



Wisconsin Retail Lumber Association, Inc

W175 N11086 Stonewood Drive, Germantown, WI 53029

Phone: (262) 250-1835 or 800-236-3534 Fax: (262) 250-1842 E-mail: wrla@wrlamsi.com

Website: www.wrlamsi.com

120th Annual WRLA Convention - February 11, 2010 2010 HOSPITALITY SUITE RESERVATION FORM Kalahari Resort & Convention Center -Wisconsin Dells, Wisconsin

_____ will be responsible for:
(your company name)

- Cost of the three bedroom suite of \$299 plus tax.
- Additional costs for adding or removing furniture.
- Reserving the room under a credit card (required to hold the room) by December 15th, 2009. Call the Kalahari Resort at 877-253-5466 ask for a Village Suite in the WRLA block
- Any additional costs/responsibilities listed on the Kalahari Vendor Rooms form.

Exhibitor

Signature: _____

Date: _____

Fax completed form to the WRLA office (262) 250-1842

Contact Information

Company: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Wisconsin Retail Lumber Association – Hospitality Village Suites

Table/Chairs

For vendors purchasing food or beverage from the Kalahari Resort, tables and chairs will be provided at no additional charge. Tables and chairs must be ordered by 5pm on 1/8/10 along with Food and Beverage (see below) or the standard table and chair rental charge of 15.00 per table and 5.00 per chair will apply. If you are not purchasing food and beverage from the Kalahari Resort tables and chairs can be provided at the following rates: \$15.00 per table (60 ” round, 18”x96” rectangle or 30”x96” rectangle) and \$5.00 per chair. Placement of tables cannot block existing exists. All charges are subject to a 19% taxable service charge and 6% state and local tax.

Food and Beverage

Food and beverage orders must be placed by 5pm on 1/8/10 by contacting Rachel Yates at 608-254-3202. Orders received after 5pm on 1/8/10 will be subject to a 20% surcharge. Surcharge does not apply to re-orders of food and/or beverage. If you do not have a copy of the Kalahari’s current banquet menu, please call Rachel Yates to request one. In order to ensure the safety and health of guests, food items can only be presented for a total of 2 hours, after which Kalahari staff will remove items. All charges are subject to a 19% taxable service charge and 6% state and local tax.

Ice

Ice service in vendor rooms is provided complimentary. Please dial 4HELP (44357) from any in-house phone to arrange delivery as needed. Please allow 15-20 minutes from time of call to delivery.

Beds

Kalahari Resort provides complimentary bed removal in the vendor rooms when requested prior to 5pm on 1/8/10. Requests received after that date will be subject to a \$75.00 per bed charge.

Payment

Charges for Food, Beverage and Rental will be applied to the Sleeping Room Bill. Payment can be in the form of Company Check or Credit Card at time of check out.

Food

If Food is **not** purchased through the Kalahari Resort, registered guest (vendor) will be responsible for adhering to all State and Local Laws related to the Service of Food. The Kalahari Resort will not be held liable for the Food not Supplied or Serviced by the Kalahari Resort.

Alcohol

If Alcohol and Bar Service is not purchased through the Kalahari Resort, registered guest (vendor) will be responsible for adhering to all State and Local Laws related to the Service of Alcohol. The Kalahari Resort will not be held liable for the Bar Service not Supplied or Serviced by the Kalahari Resort.

Signage

VENDORS ARE NOT ALLOWED TO POST SIGNS IN ANY PUBLIC AREA OF THE RESORT. An Easel and Sign with the Vendor's Company name will be placed at each Hospitality Suite door. The name will appear as listed on the attached Banquet Event Order. A master sign of all Vendors and Room Numbers will be placed in several locations throughout the Resort. If you do not wish to be listed on either of these signs, please let Rachel Yates know at 608-254-3202 by 5pm on 1/8/10.

Quiet Time

Although all of the Vendor Rooms have been placed near each other, the Resort's "Quiet Time" of 10:00pm will still be in effect. After 10:00pm, Resort Security will advise any Vendor Room of excessive noise complaints. If excessive noise continues after such a warning, the Kalahari Resort reserves the right to have the vendor room shut down for the evening.

Vendor Company Name _____

Authorized Contact Name _____

Authorized Contact Signature _____

Date _____