Shipment	\$99.00 per 100 lbs	200 lb minimum

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	\$75.00 per hour
Overtime	Before 8am/ After 4:30pm Mon - Fri	\$112.50 per hour



Overtime	All Day Saturdays/Sundays	\$112.50 per hour
Doubletime	All day on Holidays	\$150.00 per hour

One Hour Minimum per crew member

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

☐


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

One Hour Minimum per crew member



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

One Hour Minimum per crew member



Will you need Liberty Expo Supervision? ☐ YES ☐ NO

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

Dimensions: _____

Sign Shape: ☐ Square ☐ Rectangle ☐ Circle

Sign Type: ☐ Metal ☐ Wood ☐ Cloth

Sign Placement: _____

Assembly Required? ☐ YES ☐ NO

Electrical required? ☐ YES ☐ NO

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

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

(Example: If you need 2 workers for 2 hours of ST installation, 2 men x 2 hrs x \$75.00 = \$300.00)

Total Labor Amount = \$ _____



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

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

ELECTRICAL SERVICES	
Company: _____	Booth #: _____

Mail or Fax Electrical Order with Payment to Liberty Exposition Services

**Orders must be received 10 days before the beginning of show to receive the Advance price*

Standard Electrical Service			
Quantity	Advance	Standard	Subtotal

_____ 500 watt - 5 AMPS	\$80.00	\$120.00	\$ _____
_____ 1000 watt - 10 AMPS	\$120.00	\$157.00	\$ _____
_____ 2000 watt - 20 AMPS	\$138.00	\$218.00	\$ _____

Service Accessories (Does not include cost of outlet)

Quantity	Advance	Standard	Subtotal
_____ Plug Strip (6 Outlets)	\$31.00	\$47.00	\$ _____
_____ Flood Lights	\$52.00	\$70.00	\$ _____
_____ 1 Plug - 25' Extension Cord	\$21.00	\$30.00	\$ _____

Special Electrical Services (208V)

Please contact Liberty Exposition Services at 816-891-9500 or e-mail Sales@LibertyExpo.com if you require special electrical services in excess of 20 AMP or if your booth will contain any machines (i.e. popcorn machine, ice cream machine, refrigerator, etc.)

***Please note that all special electrical service orders must be received 10 days prior to the show.**

Terms: Discount rates apply up to 10 days prior to event. 100% of the electrical payment must be received prior to the deadline to qualify for the discount price. All payments received after the deadline date will be charged standard rate.

No service will be installed until full payment has been made. Claims must be filed in writing to be considered. No credit will be issued on outlets installed & not used. Bldg utility outlets are not part of the booth space. All connections must be made by Liberty Expo. Special services will be charged at prevailing rates; hourly rates subject to Overtime.



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

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

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!*



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

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

PERSONAL PROTECTIVE EQUIPMENT SERVICES

Company: _____		Booth #: _____		
QTY	Item	Discount Price	Standard Price	Subtotal
_____	Hand Sanitizing Station	\$90.00	\$125.00	\$ _____
	*Includes one full sanitizer container - dispenses 1200 times!			
_____	Hand Sanitizer Refills	\$35.00	\$47.50	\$ _____
	*For hand sanitizing stations only			
_____	Sneeze Guard - Table Top	\$50.00	\$90.00	\$ _____
_____	7" Circle Floor Cling	\$3.50	No On-site Orders	\$ _____
_____	12" Circle Floor Cling	\$7.50	No On-site Orders	\$ _____
_____	18" Circle Floor Cling	\$15.75	No On-site Orders	\$ _____
_____	24" x 24" Square Floor Cling	\$28.00	No On-site Orders	\$ _____
_____	28" x 28" Full Color Sign	\$71.00	No On-site Orders	\$ _____
_____	Face Masks - 10 Pack	\$8.00	\$10.00	\$ _____

_____	Face Masks - 30 Pack	\$30.00	\$40.00	\$ _____
_____	Hand Sanitizer - 12 Ounce	\$10.00	\$13.50	\$ _____

****All floor clings and signs must be ordered 2 weeks in advance***



Hand Sanitizer Stations

1,200 dispenses per container

Table Top Sneeze Guard

Floor Clings

Foamcore Sign

*sign holder sold separately

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 - \$0.20 per sq. ft. per day

Standard Rate - \$0.25 per sq. ft. per day

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



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







1821 Bedford Ave, N. Kansas City, MO 64116

Phone: (816) 891-9500

Fax: (816) 891-9507

Website: www.libertyexpo.com

Electrical & Audio Visual Order Form

Mail or Fax Electrical Order with Payment to Liberty Exposition Services

Orders must be received 10 days before the beginning of show to receive the Advance price

Standard Electrical Service

Quantity		Advance	Standard	Extended
_____	500 watt - 5 AMPS	\$80.00	\$120.00	\$_____
_____	1000 watt - 10 AMPS	\$120.00	\$157.00	\$_____
_____	2000 watt - 20 AMPS	\$138.00	\$218.00	\$_____

Special Electrical Service

Please contact Liberty Exposition Services at 816-891-9500 or e-mail Sales@LibertyExpo.com if you require special electrical services in excess of 20 AMP or if your booth will contain any machines (i.e. popcorn machine, ice cream machine, refrigerator, etc.)

****Please note that all special electrical service orders must be received 10 days prior to the show.***

Service Accessories (Does not include cost of outlet)

Quantity		Advance	Standard	Extended
_____	Plug Strip (6 Outlets)	\$31.00	\$47.00	\$_____
_____	Flood Lights	\$52.00	\$70.00	\$_____
_____	1 Plug - 25' Extension Cord	\$21.00	\$30.00	\$_____

PAYMENT AUTHORIZATION

Check Number: _____

Credit Card ☐ Visa ☐ AMEX ☐ Mastercard ☐ Discover

Exp. Date: _____

Card Number: _____

Security Code: _____

Cardholder's Name: _____

Billing Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

Date: _____

Event Name: _____

Phone: _____

Exhibiting Company Name: _____

E-mail: _____ Print Name: _____

Terms: Discount rates apply up to 10 days prior to event. 100% of the electrical payment must be received prior to the deadline to qualify for the discount price. All payments received after the deadline date will be charged standard rate. No service will be installed until full payment has been made. Claims must be filed in writing to be considered. No credit will be issued on outlets installed & not used. Bldg utility outlets are not part of the booth space. All connections must be made by Liberty Expo. Special services will be charged at prevailing rates; hourly rates subject to Overtime.