



2023

OFFICIAL EXHIBIT DETAILS

Exhibit Services Contractor:

Exhibit Services, Furnishings, Electrical



**OFFICE HOURS ARE LIMITED.
FOR BEST SERVICE PLEASE EMAIL US :
office@kjconventions.com**

Discount Deadline: April 6, 2023

The Expo Furnishes Each Booth With:

Pipe & Drape Booth Structure

1 8' Unskirted Table (upgrades available)

2 Chairs (provided by venue/self-service)

One 500w/110v electrical source (4.5amp) (upgrades available)

Booths are a standard pipe & drape structure, consisting of an 8' high back wall and 3' high side dividers.

Booth Size Increments: 10x10 Show is on a cement floor. Carpet is available for rental.

Booth Furnishings

8' Tables are unskirted, and only include a basic white topper.

We recommend that you upgrade to a skirted table or bring your own covering.

SELECT TABLE UPGRADES AVAILABLE

- Change table **HEIGHT** to 42" tall counter (unskirted)
- Change table **LENGTH** to 6'Long or 4'Long
- Tables are **UNSKIRTED**. Upgrade your order to include a skirt or bring your own covering.

Only the table included in your booth is eligible for upgrade. Additional tables/counters are at an additional fee.

Upgrades must be ordered on or before April 6. No upgrades April 7 or later.

Electricity

Each booth is standard with 500watts of 110v power (4.5 amp) and one single plug outlet.

500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you are plugging in more than one device, rent or bring a power-strip. Call for 220v or if you are cooking or warming or have large equipment that requires more than 500watts/4.5 amp.

Discount Deadline for all orders: April 6, 2023

Plan ahead! We will not have many extra furnishings available at the showsite on setup day for rental.

Materials Handling/Drayage/Shipping Materials

K&J is not supplying or offering materials handling services at the 2023 Montana Livestock Expo due to foreman scheduling conflicts. (sorry)

ALL SHIPMENTS MUST BE SENT DIRECTLY TO THE FAIRGROUNDS/MONTANA EXPO PARK.

Contact Montana ExpoPark directly for shipping details (delivery/pickup instructions), fees, timelines and other requirements.

Montana ExpoPark: 406-727-8900

Hanging Banners/Signs in Your Booth

Do not affix or attach signage, banners or other materials to the drapes or skirting in the booth through the use of tape, staples, pins (of any type), velcro, paperclips, zip-ties, or similar items of any kind. K&J will provide you with as many S-Hooks as you need to hang your items.

Exhibit Hall Carpet:

Carpet is not included in booths. The Show Floor is cement. *We rent custom color carpet in RubyRed, BlueJay, BlackPepper and Gray. With or without pad. See the order form to order.*

Booth Furnishings:

All booth equipment furnished by the Expo will be installed in your booth and ready for you at exhibit setup. Any additional booth furnishings ordered in advance, electrical orders, etc will be waiting in your booth when you arrive for setup.

A very limited number of additional furnishings will be available for **on-site rental** at our standard pricing, availability is not guaranteed. We recommend that you plan ahead and order on or before April 6 to ensure availability and to get the lowest pricing.

Questions? We are not in our office most of April, so please Email us:

office@kjconventions.com

2023 MT Livestock Expo | Great Falls, Montana

ORDER FORM & CREDIT CARD AUTHORIZATION

Please **Print** All Information

Exhibitor/Booth Company: _____

Ordered by: _____

Phone Number: _____

Full Payment Due at Time of Order.

Order & Pay on or before April 6, 2023

(Add 25% for orders received or paid April 7 or later)

Orders may not be accepted April 17 or onsite

FAX ORDER TO : 406-458-3265

EMAIL: office@kjconventions.com

US Mail: PO Box 5234 | Helena, MT 59604

ALL orders must be received at K&J on or before April 6

We recommend you not wait until the last minute to order.

CREDIT CARD AUTHORIZATION (VISA / AMEX / MC / DISC)

Number: _____
FULL CARD NUMBER REQUIRED: FIFTEEN (AMEX) - or - SIXTEEN (MC/VISA/DISC)

Expiration Date: _____ MM/YYYY

CVV CODE: VISA/MC/DISC _____ 3DIGIT AMEX _____ 4DIGIT

Cardholder Name: _____

Billing Zip/POSTAL CODE _____ **We Email Credit Card Receipts**

Email Address _____

Order submission acknowledges K&J Order/Cancellation/Refund Policy. Client authorizes K&J to keep the card in a secure file in case of future orders related to future events.

Each Booth Includes :		Rental Price (EACH)
One 8' UNSKIRTED TABLE and One 500w/110v Power Source. If you need a table skirt pre-order upgrade or bring you own. Show Floor: Cement Standard Chairs are Supplied by the Fairgrounds. 2 Per Booth -- Self-Service		
RENTAL FURNISHINGS ORDER FORM		Rental Price (EACH)
- Order & Pay on or before April 6		
UPGRADE OPTIONS:		
Add Skirt to Included or Upgraded Table		\$25.00
TABLE SIZE UPGRADE: Change 8' Table to <input type="checkbox"/> 4' <input type="checkbox"/> 6'		\$20.00
COUNTER UPGRADE: Change 8' Table to Unsk. Counter		\$30.00
+ ADD SKIRTED Table <small>30" high</small>	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.00
+ ADD SKIRTED COUNTER <small>42" high</small>	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$52.00
Skirt Color: <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> Gold/Yellow <small>BlackSkirt if not</small> K&J DOES NOT RENT SKIRTS /COVERINGS ALA-CARTE FOR NON KJ TABLES BROUGHT INTO SHOW <small>marked</small>		
+ ADD UNSKIRTED Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$30.00
+ ADD UNSKIRTED COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$35.00
+ ADD Tall ROUND Bistro <small>42"H x 32R /BLACK SPANDEX COVER</small>		\$35.00
Padded Arm Chair	Tall Chair	\$25.00
Small Wastebasket (2 liners)		\$10.00
Standard Aluminum Easel <small>Standard Height</small>		\$10.00
Booth Carpet <small>PER EACH BOOTH SPACE (10x10)</small>		\$80.00
Color Choice: <input type="checkbox"/> BlueJay <input type="checkbox"/> BlackPepper <input type="checkbox"/> RubyRed <input type="checkbox"/> Gray		
+ Carpet Pad <small>PER EACH BOOTH SPACE (10x10) Carpet Rental Required</small>		\$40.00
<input type="checkbox"/> Extension Cord \$10 <input type="checkbox"/> PowerStrip <small>Not a Surge Protector</small> \$10		
Electrical Upgrade: <input type="checkbox"/> +600W/5Amp <input type="checkbox"/> +1200W/10amp <input type="checkbox"/> +1800W/15amp <input type="checkbox"/> +3000W/25amp <small>500W per booth included</small> \$20.00 \$25.00 \$30.00 \$40.00		
+220v --- NEMA 14-50 Recepticles (One Cord per each 220v circuit)		\$125.00
Payment Due at Time of Order. We do not Invoice. Order Total USD		
All reservations/guarantees require payment at time of order.		
Discount Pricing Listed. Standard Pricing Applies to all Orders Received <u>or</u> Paid April 7 or later: ADD 25% <small>After 4/6</small>		
TOTAL AMOUNT DUE USD		



K&J Convention Services, LLC | 406-442-3238

For Best Service -- Email Us or FAX your order to us
406-458-3265 FAX | office@kjconventions.com

Order Payment, Cancellation and Refund Policy

Full payment is due at time of order. We accept payment by check or credit card. Sorry, we do not invoice or reserve equipment without payment.

Rental items go quickly -- we recommend you order as soon as possible.

We are not providing materials handling/receiving services in 2023 due to schedule conflicts. Contact the Montana ExpoPark for Shipping details.

CANCELLATION / REFUND POLICY:

This policy will apply to all rental orders & exhibitor services order cancellations regardless of cause.

All orders are final on April 8 - no refund due to illness, suspected illness or anticipated illness.

This policy also applies to cancellations due to postponement by the show Producer, Venue or a Government Entity.

EXHIBITOR CANCELS -- OR -- CHANGES ORDER	BEFORE Discount Deadline:	Refund 50% of original order amount; less 10% processing fee
	AFTER Discount Deadline:	All Orders are Final. No refund or Exchange Credit
	At Setup or Showsite:	All Orders are Final. No refund or Exchange Credit
SHOW RESCHEDULED BY Producer	Same Calendar Year:	K&J will hold your order and payment until the rescheduled date.
	Different Calendar Year:	Show Canceled by Producer Policy Applies
	EXHIBITOR Not Attending	K&J Refunds 50% of original order amount
SHOW CANCELED by Producer/Government/Venue	BEFORE K&J has Setup	
	- Credit Card Orders:	K&J will refund all but 10% of order amount (\$20 min)
	- Orders Paid by Check:	K&J will refund original amount less \$10
		Check Not Cashed Yet: K&J will SHRED check. No fees
	AFTER K&J has Setup:	Refund 50% of Order
	AFTER Show has OPENED:	No Refund

Frequently Asked Questions

- **HOW DO I CANCEL MY ORDER?** As soon as we are informed that an Exhibitor, Producer, Government or Venue has cancelled an event, we will begin working through cancelling orders. You will be emailed a final email showing any applicable charges and/or credits/refunds. Please allow up to 30 days for refunds.
- **IF I JUST SENT IN MY ORDER, WILL IT BE PROCESSED RIGHT AWAY?** If we have been notified by the event producer, Venue, or Government Entity that the event has been canceled, we will not process the payment.

ALL ORDERS ARE FINAL ON APRIL 6, 2023.

- No refund for cancellation (for any reason) April 9 or later except as provided in our policy (above).
- No refund or exchange credit if you change your mind or cancel attendance April 7 or later.
- No refund or exchange credit if you change your mind when you get to the show; or if you end up not using an item you ordered. All items/services ordered are delivered to your booth prior to your arrival at the show.