

EACH BOOTH SPACE INCLUDES

- **8' High Pipe & Drape Structure & Standard Rep ID Sign**
Large Bulk spaces will have a minimum of 10' of pipe & drape for banners, signage, etc.
- **One 500w/110v electrical power source located at the back of each booth.** Rent or bring powerstrips and extension cords if you have multiple items to plug in.
- **One Unskirted Table + 2 Chairs Package.** If you have ordered multiple spaces from WWSRA you will receive that number of table & chair packages. (I.E. DOUBLE SPACE=2TABLES/4CHAIRS. 4SPACES = 4TABLES/8CHAIRS, ETC)
Each booth space is guaranteed one table and 2 chairs! -- these will be first come, self-serve and on the honor system!
- **A Word About WiFi** -- Bring your own hotspot and be prepared to supply your own internet service. WIFI at the Showsites is shared and may have connectivity issues.

OTHER EQUIPMENT / FURNISHINGS

UPGRADE YOUR INCLUDED TABLE! ADD SKIRTING/CHANGE TO COUNTER!

We also rent Clothing Racks, Tall Round Bistros, Booth Carpet, Counters, Tall Chairs, Extra chairs and extra tables, etc.
WE NOW HAVE A LIMITED SUPPLY OF GRIDWALL

ORDER FURNISHINGS, UPGRADES and MATERIALS HANDLING

on or before June 6, 2023

All pricing increases by +25% on June 7.

IMPORTANT SHIPPING INFORMATION (instructions and order forms are on page 7-8)

All inbound freight & materials must be handled by K&J. K&J will receive your freight and materials at the Advance Warehouse anytime between now and JUNE 8, 2023 (June 8 is the drop dead date).

We will securely store it, transfer it to the show and place it in your exhibit space, and then after the show K&J will transfer your freight to your carrier. Shipping Costs are the exhibitors responsibility.

After the Show: Transferring standard materials back to Fedex/UPS after the show is part of our service and is included in our Materials Handling fees. If you shipped incoming directly to the Showsite, and/or are using a private carrier to pickup from us in Helena on Friday: add 15¢ per pound.

ADVANCE WAREHOUSE / SHIPMENT ARRIVAL DEADLINE: **June 8**

Materials arriving at the advance warehouse June 9 or later will be charged a minimum special delivery fee of \$375 to get it to Bozeman. WE DISLIKE EXTRA FEES AS MUCH AS YOU DO (REALLY) ... PLEASE WATCH YOUR DATES!.
We will accept your shipments May 8-June 8 to give you extra shipping time.

Contact us if you would like to have K&J receive your freight at the showsite on Monday June 12 during setup. We will provide you with delivery acceptance times and shipping instructions.

If you have large truckloads of inventory, and decide to handle your own freight -- please note that WWSRA and/or the venues will not manage, receive or handle freight. If you ship to the showsite directly (not via K&J) your rep must be onsite when it arrives to receive it, unload it and get it to your booth; or applicable off target fees will apply prior to release.

EXHIBITOR SCHEDULE

Exhibit Setup: Monday: 12 - 6 pm

Show Hours: Tuesday-Wednesday: 9am-6 pm & Thursday: 9am - 3 pm

EARLY APPOINTMENTS: BUILDINGS WILL BE OPEN EARLY TO REPS ALL 3 DAYS: TUESDAY/WEDNESDAY/THURSDAY AT 8 AM

LATE APPOINTMENTS: BUILDINGS WILL BE OPEN TO REPS LATE ONLY ON: TUESDAY NIGHT /WEDNESDAY NIGHT UNTIL 7 PM

Teardown: All booths teardown at 3 pm on Thursday

Official Exhibit Services, Freight & Electrical Contractor

K&J Convention Services, LLC | Email: office@kjconventions.com
The K&J Office is open by appointment only. Our office hours vary and are dependent upon all show schedules.
Please EMAIL us for best service. We will get back to you as soon as we can.
Please include your name, "WWSRA" and your cellphone number.

Exhibit Service Contractor:

K&J Convention Services, LLC

Email: Office@kjconventions.com

Phone: 406-442-3238

Website: www.kjconventions.com

One Stop Exhibit Services Including:

Booth Furnishings

Materials Handling

Electrical Service

**Discount Deadline to
Order All Services:
June 6, 2023**

(order form(s) and payments)

**ALL SHIPMENTS MUST ARRIVE AT
ADVANCE WAREHOUSE ON OR
BEFORE JUNE 8**

Exhibit Hall Carpet

The Exhibit Hall is located within a Showsite Building, on cement. We offer carpet rental if you'd like to dress up your space or make it more comfortable.

Booth ID Sign

Each space is furnished with one standard black and white Rep identification sign. Text is supplied by WWSRA based on your registration and membership.

Hanging Items in Your Booth

K&J will provide you with as many S-Hooks as you need to hang your items. Please 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, zipties, or similar fasteners of any kind. We recommend standard office binder clips (small size) if you need to attach anything. We also recommend that you use banners with "grommet holes".

Pro-Panel System / Gridwall

If you have maps or other photos to display, you may want to consider renting a ProPanel/Poster Display Board System - - they are quick and easy, as well as double sided, and velcro, tack and pin compatible professional boards. Minimum order is 2 boards, but they can be expanded by adding additional hinging sections. Email us for more information.

NEW! We have a limited supply of 6'H and 8'H Gridwall AND Rolling Racks in stock.

ORDER FORMS BEGIN ON PAGE 5

Each booth is furnished with One 500WATT/110v power connection and one single-plug outlet (500WATTS = 4.5 AMP) in the back of the booth.

500w/4.5 AMP is usually sufficient for a laptop, standard display lights, cellphone charging, etc.

If you need to plug in multiple devices, bring or rent extension cord and power strip.

Check Label on Your Equipment for Power Requirements

+ 600 Watt / 5 Amps

TV/VCR, Computer, Display Lights, ¼ HP Motor, etc.

+ 1200 Watt / 10 Amps

Hair Dryer, Vacuum Cleaner, Small Crock Pot, ½ HP Motor

+ 1800 Watt / 15 Amps

Frying Pan, Large Kitchen Appliances, ¾ HP Motor

+ 3000 Watt / 25 Amps

Commercial Cooking Equipment, Multiple Kitchen Appliances

220v- Extremely Limited. Call for Availability/Guarantee

WiFi is open, unsecure and shared.

Connectivity, speed and reliability is not guaranteed.

Bring your own hotspot and be prepared to supply your own internet service.

WiFi at the showsite is shared and may have connectivity issues.

K&J DOES NOT COORDINATE OR HANDLE WiFi/INTERNET.

COMPANY/REP NAME:

Cell#:

EXHIBIT FURNISHINGS ORDER FORM

2023 WWSRA Montana SUMMER Show

Order Submission/Discount Deadline:

June 6, 2023

Add 25% to list pricing for orders received or paid June 7 or later.

Each Booth Space Includes: ONE Plain/Unskirted Table | Two Chairs | Booth ID Sign | 500w/110v Power Source

HAVE MULTIPLE BOOTHS? YOU ARE ELIGIBLE FOR THAT MULTIPLE OF TABLES/CHAIRS (I.E. DOUBLE = 2 TABLES/4CHAIRS | 4 BOOTHS = 4TABLES/8CHAIRS, ETC.)

QTY	TABLES & COUNTER RENTAL	Price Each	TOTAL Due
	SKIRTING UPGRADE (Add a BLACK Skirt to your included table(s)) ONLY KJ TABLES INCLUDED WITH YOUR BOOTH ARE ELIGIBLE. BLACK SKIRT. (PRICED PER EACH UPGRADE)	\$25.00	
	UPGRADE To Counter 42"H (Black Skirt) TABLES INCLUDED WITH YOUR BOOTH ARE ELIGIBLE. BLACK SKIRT PRICED PER EACH	\$25.00	
	+ ADD a SKIRTED Table 30"H <i>Black Skirt</i>	\$47.00	
	+ ADD SKIRTED COUNTER 42"H	\$52.00	
	K&J Does Not Rent Skirts or Coverings for Personal Tables Brought Into the Show i.e. "non-KJ Tables"		
	+ADD Plain Table 30"H NO SKIRT EXHIBITOR MUST BRING OWN COVER	\$30.00	
	+ADD Plain COUNTER 42"H NO SKIRT EXHIBITOR MUST BRING OWN COVER	\$35.00	
	Tall ROUND BISTRO Table 42"H x 32R INCLUDES BLACK SPANDEX COVER	\$35.00	
	Short ROUND CAFÉ Table 30"H x 32R INCLUDES BLACK COVER	\$35.00	
QTY	CHAIR RENTAL		
	+ Tall Chair - Padded Back and Seat Counter Height	\$25.00	
	+ Padded Arm Chair - Table Height	\$25.00	

QTY	RACKS & SPECIAL FURNISHINGS RENTAL	Price Each	TOTAL Due
	2-Arm Bag & Garment Rack Straight Arm Waterfall Arm	\$35.00	
	Coat/Garment Rack (limited supply) Single Rail Rolling Rack A-Frame Stationary Rack	\$35.00	
	Standard Gridwall (2' wide) (min. order: 2 pc) 8'High 6'High	\$30.00	
	Freestanding Literature Rack - 6 Pocket WE ALSO HAVE ONE SWIVEL-STYLE	\$45.00	
	Easel: 3-Tier/Tripod Style (Aluminum)	\$10.00	
	TableTop Riser (10" x10" sits on top of KJ table) 4'L 6'L 8'L	\$20.00	
	FLATSCREEN "SMART" TV 32" (INCLUDES TALL ROUND BISTRO "STAND")	\$200.00	
	FLATSCREEN "SMART" TV 40" (INCLUDES TALL ROUND BISTRO "STAND")	\$225.00	
	FLATSCREEN "SMART" TV 49" (INCLUDES TALL ROUND BISTRO "STAND")	\$325.00	

QTY	ELECTRICAL & Internet	Price Each	TOTAL Due
	Internet Access / WiFi is not coordinated by K&J. Bring your own hotspot or other internet access point. Open Wireless, if available, is not secure or guaranteed. Bandwidth availability/speed may be subject to multiple users		
	Power Accessories +Extension Cord \$10ea +Power Strip (not a surge protector) \$10ea	\$10.00	
	UPGRADE Electrical 500W INCLUDED: +600Watt/5Amp \$20.00 +1200W/10amp \$25.00 +1800W/15amp \$30.00 +3000W/25amp \$40.00		

EXHIBITOR SERVICES	Price Each	TOTAL Due
Materials Handling - DO NOT SHIP TO SHOWSITE -- KJ will receive/store/transfer to your booth!	Attach Forms	

ORDER TOTAL

Prices Listed are Discount Pricing. 25% of "Order Total" will be added for all Orders submitted to K&J on or after June 7

+ ADD 25% of Order Total on or after June 7

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

Phone: 406-442-3238 | FAX: 406-458-3265

Email: Office@kjconventions.com

TOTAL AMOUNT DUE

A PICTURE IS WORTH A THOUSAND WORDS
www.kjconventions.com/catalog

Credit Card Charge Authorization

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.
 THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

Company/REP			
CONTACT NAME			
PHONE NUMBER	DIRECT:		CELL:
EMAIL			
Receipt Email (IF DIFFERENT)			
Card Issuer:	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Cardholder Name (AS SHOWN ONCARD):			
Card Number :			
	16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER		(or) 15-DIGIT NUMBER: AMEX
Expiration Date			C.V.V.
(MM / YY)			4-DIGIT: AMEX 3-DIGIT: MC VISA DISCOVER
Card Billing Address:	STREET OR PO BOX	CITY	STATE/PROVINCE
Card Billing ZIP/Postal Code:			
Customer Signature	Date		
<p>Client authorizes <u>K&J Convention Services, LLC</u> to charge the credit card herein for Exhibit and Event-related purchases, services, rentals, and/or damage/loss. Client agrees that this form will be stored in a secure location and be used for future transactions charged to this card. K&J will email receipts to the address on file anytime there is activity or charges on the card.</p>			

Subsequent orders / future shows / events:

- All orders are subject to show-specific deadlines, availability, and pricing.
- All orders are subject to the k&j cancellation policy, terms and conditions.
- Client must initiate each event order and contact k&j directly.
- Exhibit orders, materials handling and/or labor form(s) may be required.

Payment Due at time of order. Orders will not be processed until payment is received. Discount pricing does not apply if payment is not received on or before June 6. Do not submit blank payment pages or request K&J to call you. For security, K&J will not call you for payment.

Order Payment, Cancellation

Full payment is due at time of order. We accept payment by check or credit card.

Sorry, we do not invoice.

We do not process orders or reserve/hold equipment without payment.

CANCELLATION / REFUND POLICY:

This policy will apply to **all rental orders** & exhibitor services order cancellations.
 This policy applies to cancellations due to postponement by the show Producer, Venue or a Government Entity.
 This policy applies to cancellation or "no-show" due to weather, illness, suspected or actual illness or quarantine.
 If an exhibitor cannot attend, sending a substitute representative is advised.

Submit Order Forms by DISCOUNT DEADLINE: June 6

CANCELLATION & REFUND POLICY	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	

- No refund or exchange credit for **cancellation (for any reason)** after June 6 except as provided in our policy ;
- No refund or exchange credit if you ***change your mind*** about your order after June 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.
- No refund for Materials Handling if your freight arrives-- but you **cancel** your attendance.
- No refund if your freight arrives **off target** and doesn't make it to the show.
- Applicable refunds must be requested in writing, and will be processed after the conference, less applicable fees.

By submitting an order to K&J for booth furnishings, services or equipment, customer agrees to the payment, refund and credit terms herein.

Materials Handling Instructions

IMPORTANT: If you are shipping anything to the show, complete and return:

Page 6 - Payment Method

Page 8 - Material Handling/Order Form

Page 9 - After the Show Reforwarding Instructions

Be sure your **Booth Rep Name** and **WWSRA** is clearly marked on all items/boxes/packages. We do not need your booth number at this time. Labeling format is provided for your convenience in the Exhibit Service Kit, or you may use your own.

Items arriving at the Advance Warehouse or at the Showsite without the Materials Handling Order Form or the After-Show Reforward Instructions and Payment may be refused and/or charged additional fees.

ADVANCE WAREHOUSE SHIPPING ADDRESS:

K&J Convention Services/WWSRA - Rep Name
c/o Capital Transfer
1316 Bozeman Avenue
Helena, MT 59601

All shipments must
arrive at the advance
warehouse on or before

Thursday, June 8

K&J will receive and transfer all items received on or before June 8 directly to your space at the show
K&J will accept all freight {crated, boxed or skidded, envelopes}.
Notify K&J if your freight needs a pallet jack, forklift or lift gate. Additional fees may apply.

Shipments are accepted at Advance Warehouse Monday - Friday between the hours of 8:30 AM - 4 PM

Shipments arriving without pages 6 and 8 of the Service Kit and prepayment may be refused or will incur additional charges; **Contact us if you need to have K&J receive your freight at the showsite on Monday during setup. We will provide you with our pricing, delivery window and shipping instructions.**

If you have large truckloads of inventory, and decide to handle your own freight -- please note that K&J, WWSRA and/or the Showsite will not manage, receive or handle freight. If you ship to the Showsite directly (not via K&J) your rep **must** be onsite when it arrives to receive it, unload it and get it to your booth or hire K&J to receive and transfer it onsite.

AFTER-THE-SHOW

CUSTOMERS of FEDEX and/or UPS:

K&J coordinates post-show transfers for UPS and Fedex {ground, regular, 2/3 day, saver, express, overnight}.

- Do not contact UPS or FEDEX independently to schedule a pickup. Do not use "return" or "call tags".
- Include pre-paid outgoing labels with your incoming freight, or have your rep bring them.

YOU CAN ALSO EMAIL TO OFFICE@KJCONVENTIONS.COM - BE SURE TO LET US KNOW WHAT SHOW THEY ARE FOR.

OR

CUSTOMERS of PRIVATE / LTL CARRIERS:

Exhibitor coordinates after-show transfer for Private Freight/LTL Carriers

(INCLUDES MTS, PILOT, ABF, YRC, FEDEX FREIGHT, UPS FREIGHT, ETC).

- If using a private/LTL carrier, please contact us for after show pickup instructions. *
- Exhibitor submits a preprinted Bill of Lading for all Private Carriers/LTL prior to show closing.

(IF YOU ARE SHIPPING INTERNATIONALLY, WE ALSO NEED CUSTOMS DOCUMENTATION - K&J IS NOT A CUSTOMS BROKER)

Freight/Materials will not be left at the Showsite unattended for a carrier to pick up at a later date.

Additional charges will apply if your carrier does not show up as scheduled.

NOTE: If you are handling your own freight (haven't hired K&J to handle it for you): K&J, WWSRA and/or the Showsite will not release or handle outgoing freight. You need to maintain control of your freight until it is picked up by your carrier.

ORDER FORMS BEGIN ON PAGE 5

MATERIALS HANDLING ORDER FORM

WWSRA Montana Summer 2023

Onsite Booth Rep: Name & CellPhone Number:

Submit Order Forms & Payment

On or Before June 6

Drop Dead Shipment Arrival Deadline: June 8

Arranger Name/Phone Number (if different than REP)

----- **Complete Both Sections** -----

INCOMING SHIPMENT(S):
Where is it coming from/when it will arrive

AFTER-SHOW / REFORWARDING
Where is it going / how is it getting there
(after show handling is included in your rate)

Carrier:
 UPS Fedex Other :(LTL/Freight)

Carrier:
 UPS Fedex Other (see below)

Other/LTL Carrier Name: _____

Est. Ship Date From (City):

Destination (City):

Number of Shipments

Service Type: Ground/Express/2-Day, Etc.

Estimated Total Weight Per Shipment

*PREPAID labels for After-Show Fedex/UPS Required
Do Not Schedule /Arrange a PICKUP by UPS OR FEDEX*

Estimated Total Number of Pieces

City Shipped From

OTHER Carrier/ LTL / MotorFreight Carrier Information:

Estimated Arrival @ Warehouse Must arrive on or before November 22

Carrier Name:

Tracking Number(s) (Or BOL / PRO#) You can also send us a copy of your tracking information or Bill of Lading /Pro# if you don't want to write it all out.

Telephone#

Service Type & Bill of Lading#
Physical Bill of Lading required for release to your carrier

Agent/Arranger Name/Cellphone Number

CALCULATION OF RATE - Credit Card Required to be on file for all materials handling

Single Shipment/Minimum Order <small>Any number of pieces in one shipment. Total Weight: Less than 200 Pounds</small>	\$100 Minimum Order
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Single Shipment /201pounds+ <small>Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more</small>	Est Weight: x \$.50 per pound per shipment
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Multiple Shipments	\$.50 per pound/per shipment \$100 Minimum Charge Per Shipment
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Shipment #1	Est Weight:	x \$.50 per pound/200# Min
Shipment #2	Est Weight:	x \$.50 per pound/200# Min
Shipment #3	Est Weight:	x \$.50 per pound/200# Min

ADDITIONAL FEES / SURCHARGES

No Order Form but Shipment Arrives at Advance Warehouse	60¢/pound (\$120min) + \$50 special handling
No Order /No Payment and Shipment Arrives at Advance Warehouse	60¢/pound (\$120min) + \$75 special handling
OFF Target Arrival: Shipment Arrives at Advance Warehouse Late	\$375 Minimum for under 200 pound / Quote
Special Handling: Tip/Drop Indicator, Pallet Jack/Forklift etc.	\$75 per shipment
CONTACT K&J FOR SHOWSITE RATES AND DETAILS <i>Warning: The Showsite is not contracted to receive or store freight.</i>	

SHIPMENT DEFINITION: A Shipment is " Any number of pieces received on the **SAME DAY** from the **SAME SHIPPER** and delivered by the **SAME CARRIER** .

There is a 200pound minimum charge for each shipment received. We understand that your calculation is only an estimate. Final charges will be based on actual weights. We reserve the right to re-weigh shipments. Adjustments will be made accordingly. Shipments received without this form and payment on file will be charged special handling. Special delivery and special handling fees are in addition to advance and/or direct material handling fees. Customer is responsible for all actual shipping charges and fees.

ORDER SUB TOTAL \$ _____

Standard Pricing (List +25%) Applies for Orders Received or Paid June 7 or Later ADD 25% of Order Total June 7 or later

Payment Due at Time of Order. We Do Not Invoice.
Payment Accepted by Check or Credit Card **TOTAL DUE** \$ _____

ADVANCE WAREHOUSE SHIP-TO ADDRESS

ALL Shipments Must Arrive On or Before: Thursday, June 8 (drop dead date)

K&J receives all shipments: crates/skids/envelopes/totes/boxes
WWSRA and REP NAME Must be On All Pieces
Collect Shipments Will not be accepted
Extra Fees apply for Off-Target Delivery/ arriving June 9 or later

TO: **EXHIBIT MATERIALS: WWSRA/MT**
K&J Convention Services 406-431-8295
c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601

Show: 2023 WWSRA Montana Summer Show

ADVANCE WAREHOUSE SHIP TO ADDRESS

Make Sure Your Labels and/or Boxes Include
"WWSRA" and your "Rep/Company Name" on all items!
WE DO NOT REQUIRE OR NEED YOUR BOOTH NUMBER

FOR: _____
Booth Rep or Company Name

SHOW NAME: WWSRA

**K&J Convention Services
c/o Capital Transfer
1316 Bozeman Avenue
Helena, MT 59601**

406-431-8295

**All Shipment(s) Must Arrive at the
Advance Warehouse
on or before Thursday June 8, 2023**

We will accept your shipments anytime between May 8 and June 8.

Credit Card Required to be on file at K&J for all Materials Handling Orders

SERVICE TERMS and CONDITIONS

These Service Terms and Conditions limit your possible recovery in case of loss or damage

EXHIBITOR'S acknowledgement and acceptance of these service terms and conditions will be construed when any one (1) of the following conditions is met:

- EXHIBITOR'S MATERIALS ARE DELIVERED TO AN ADVANCE WAREHOUSE OR TO THE SHOWSITE IN WHICH K&J IS THE OFFICIAL SHOW EXHIBIT SERVICES, FREIGHT, ELECTRICAL, or LABOR CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR FOR THIS SHOW

- 1. DEFINITIONS.** For purposes of these Terms & Conditions, "K&J" means K&J Convention Services, and K&J Convention Decorators and their respective employees, managers, members, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors K&J may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").
- 2. PACKAGING AND CRATES.** K&J shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, K&J shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.
- 3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. K&J assumes no responsibility for:
 - Error in the above procedures
 - Removal of containers with old empty labels and without K&J labels
 - Improper information on empty labels

K&J WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

- 4. INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. K&J highly recommends the securing of security services from Facility or Show Management.
- 5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. K&J highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to K&J by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to K&J and the actual count of such items in the booth at the time of pickup.
- 6. DELIVERY TO THE CARRIER FOR RELOADING.** K&J assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. K&J loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. K&J assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.
- 7. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, K&J shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall K&J be responsible for any loss resulting from such rerouting designation.
- 8. K&J'S RESPONSIBILITIES.** K&J shall be responsible only for those services which it directly provides. K&J assumes no responsibility for any persons, parties, or other contracting firms not under K&J's direct supervision and control. K&J's performance hereunder is subject to, and K&J shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond K&J's reasonable control, nor for ordinary wear and tear in the handling of materials.
- 9. INSURANCE.** It is understood that K&J is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide K&J with a release of sub-rogation to the extent of any insurance settlement received.
- 10. DECLARED VALUE.** Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of K&J's maximum liability stated herein. K&J will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, K&J WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

- 11. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to K&J immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from K&J's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against K&J more than one (1) year after the date of loss or damage occurred.
 - (a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and K&J relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due K&J for its services as an offset against the amount of any alleged loss or damage. Any claims against K&J shall be considered a separate transaction and shall be resolved on their own merits.
 - (b) MAXIMUM RECOVERY.** If found liable for any loss, K&J's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
 - (c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** K&J's liability shall be limited to any loss or damage which results solely from K&J'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall K&J be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of K&J or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if K&J has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.
- 12. JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MONTANA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN LEWIS & CLARK COUNTY, MONTANA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.
- 13. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless K&J and its employees, members, managers, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:
 - EXHIBITOR'S negligent supervision of any labor secured through K&J, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
 - EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of K&J'S equipment;
 - EXHIBITOR'S violation of Federal, State, County or Local ordinances;
 - EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 14. WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to K&J for material handling services, waives and releases all claims against K&J with respect to all matters for which K&J has disclaimed liability pursuant to the provisions of this Document.
- 15. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.