



2022 EXHIBITOR SERVICES ORDER FORM

Company Name: _____

Booth Number: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Furnishings

(You may order up to 1 skirted table and 2 chairs at no charge. Additional furnishings can be purchased.)

1 skirted table (included)

2 chairs (included)

Additional chairs Quantity _____ @ \$2/each

Additional skirted tables Quantity _____ @ \$7/each

Additional plain tables (you will provide the covering/drape) Quantity _____ @ \$7/each

Custom Order Furnishings such as couches, cocktail tables, armchairs, etc. Please select this item, and a team member will contact you with details and pricing. Items are subject to availability.

Carpeting

(Carpeting is not required in your booth. Should you wish to order carpeting, please indicate how many feet you will require or what size booth you are carpeting. All carpet is RED and is subject to availability.)

Carpeting (red) Quantity _____ \$12/foot

Electrical

(Basic electrical service is included with your booth. Please note that it is your responsibility to provide extension cords for use within your booth.)

20-amp 110-volt Single Outlet Electrical Service (included)

Additional Electrical Needs. Please select this option if you need anything beyond the 20-amp 110-volt single outlet service. A team member will contact you with details and pricing.

Audio Visual

Please select this option if you need to order audio visual services for your booth. A team member will contact you with details and pricing.

Please return form to jhoeflerlin@hpj.com. Additional charges will be invoiced by High Plains Journal. Payments should be made upon receipt of invoice.

Questions? Contact Jen Hoeflerlin, Tradeshow Manager, at jhoeflerlin@hpj.com or 314-446-4905.



2022 EXHIBITOR SHIPPING INFORMATION

*****The United Wireless Arena does not accept any liability for equipment, goods, displays or other materials shipped from or to the United Wireless Arena. The Vendor is responsible for insuring its property for loss or damage.*****

SHIPMENTS TO SHOW SITE:

Shipment Date:

Accepted beginning July 21, 2022

Shipping Address:

*Cattle U 2022, Booth ###
Client's Name & Company
United Wireless Arena
4100 W. Comanche
Dodge City, KS 67801
Number of Boxes (Ex: Box 1 of 2, Box 2 of 2)
ATTN: Lisa Killion*

All boxes must be labeled as shown above with Cattle U, your COMPANY NAME, BOOTH NUMBER and NUMBER of boxes.

SHIPMENTS AFTER THE EVENT:

All shipping labels must be paid for, printed, and attached to the shipping containers AND left at your assigned booth for pick-up. All return shipping requests must be discussed and coordinated with Cattle U Show Management.

After the event, you will be responsible for dismantling, repacking, and sealing of outbound shipments.

All outbound shipments will require completed shipping documents, including billing account numbers. The United Wireless Arena will provide pickup from your event location and will transport to the receiving department for pickup by designated shipping vendor. *The facility cannot call the shipping company on your behalf and cannot print shipping labels for you.*

Questions? Please contact Jen Hoeflerlin, Tradeshow Manager, at jhoeflerlin@hpi.com or 314-446-4905.