



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

EXHIBIT SERVICE KIT
Montana Trucking Association
2023 Convention
June 20-22, 2023 | Billings

STANDARD BOOTH SPACE DETAILS: (included when you registered for an Indoor booth)

- **Pipe & Drape Structure & Standard Booth ID Sign**
 - **One 6' Skirted Table + 2 Chairs** (DOUBLE SPACE=2TABLES/4CHAIRS)
 - **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.
CONTACT US IF YOU NEED 220v! Additional charges apply for 220v and may relocate your boothspace.
- ALL EXHIBIT EQUIPMENT AND ELECTRICITY SUPPLIED BY K&J IS FOR INDOOR USE ONLY
- **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

UPGRADE YOUR 6' SKIRTED TABLE!
UPGRADE TO DIFFERENT LENGTH -OR- UPGRADE TO SKIRTED COUNTER!
We also rent Tall Round Bistros, Extra Tables, Counters, Tall Chairs and more! *ADDITIONAL FEES APPLY & MUST BE ORDERED ON OR BEFORE JUNE 14*

ORDER Extra FURNISHINGS & UPGRADES
on or before June 14
All pricing increases by +25% on June 15

EXHIBITOR SCHEDULE June 20-21-22

EXHIBITOR SETUP:	Tuesday: 3 pm - 6 pm
SHOW OPEN:	Wednesday
STRIKE:	Thursday: 4 pm (ALL BOOTHS MUST BE REMOVED IMMEDIATELY AFTER SHOW CLOSE)

Exhibit Hall Carpet

The Exhibit Hall is located on a carpeted hotel ballroom.

Booth ID Sign

Each space is furnished with one standard black and white Exhibitor identification sign. Text is ordered by mttrucking based on your registration and membership. 44"w x 7" high.

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

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**Electrical Service &
WiFi / Internet**

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 & 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.

Company Name:

Contact/CellPhone:

EXHIBIT FURNISHINGS ORDER FORM

2023 Montana Trucking Association Convention

**Discount Deadline:
June 14, 2023**

Add 25% to list pricing for orders received or paid June 15 or later.

Booth Space Includes: ONE 6' Skirted Table | Two Chairs | Booth ID Sign | 500w/110v Power Source

HAVE MULTIPLE BOOTHS? (I.E. DOUBLE = 2 TABLES/4CHAIRS) | All booths are located indoors.

TABLE UPGRADE BLACK SKIRT ONLY. ONLY TABLE(S) INCLUDED IN BOOTH IS ELIGIBLE. No upgrades after June 15

Upgrade Table <u>Length</u> from 6'L to:	<input type="checkbox"/> 4' Long	<input type="checkbox"/> 8' Long	<input type="checkbox"/> 15.00	
Upgrade Table <u>HEIGHT</u> from table to 42"H	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	<input type="checkbox"/> \$20.00

TABLES & COUNTERS RENTAL

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

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

+ Tall Chair - Padded Back and Seat (COUNTER HEIGHT)	<input type="checkbox"/> \$25.00
+ Padded Arm Chair (TABLE HEIGHT)	<input type="checkbox"/> \$25.00

RACKS and SPECIAL FURNISHINGS RENTAL

2-Arm Bag & Garment Rack	<input type="checkbox"/> Straight Arm	<input type="checkbox"/> Waterfall Arm	<input type="checkbox"/> \$35.00	
A-Frame Coat Rack {5' WIDE} - stationary/not wheeled <input type="checkbox"/> \$35.00				
Freestanding Literature Rack - 6 Pocket <input type="checkbox"/> \$45.00				
Easel: 3-Tier / Tripod Style (Aluminum) <input type="checkbox"/> \$10.00				
TableTop Riser (10" x10" sits on top of KJ table)	<input type="checkbox"/> 4'L	<input type="checkbox"/> 6'L	<input type="checkbox"/> 8'L	<input type="checkbox"/> \$20.00
FLATSCREEN "SMART" TV (INCLUDES TALL ROUND BISTRO "STAND")				
<input type="checkbox"/> 32" - \$200	<input type="checkbox"/> 42" - \$225	<input type="checkbox"/> 49" - \$325		

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

Power Accessories	<input type="checkbox"/> +Extension Cord \$10ea	<input type="checkbox"/> +Power Strip (not surge protector) \$10ea	<input type="checkbox"/> \$10.00 ea	
UPGRADE Electrical (ADDED TO 500W/INCLUDED)	<input type="checkbox"/> +600Watt/5Amp \$20.00	<input type="checkbox"/> +1200W/10amp \$25.00	<input type="checkbox"/> +1800W/15amp \$30.00	<input type="checkbox"/> +3000W/25amp \$40.00
UPGRADE Electrical 110v to 220v LIMITED / SUBJECT TO AVAILABILITY			<input type="checkbox"/> \$125.00 Per Cord	
May relocate booth space Contact us before you order				

ORDER TOTAL

Prices Listed are Discount Pricing. Add 25% of Order Total for all Orders submitted to K&J on or after June 15, 2023

+ ADD 25% of Order Total June 15, 2023 or Later

K&J Convention Services, LLC
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TOTAL AMOUNT DUE

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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

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: AMERICAN EXPRESS								
Expiration Date	<input type="text"/> <input type="text"/> (MM / YY)		C.V.V.	<input type="text"/>				
			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 K&J Convention Services, LLC 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>								

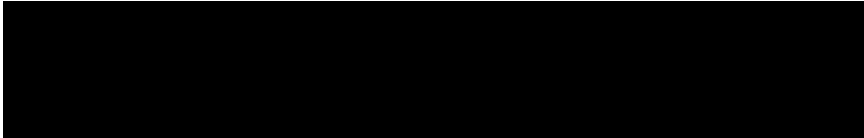
SUBSEQUENT ORDERS / FUTURE SHOWS / EVENTS:

- 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 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.

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**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 14, 2023

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)** on or after June 15
- No refund or exchange credit if you **change your mind** about your order June 15 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.