



2022 KLA TRADE SHOW REGISTRATION

November 30 - December 1, 2022 • Century II • Wichita, Kansas

Stephen Russell
785-273-5115 | stephen@kla.org

Shelbi Wiggs
785-273-5115 | shelbi@kla.org

Wichita Hotel Information

Hyatt Regency

(Host Hotel)

400 W. Waterman | Wichita

Phone: 316-293-1234

Rate: \$122 plus tax, per night

Reserve by November 14, 2022

*One night's deposit required.
Will be refunded if cancellation is
made by November 1.*

Fairfield Inn & Suites

525 S. Main | Wichita

Phone: 316-361-2104

Rate: \$129 plus tax, per night

Reserve by November 9, 2022

Drury Plaza Hotel - Broadview

400 W. Douglas | Wichita

Phone: 316-262-5000

Rate: \$131 plus tax, per night

Group number: 10000354

Reserve by October 29, 2022

*Please ask for the Kansas
Livestock Association
room block when calling
any of these hotels. Online
reservation links can be
found at www.kla.org.*

Trade Show Schedule

The trade show floor will be open to convention attendees on Wednesday afternoon after exhibitor move-in and all day Thursday. (The below schedule is subject to change.)

• WEDNESDAY, NOVEMBER 30

8 a.m. to Noon - Large equipment move-in

Noon to 4 p.m. - All exhibitor move-in

4 to 6:15 p.m. - Trade show open

5 to 6:15 p.m. - Trade show welcome reception

• THURSDAY, DECEMBER 1

7 a.m. to 8 p.m. - Trade show open

7 to 8:30 a.m. - Breakfast in the trade show

11:30 a.m. to 1:30 p.m. - Lunch in the trade show

4:30 to 7:30 p.m. - Trade show reception & Cattlemen's Dinner

8 to 11 p.m. - President's Reception

8 to 9 p.m. - Limited move-out*

*Not for large equipment. Notify Stephen Russell at check-in to make arrangements.

• FRIDAY, DECEMBER 2

7 to 10 a.m. - Exhibitor move-out

Exhibitor Move-In

All heavy equipment must be in place by noon on Wednesday, November 30. All other exhibitors will move in from noon to 4 p.m. The trade show will open at 4 p.m. on Wednesday.



GUIDELINES & DETAILS



BOOTH PRICING

First booth.....	\$600
Second booth.....	\$400
Third booth.....	\$300
Fourth booth.....	\$200

MEAL TICKET PRICING

Wednesday banquet.....	\$60 per person
Thursday lunch and dinner.....	\$60 per person <i>(First two tickets for Thursday meals are complimentary.)</i>
Drink tickets.....	\$10 each <i>(Redeemable in the trade show on Thursday only.)</i>

To be listed in the convention program and other promotional materials, your exhibit space agreement must be received by October 7.

- Exhibit space is in 10' x 10' allotments. Each exhibitor will be provided the following: one 8' draped table, drapes, a sign with company name, two folding chairs, a wastebasket, two Thursday lunches and two Thursday dinners. Additional Thursday meals may be purchased for \$60 per person, and includes lunch and dinner meals. Tickets for dinner on Wednesday are not included, but can be purchased for \$60 each.
- KLA will assign booth spaces, honoring requests based on application postmark, special needs and compatibility. KLA reserves the right to alter locations of exhibitors and/or booths as shown on the KLA trade show floor plan at its sole discretion, if deemed advisable in the best interest of the show.
- Exhibits obstructing views (except equipment booths), interfering with other exhibitors' privileges, extending beyond designated space, or otherwise becoming objectionable (at KLA's discretion) must be modified or removed immediately by the exhibitor.
- Century II does not allow open flames and is a non-smoking facility.
- Silicone and paint spraying is prohibited inside Expo Hall. All such work must be completed before entering.
- KLA reserves the right to shorten the provided company summary to be listed in the exhibitor directory to better fit the allotted space.
- All food and beverages distributed to convention attendees must be ordered through the KLA office.
- Activities offered to convention attendees must be pre-approved by KLA trade show staff.

UTILITIES

For electrical and/or telephone service, please refer to the Century II order form. Please return the form to Century II. For more information, call 316-264-9121.

CANCELLATION/REFUND POLICY

Requests for refunds will be considered only if received in writing prior to Monday, October 24. Refunds will be subject to a 10% cancellation fee. No refunds will be issued after the October 24 deadline.

CONTACT INFORMATION

Please return the completed exhibitor form to Shelbi Wiggs at shelbi@kla.org or by mail to 6031 SW 37th Street, Topeka, KS 66614. For questions about the trade show, contact Stephen Russell or Shelbi Wiggs at 785-273-5115, stephen@kla.org or shelbi@kla.org.

PARKING

All lots surrounding the facility are municipal lots with metered parking. Any vehicles parked in restricted areas (including the loading dock area, fire lanes, Kennedy Plaza and the service level) will be ticketed and/or towed at the owner's expense.

DELIVERY, STORAGE & DECORATING

Exhibitors may rent furnishings or equipment and make advance or direct shipments to Expo Hall by contacting Henry Helgerson Company at 316-943-1851 or by completing the included form. Please return the form to Helgerson Company. Booths shipped to the Hyatt will incur a hotel handling fee. Exhibitors must arrange their own delivery and removal of equipment and materials.

Helgerson will accept shipped items and freight with no delivery fee up to 20 days prior to the event. Any items arriving prior to 20 days out will be assessed a storage fee of \$10 per day.

KLA TRADE SHOW EXHIBIT SPACE AGREEMENT



Wednesday, November 30 & Thursday, December 1, 2022 | Century II Convention Center - Wichita, Kansas

Please type or print Date: _____ Contact Name: _____

Company Name (as you would like it to be listed in directory)			
Billing Address		Phone	
City, State, Zip		Email	
Company Summary (2-3 sentences max. To be listed in directory. May be edited by KLA for length & clarity.)			

Exhibitor Registration - representatives working in your booth at the trade show.
Two Thursday lunches and two Thursday dinners are complimentary. Additional Thursday meals may be purchased for \$60.

Name badge information:			Wednesday Dinner (RSVP Required) \$60 per person	Thursday Meals (Lunch & dinner) \$60 per person	Drink tickets Redeemable in the trade show on Thursday only. \$10 per ticket
Name	City	State			Number of drink tickets
1.			<input type="checkbox"/>	Complimentary	Summary of fees Meal tickets \$ _____ Drink tickets \$ _____ Total \$ _____
2.			<input type="checkbox"/>	Complimentary	
3.			<input type="checkbox"/>	<input type="checkbox"/>	
4.			<input type="checkbox"/>	<input type="checkbox"/>	
5.			<input type="checkbox"/>	<input type="checkbox"/>	
6.			<input type="checkbox"/>	<input type="checkbox"/>	
7.			<input type="checkbox"/>	<input type="checkbox"/>	

Booth & Location Preference

Reserve _____ (quantity) booth(s) at the 2022 KLA Convention & Trade Show in Expo Hall of the Century II Convention Center. Please list booth number preferences below.

1st Preference _____ 2nd Preference _____

3rd Preference _____ 4th Preference _____

Booth pricing

First booth.....\$600
 Second booth.....\$400
 Third booth.....\$300
 Fourth booth.....\$200

Please see previous page for information on the booth assignment process and refund policy.

Summary

Check enclosed | Cost of Booth(s) \$ _____

Pay by credit card | Exhibitor fees (above) \$ _____

Visa MC | Grand Total \$ _____

Discover AMEX

Name as shown on the card _____

Card number _____

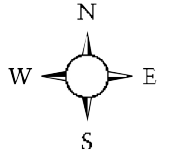
Expiration date _____ VCode _____

Credit Card Billing Address _____ City _____ State _____ Zip _____

To be listed in the convention program, space must be reserved by Friday, October 7.

Please return completed exhibitor form to Shelbi Wiggs at shelbi@kla.org or by mail to 6031 SW 37th Street, Topeka, KS 66614

Floorplan is subject to change



Kansas Livestock Association Convention Century II Convention Center-Expo Hall

WEST LOADING DOCK

WOMEN
MEN
WOMEN
MEN

130 131 132 133 134

137 138 139 140

119 120 121
116 117 118

124 125
122 123

128 129
126 127

105 106 107
102 103 104

110 111
108 109

114 115
112 113

87 88 89
84 85 86

92 93
90 91

96 97 100 101
94 95 98 99

69 70 71
66 67 68

74 75
72 73

78 79 82 83
76 77 80 81

51 52 53
48 49 50

56 57
54 55

60 61 64 65
58 59 62 63

33 34 35
30 31 32

38 39
36 37

42 43 46 47
40 41 44 45

141 142 143 144 145 146 147 148 149 150

17 18 19 20 21 22 23 24 25 26 27 28 29

151-154

155-158

DOORS TO
HYATT

Convention
Attendee Entrance

Convention & Trade
Show Registration

EMERGENCY EXITS

EMERGENCY EXITS

40'W x 20'H DOOR



Conventions Trade Shows Flags & Flag Poles
 2900 S. Hydraulic Wichita, Kansas 67216
 316-943-1851 Fax 316-267-4804
 Email: info@henryhelgerson.com

**RENTAL
ORDER
FORM**

Company Name _____

Street Address _____

City _____ State _____

Ordered by: _____ Email: _____

Phone _____

Zip Code _____

P.O. # _____

Following rental prices are for the duration of the show, and include delivery and removal.

SHOW COLORS: RED/BLACK/WHITE

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
DISPLAY TABLES-Draped 3 Sides					
24"W x 30"H x 4'L	\$30.00	\$27.00			
24"W x 30"H x 6'L	\$34.00	\$30.00			
24"W x 30"H x 8'L	\$45.00	\$40.00			
30"W x 30"H x 8'L	\$45.00	\$40.00			
DISPLAY TABLES (42" Counter Height)-Draped					
24"W x 42"H x 4'L	\$42.00	\$37.00			
24"W x 42"H x 6'L	\$48.00	\$42.00			
24"W x 42"H x 8'L	\$53.00	\$48.00			
30"W x 42"H x 8'L	\$53.00	\$48.00			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	\$18.00	\$13.00			
24"W x 30"H x 6'L	\$20.00	\$15.00			
24"W x 30"H x 8'L	\$28.00	\$23.00			
30"W x 30"H x 8'L	\$29.00	\$24.00			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$4.00	\$3.00			
8' high per foot	\$6.00	\$5.00			
BOOTH CARPETING					
10' x 10'	\$95.00	\$79.00			
10' x 20'	\$189.00	\$158.00			
10' x 30'	\$284.00	\$237.00			
10' x 40'	\$378.00	\$315.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.26 x _____ sq. ft.					
Daily Cleaning: \$.26 x _____ sq. ft. x _____ # days					
EXPO FURNISHINGS					
42" High Cocktail Table	\$19.00	\$16.00			
42" High Cocktail Table with Tablecloth	\$34.00	\$30.00			
Plastic Side Chair	\$11.00	\$8.00			
Padded Chair	\$21.00	\$17.00			
High Stool with Back	\$21.00	\$17.00			
Floor Easel	\$13.00	\$10.50			
Wastebasket	\$8.00	\$7.00			

**Kansas Livestock
Association
Convention & Trade Show**

**November 30- December 2,
2022**

**Century II
Wichita, KS**

Draping Colors:
 Black Plum
 Blue Red
 Burgundy Silver
 Green White
 Gold

Carpet Colors:
 Black
 Blue
 Gray
 Green
 Red

CLEANING: Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

***NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

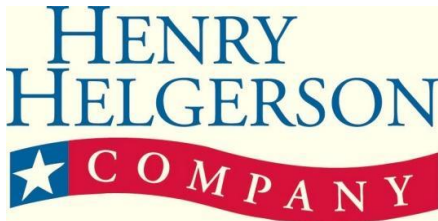
RECEIPT REQUEST YES NO
 Receipt will be available when using online payment.

Payment:** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices. (Email Required for online payment)

- Check Enclosed
- Online Payment

Signature _____

SUB TOTAL \$ _____
 7.5% Sales Tax _____
 TOTAL DUE \$ _____



2900 S. Hydraulic
 Wichita, Kansas 67216
 316-943-1851 – Fax 316-267-4804
 EMAIL: info@henryhelgerson.com

Kansas Livestock
 Association 2022

Century II
 Wichita, KS 67202

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: KLA CONV. 2022 C/O HENRY HELGERSON CO.
**2900 S. HYDRAULIC, WICHITA KANSAS 67216 ADVANCE
 TO WAREHOUSE MUST BE RECEIVED NO LATER THAN
 NOVEMBER 18, 2022.**

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: KLA CONV. 2022 C/O HENRY HELGERSON CO.
 CENTURY II CONVENTION CENTER
 202 WEST DOUGLAS WICHITA, KS 67202
**PRIOR ARRANGEMENTS WITH HENRY HELGERSON
 COMPANY ARE REQUIRED BEFORE DELIVERY TO CII**

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)	TO WAREHOUSE	TO SHOW SITE.
--	---------------------	----------------------

SHIPPED VIA: _____ PRO# _____
 DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____
FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ YES _____ NO ADD \$75.00 PER HOUR
 # OF CRATES: _____ # OF DISPLAY CASES: _____ # OF CARTONS: _____ # OF SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____ TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:
--

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

 MOTOR FREIGHT (NAME) _____ VAN LINE (NAME) _____

 UPS: _____ GROUND _____ BLUE(2ND DAY AIR) _____ RED(NEXT DAY AIR) – UPS ACCT. # _____

 FED EX – ACCT# _____

 OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: <u>Kansas Livestock Association 2022</u>	
Booth _____	COMPANY NAME: _____
ORDERED BY: _____	PHONE #: _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$ _____ Payment: Check _____ Online Payment _____
 7.5% Sales Tax \$ _____
 Total Due \$ _____ Email _____ Email required for online payment



PERFORMING ARTS & CONVENTION CENTER
REMIT TO:

**Century II Performing Arts &
Convention Center
Exhibitor Services Department
225 West Douglas Avenue
Wichita, KS 67202**

316-303-8602 (Phone)
stephanie.slater@asmwichita.com
(Email)

Utilities Order Form

Event: _____ Dates: _____

Exhibitor Company Name _____

Address _____

City _____ State _____ Zip _____

(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)

Exhibitor Name _____

Phone _____

E-mail _____

Authorized Signature _____

(By signing, exhibitor understands Century II may adjust price if calculations aren't correct)

A check or credit card information for the total services requested must accompany this order form. **To receive the Advanced Rate, the payment and order form must be received 5 business days prior to the event move in day.** Regular Rate prices will be collected on orders placed after this date. All rates charged are for the run of the event, unless otherwise noted. Regulations, additional information and payment instructions can be found on the reverse side of this form.

ELECTRICAL SERVICE

ITEM	Advance Rate	Regular Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$50.00	\$100.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$65.00	\$130.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$70.00	\$140.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$90.00	\$180.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$150.00	\$300.00		
100 AMP 480 V. 3 PHASE*	\$150.00	\$300.00		
15' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
25' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
GROUNDING 6 PLUG-IN STRIP (requires 110V order)	\$15.00	\$25.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$60.00	\$120.00		

SIGN HANGING

SIGN – \$70.00; BANNER – \$120.00; OVERSIZE – \$350.00 *circle one* (See reverse for size descriptions)

COMMUNICATIONS

TOUCH TONE PHONE LINE	\$120.00	\$240.00		
INTERNET – WIRED DEVICE; one day only	\$200.00	\$400.00		
INTERNET – WIRED DEVICE; each additional day	\$50.00	\$50.00		
INDIVIDUAL WIRELESS INTERNET SERVICE	Can be purchased day of by selecting "Century II Wireless" network.			

SPECIAL SERVICES

FORKLIFT (5,000 lb) with OPERATOR per hour	\$100.00	\$100.00		
WATER FILL/DRAIN: 1-250 GALLONS	\$70.00	\$140.00		
250 GALLONS & UP	\$100.00	\$200.00		
NATURAL GAS CONNECTION* (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$125.00	\$250.00		
COMPRESSED AIR*	\$75.00	\$150.00		

* THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE*

NOTICE:

Supersedes all previous forms

SUBTOTAL		
+ KANSAS TAX	x 7.5%	
= TOTAL		

ORDERING INFORMATION

ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT MUST BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of CENTURY II PERFORMING ARTS & CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, and/or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips are the responsibility of the exhibitor. Additional cords and power strips may be rented from the service counter. The exhibitor's own cords should be U.L. Approved and inspected for wear. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II reserves the right to replace any cords that are not approved with appropriate cords at exhibitor's expense.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

SIGNS & DECOR

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape or painter's tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: SIGNS – under 4' x 10' in size weighing less than 70 lbs.; BANNERS – under 20' in length weighing less than 140 lbs.; OVERSIZE – anything over 20' in length or weighing more than 140 lbs.
- Pricing for signs or banners with multiple sides (e.g. 3-sided, 4-sided) will be calculated by multiplying the cost for a single banner and the number of sides to be hung.
- ALL items hung from ceilings or walls of Century II must be coordinated via Exhibitor's Services

COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system provides a limited number of direct dial-in and outgoing credit card phone lines. This service is based on availability.
- Wireless service is the primary method within CENTURY II.
- Basic, Enhanced, Premium and Ultimate Wireless Services can be purchased on day of show. Choose **Century 2 Wireless** network.
- CENTURY II is not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed connection must have Ethernet card and have AutoDetect capabilities enabled.

FORKLIFT SERVICES

- \$100.00 fee is for the first hour only. Each additional hour is \$25.
- After four total work hours, a one hour break must be taken.
- A break longer than one hour will start the \$100.00 rate again.

- **ORDER IN ADVANCE!** Ordering in advance will ensure that you have the power you need, as well as save you a significant amount of money.
- The most common power request is for a 20 AMP 110 V single outlet. This is sometimes called "household power" or standard current. A normal room in a home can use this amount of power.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Cash**
- **Check** – Made payable to ASM Global
- **Credit Card** – AMEX, DISC, MasterCard, Visa

ADDITIONAL IMPORTANT INFORMATION:

- Select services are not available in all locations; contact Exhibitor Services Department for availability
- When paying by check, please note the Event Name.
- When paying by credit card, address on the order form **MUST** be the billing address for the card.
- Please fill in all blanks to ensure proper crediting of account.
- Orders without complete information or appropriate payment will not be processed.

Name on Card	

Account Number	

Expiration Date (Month/Year)	

Cardholder Signature	
_____	_____
Date	3 Digit Code

