



PO Box 5234 | Helena, MT 59604  
406-442-3238 | 406-458-3265 | office@kjconventions.com

**EXHIBIT DETAILS**  
 Montana School Nutrition Association  
**2023 Summer Conference**  
 June 26-29, 2023 | Great Falls, MT

**STANDARD BOOTH SPACE DETAILS:** (if you have a double booth you receive double amenities)

- Pipe & Drape Booth Structure
- One 8' Skirted Table (front of booth)
- One 6' Unskirted/Plain "work" Table (back of booth) + 2 Standard Chairs
- One 110v electrical power source (up to 20 amp) located at the back of each booth.  
 A member of our team may contact you regarding how many amps/watts you will need.  
 Rent or bring powerstrips and extension cords if you have multiple items to plug in.  
**CONTACT US IF YOU NEED 220v!** Additional charges apply for 220v and may relocate your boothspace.
- **A Word About WiFi** -- Bring your own hotspot and be prepared to supply your own internet service. WIFI at the hotel is shared and while it's generally good for checking emails, etc. it may have reliability issues if used as part of your display.

**OTHER EQUIPMENT / FURNISHINGS**

**Table Upgrades Available**  
 UPGRADE TO DIFFERENT LENGTH -OR- UPGRADE TO 42" H COUNTER!  
 (YOU MAY ALSO ADD A SKIRT TO YOUR "BACK WORK TABLE")

**ORDER Extra FURNISHINGS  
& UPGRADES**  
**on or before June 20**  
 All pricing increases by +25% on June 21

**We also rent Tall Round Bistros, Extra Tables, Counters, Tall Chairs and more!** *ADDITIONAL FEES APPLY & MUST BE ORDERED ON OR BEFORE JUNE 20*

**EXHIBITOR SCHEDULE June 26 (ONE DAY SHOW)**

<b>EXHIBITOR SETUP:</b>	<b>Monday, June 26: 11:30 am - 2:30 pm</b>
<b>SHOW OPEN:</b>	<b>Monday, June 26: 3 - 5:30 pm</b>
<b>STRIKE:</b>	<b>Monday, June 26 : 5:30 pm (ALL BOOTHS MUST BE REMOVED IMMEDIATELY AFTER SHOW CLOSE)</b>

**Hanging Items in Your Booth**

K&J will provide you with as many S-Hooks as you need to hang your items. Please 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".

**Official Exhibit Services & Electrical Contractor**

**K&J Convention Services, LLC | Email: office@kjconventions.com**  
 Phone: 406-442-3238 | Fax: 406-458-3265

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.

**View photos of items at: [www.kjconventions.com/catalog](http://www.kjconventions.com/catalog)**

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**Electrical Service &  
WiFi / Internet**

**Each booth is furnished with One 110v/500w (up to 20amp) power connection and one single-plug outlet in the back of the booth.**

*IF YOU ARE COOKING, HEATING OR COOLING IN YOUR BOOTH, PLEASE NOTIFY US ASAP SO WE CAN PROPERLY DISTRIBUTE THE POWER.*

**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 & Additional fee information**

**WiFi is open and shared.**

**Connectivity, speed and reliability is not guaranteed.**

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

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

Exhibitor Name: \_\_\_\_\_ Contact/CellPhone: \_\_\_\_\_

# EXHIBIT FURNISHINGS ORDER FORM

## 2023 Montana SNA Summer Conference

**Discount Deadline:  
June 20, 2023**  
Add 25% to list pricing for orders received or paid June 21 or later.

**Booth Includes** ONE 8' Skirted Table (in front of booth) | 2 Chairs | 110v Power Source | ONE 6' Plain/NoSkirt Table (back of booth)  
HAVE MULTIPLE BOOTHS? (i.e. DOUBLE = 2 TABLES/4CHAIRS)

### TABLE UPGRADE BLACK SKIRT ONLY. ONLY TABLE(S) INCLUDED IN BOOTH IS ELIGIBLE. No upgrades after June 21

<b>Upgrade 8' Front Table Length</b> from 8'L to:	4' Long	6' Long	15.00	
<b>Upgrade 8' Front Table HEIGHT</b> to 42"H	4' LONG	6' LONG	8' LONG	\$20.00
<b>Upgrade 6' Unskirted Back Table</b> to:	4' Long	8' Long	15.00	
<b>Upgrade 6' Unskirted Back Table</b> to 42"H	4' LONG	6' LONG	8' LONG	\$20.00
<b>Upgrade ADD a SKIRT</b> to Unskirted Back Table			\$20.00	

### # TABLES & COUNTERS RENTAL

<b>+ ADD a SKIRTED Table 30"H</b>	4' LONG	6' LONG	8' LONG	\$47.00
<b>+ ADD SKIRTED COUNTER 42"H</b>	4' LONG	6' LONG	8' LONG	\$52.00
<b>CHOOSE SKIRT COLOR</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver				
<b>K&amp;J DOES NOT RENT SKIRTS OR COVERINGS FOR TABLES BROUGHT INTO THE SHOW I.E. "NON-KJ TABLES"</b>				
<b>+ ADD PLAIN Table 30"H</b> NO SKIRT	4' LONG	6' LONG	8' LONG	\$30.00
<b>+ ADD PLAIN Counter 42"H</b> NO SKIRT	4' LONG	6' LONG	8' LONG	\$35.00
EXHIBITOR MUST PROVIDE OWN COVERING				
<b>+ ADD Tall ROUND BISTRO Table 42"H x 32R</b> INCLUDES BLACK SPANDEX COVER	\$35.00			
<b>+ ADD Short ROUND CAFÉ Table 30"H x 32R</b> INCLUDES BLACK COVER	\$35.00			

### # SPECIALTY CHAIR RENTAL (2 regular chairs Included in booth. Additional standard chairs available at the show)

<b>+ Tall Chair - Padded Back and Seat</b> (COUNTER HEIGHT)	\$25.00
<b>+ Padded Arm Chair</b> (TABLE HEIGHT)	\$25.00

### # RACKS and SPECIAL FURNISHINGS RENTAL

<b>2-Arm Bag &amp; Garment Rack</b>	Straight Arm	Waterfall Arm	\$35.00	
<b>A-Frame Coat Rack</b> {5' WIDE} - stationary/not wheeled	\$35.00			
<b>Freestanding Literature Rack - 6 Pocket</b>	\$45.00			
<b>Easel: 3-Tier / Tripod Style (Aluminum)</b>	\$10.00			
<b>TableTop Riser</b> (10" x10" sits on top of KJ table)	4'L	6'L	8'L	\$20.00

### ELECTRICITY & Internet

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

<b>Power Accessories</b>	+Extension Cord \$10ea	+Power Strip (not surge protector) \$10ea	\$10.00 ea
<b>UPGRADE Electrical</b> : + Additional 20amp source			\$40.00
<b>UPGRADE Electrical 110v to 220v</b> LIMITED / SUBJECT TO AVAILABILITY	May relocate booth space Contact us before you order		\$125.00 Per Cord

## ORDER TOTAL

Prices Listed are Discount Pricing. Add 25% of Order Total for all Orders submitted to K&J on or after June 21 2023

**+** ADD 25% of Order Total if submitted June 21 2023 or later

**K&J Convention Services, LLC**  
PO Box 5234 | Helena, MT 59604  
Phone: 406-442-3238 | FAX: 406-458-3265  
Email: Office@kjconventions.com

**TOTAL DUE**

Payment due at time of order.  
K&J will not call you for credit card information.

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# Credit Card Charge Authorization

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

<b>Company/REP</b>								
<b>CONTACT NAME</b>								
<b>PHONE NUMBER</b>	<b>DIRECT:</b>		<b>CELL:</b>					
<b>EMAIL</b>								
<b>Receipt Email (IF DIFFERENT)</b>								
<b>Card Issuer:</b>	<input type="checkbox"/>	<b>VISA</b>	<input type="checkbox"/>	<b>MasterCard</b>	<input type="checkbox"/>	<b>Discover</b>	<input type="checkbox"/>	<b>AMEX</b>
<b>Cardholder Name (AS SHOWN ONCARD):</b>								
<b>Card Number :</b>								
16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER (or) 15-DIGIT NUMBER: AMERICAN EXPRESS								
<b>Expiration Date</b>	<input type="text"/>	<input type="text"/>	<b>C.V.V.</b>	<input type="text"/>				
	(MM / YY)		4-DIGIT: AMEX	3-DIGIT: MC   VISA   DISCOVER				
<b>Card Billing Address:</b>	STREET OR PO BOX		CITY		STATE/PROVINCE			
<b>Card Billing ZIP/Postal Code:</b>								
<b>Customer Signature</b>				<b>Date</b>				
<p>Client authorizes <b>K&amp;J Convention Services, LLC</b> 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&amp;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 at time of order.  
 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 and Refund Policy

**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.**

**For your security, K&J will not call you for 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.

**DISCOUNT DEADLINE: June 20, 2023**

<b>CANCELLATION &amp; REFUND POLICY</b>	<b>EXHIBITOR CANCELS -- OR -- CHANGES ORDER</b>	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	
	<b>SHOW RESCHEDULED BY Producer</b>	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	
	<b>SHOW CANCELED by Producer/Government/Venue</b>	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)** on or after June 21
- No refund or exchange credit if you ***change your mind*** about your order June 21 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. If you arrive at the show and your order is not in your booth, contact a K&J onsite representative BEFORE SHOW OPENING to correct the problem. No refund after-the-fact.
- 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
- Applicable refunds 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.