



**January 17-18 | Salina, KS | Tony's Pizza Events Center**

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# **2024 Exhibitor Service Kit**



JANUARY 17-18, 2024 • SALINA, KS

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Dear Soil Health U Exhibitor:

Welcome to Soil Health U 2024, featured at Tony's Pizza Events Center in Salina, Kansas. We look forward to assisting you with the planning and execution of the exhibit portion of the event.

This manual contains important details relative to your participation in January. Please read through it carefully and note the advanced order dates/rates for services.

Feel free to contact the appropriate service contractors directly for specific questions and quotes.

We are pleased that you will be joining us in Salina. If there is anything that we can do to assist you, please do not hesitate to contact us.

Sincerely,  
**Jen Hoeflerlin**  
Tradeshow Manager  
High Plains Journal  
Direct: (314) 446-4905  
[jhoeflerlin@hpj.com](mailto:jhoeflerlin@hpj.com)





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**Register your booth staff now so that badges are printed and ready for pick up at the event.**

You can register staff by clicking [HERE](#). If you need your login credentials resent, please contact [Registration Services](#).

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**Promote your booth at Soil Health U 2024.**

If you are interested in becoming a sponsor, please contact Jason Koenig at [jkoenig@hpi.com](mailto:jkoenig@hpi.com) or 314-873-3125.

Follow the [Soil Health U Facebook page](#) and tag us in your posts. The official event hashtag is #SoilHealthU24. Visit the Soil Health U [promotional page](#) for social media graphics and suggested posts and emails.

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**Order services and furnishings for your booth space.**

Each booth includes (at no additional cost) one skirted table and two chairs.

Should you wish to order booth carpet, additional furnishings, electrical service or other utilities, please see the attached order forms.

**\*Please note that you must provide your own extension cords if ordering electrical service.**

Specifics on freight services are also attached.

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**Book your room at an official Soil Health U hotel.**

Click [HERE](#) to make your hotel reservation.

**\*\*Reservations must be received before January 6, 2024. After that, reservations will be accepted based upon space and rate availability. \*\***

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### **Insurance Requirements**

Please submit a certificate of insurance by either logging in to the [Exhibitor Service Center](#) or by emailing the [Tradeshow Manager](#).

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### **Shipping**

Shipments should not arrive at the facility prior to Tues., January 16. Shipments should be addressed as follows:

Tony's Pizza Event Center  
Soil Health U Booth #####  
800 The Midway  
Salina, KS 67401

If you require assistance with freight handling, you may wish to work with Henry Helgerson Company. Please see the attached form.

Please Note: You **MUST** make your own arrangements for pick up.

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### **Equipment Displays**

If your display includes equipment and/or a vehicle, please contact the [Tradeshow Manager](#) so that arrangements can be made.

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**Schedule**

**Exhibitor Load In**

*Tuesday, January 16, 2024*

*8:00 AM – 5:00 PM*

**Show Hours**

*Wednesday, January 17, 2024*

*8:00 AM – 5:00 PM*

*Thursday, January 18, 2024*

*8:00 AM – 2:00 PM*

**Exhibitor Load Out**

*Thursday, January 18, 2024*

*2:00 PM – 5:00 PM*

*(must be out on this day)*



Special Technical Services Exhibitor Order Form

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_ BOOTH# \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Service(s) Requested: (all charges are run of show = 2 Day show) This Fee is for one connection only. Please use the table to calculate final total.

Table with columns: Advance, On-Site, #, Line total. Rows include services like Phone Line, 110V Single Phase Electrical Connection, 220v Single Phase Electrical Connection, 220v Three Phase Electrical Connection, Water supply, Hardwire Internet Connection, and Wireless Internet Connection.

TOTAL CHARGES: \$ \_\_\_\_\_

Some services & equipment have limited availability. Please call to check. Electrical service is provided to exhibit booth perimeter only. Exhibitors must provide their own extension cords, if needed. Electrical is only available within the facility. 220v, Hardwire Internet, Water Supply and Phone Line connections are limited and only available in certain locations of the facility on a first come, first serve basis. Tony's Pizza Events Center reserves the right to disconnect electrical hookup for safety reasons or if payment has not been received. Tony's Pizza Events Center is not responsible or liable for any damage that may occur. You may wish to contact your wireless provider for a connection if you plan to use it to process payments or have continuous internet access.

Payment must be received prior to occupancy to avoid additional charges. To qualify for Advanced Order Prices, order forms must be received by December 26, 2023.

Mail payment and form directly to: Tony's Pizza Events Center, 800 The Midway, Salina, KS 67401. OR Email form to kyle.weiser@oakviewgroup.com and we can call to process payment by credit card over the phone.

Acceptable forms of payment include: check, money order (make check or money order payable to Tony's Pizza Events Center) or credit card (MasterCard, Visa, and Discover). Complete information below:

Name (if different than above) \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Card Number XXXX - XXXX - XXXX - \_\_\_\_\_ Exp. Date \_\_/\_\_/\_\_\_\_ CVV \_\_\_\_

Please call Kyle Weiser at 785-643-8146 or email kyle.weiser@oakviewgroup.com if you need additional information. For your safety/security, please do not email credit card payment information. We will call to confirm card # over the phone.



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

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Booth # \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 P.O. # \_\_\_\_\_

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

Description	Standard Price	Discount Price*	Qty.	Total Price	
<b>DISPLAY TABLES-Draped 3 Sides</b>					<i>Color</i>
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			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					<i>Color</i>
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			
<b>DISPLAY TABLES-Undraped</b>					
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			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					<i>Color</i>
3' high per foot	\$4.00	\$3.00			
8' high per foot	\$6.00	\$5.00			
<b>BOOTH CARPETING</b>					<i>Color</i>
10' x 10'	\$95.00	\$80.00			
10' x 20'	\$190.00	\$160.00			
10' x 30'	\$285.00	\$240.00			
10' x 40'	\$380.00	\$320.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.26 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.26 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
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	\$11.00			
Wastebasket	\$ 8.00	\$ 7.00			

**SHOW COLORS:**

**SOIL HEALTH U**  
**Tony's Pizza Event Center**  
**Salina, KS**  
**January 17-18, 2024**

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

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

**\*NOTE: ORDERS MUST BE RECEIVED AND PAID FOR AT LEAST THREE (3) WORKING DAYS PRIOR TO THE SHOW OPENING TO RECEIVE THE DISCOUNT PRICE.**

**PAYMENT:\*\***Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discounted prices.

Check Enclosed  
 Credit Card Payment

Card Number: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Card Expiration Date: \_\_\_\_\_  
 Security Code on Card: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**CREDIT CARD INFORMATION IS DISCARDED AFTER PROCESSING PAYMENT. INVOICES OVER \$500 WILL INCUR A 3% FEE IF PAID WITH A CREDIT CARD.**

**A RECEIPT WILL BE EMAILED AFTER THE PAYMENT IS PROCESSED.**

**SUB TOTAL** \$ \_\_\_\_\_  
**SALES TAX 9.25%** \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_



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

BOOTH # \_\_\_\_\_  
 Tony's Pizza Event Center  
 Salina, KS

# 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: (NAME OF SHOW C/O HENRY HELGERSON CO)  
 2900 S. HYDRAULIC, WICHITA, KS 67216

ADVANCE SHIPMENTS TO THE WAREHOUSE MUST BE  
 RECEIVED NO LATER THAN: **JANUARY 12, 2024**

**INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)** \_\_\_\_\_ TO WAREHOUSE \_\_\_\_\_ TO SHOW SITE

SHIPPED VIA: \_\_\_\_\_ PRO # \_\_\_\_\_  
 DATE SHIPPED: \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL: \_\_\_\_\_  
 FORK LIFT REQUIRED FOR LOADING/UNLOADING? YES: \_\_\_\_\_ NO: \_\_\_\_\_ ADD \$100.00 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: \_\_\_\_\_ FREIGHT COMPANY: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_

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 CARDHOLDER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_  
 CARD NUMBER: \_\_\_\_\_ SUBTOTAL FREIGHT CHARGES: \$ \_\_\_\_\_  
 CARDHOLDER SIGNATURE: \_\_\_\_\_ 9.25% SALES TAX: \$ \_\_\_\_\_ TOTAL DUE: \$ \_\_\_\_\_  
 CARDHOLDER PHONE NUMBER: \_\_\_\_\_ CHECK ENCLOSED: \$ \_\_\_\_\_

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

NAME OF EVENT: SOIL HEALTH U BOOTH: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_