



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

EXHIBIT SERVICE KIT
Montana Petroleum Marketers
& Convenience Store Association
MPMCSA Convention & Trade Show
June 6-7, 2023 | Fairmont

MPMCSA FURNISHES EACH BOOTH SPACE:

- **10'w x 6'D Pipe & Drape Structure & Standard Booth ID Sign**
- **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.
- **One 6' Skirted Table + 2 Chairs** (DOUBLE SPACE=2TABLES/4CHAIRS)
- **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!

ORDER FURNISHINGS, UPGRADES and SHIPPING/MATERIALS HANDLING SERVICES
on or before
May 31, 2023
All pricing increases by +25% on June 1

IMPORTANT SHIPPING INFORMATION

DO NOT SHIP DIRECTLY TO FAIRMONT. The Hotel has not been contracted to receive or store freight. Instructions and Materials Handling Order Forms begin on page 7 of this Service Kit.

All inbound freight & materials should be handled by K&J. K&J will receive your freight and materials at the Advance Warehouse anytime between now and June 3. If you need to ship items to the show, please contact us for materials handling order forms and detailed shipping instructions.

Contact us for more information and Materials Handling Order Form

EXHIBITOR SCHEDULE June 6-7, 2023

EXHIBITOR SETUP:	Tuesday: 2 pm - 6 pm (ALL BOOTHS MUST BE SETUP BY TUESDAY NIGHT)
SHOW OPEN:	Wednesday: 12 pm - 4 pm
STRIKE:	Wednesday: 4 pm (ALL BOOTHS MUST BE REMOVED IMMEDIATELY AFTER SHOW CLOSE)

Official Exhibit Services, Freight & 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.
Please include your name, "MPMCSA" 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

Electrical Service

**Discount Deadline to
Order All Services:
May 31, 2023**

Payment due at time of order.
Add +25% to all order forms submitted
and/or paid June 1 or later.
Sorry. We do not invoice.

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 supplied by MPMCSA 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".

View rental items at: www.kjconventions.com/catalog

If you need to ship items to the show, contact us for the Materials Handling Order Form, Advance Warehouse Address and Instructions

ORDER FORMS BEGIN ON PAGE 4

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 MPMSCA Convention & Trade Show	Discount Deadline: May 31, 2023 <small>Add 25% to list pricing for orders received or paid June 1 or later.</small>
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10'w x 6'd 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)

TABLE UPGRADE BLACK SKIRT ONLY. ONLY TABLE(S) INCLUDED IN BOOTH IS ELIGIBLE

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

QTY TABLES & COUNTERS RENTAL

+ ADD a SKIRTED Table 30"H	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$47.00
+ ADD SKIRTED COUNTER 42"H	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$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	<input type="checkbox"/> NO SKIRT	EXHIBITOR MUST PROVIDE OWN COVERING		\$30.00
+ ADD PLAIN COUNTER 42"H	<input type="checkbox"/> NO SKIRT			\$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 SPECIALTY CHAIR RENTAL (2 regular chairs Included in booth. Additional standard chairs available self-service at the show)

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

QTY RACKS and SPECIAL FURNISHINGS RENTAL

2-Arm Bag & Garment Rack	<input type="checkbox"/> Straight Arm	<input type="checkbox"/> Waterfall Arm		\$35.00
A-Frame Coat Rack {5' WIDE} - stationary/not wheeled				\$35.00
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)	<input type="checkbox"/> 4'L	<input type="checkbox"/> 6'L	<input type="checkbox"/> 8'L	\$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	

QTY 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		\$10.00 ea
UPGRADE Electrical	<input type="checkbox"/> +600Watt/5Amp	<input type="checkbox"/> +1200W/10amp	<input type="checkbox"/> +1800W/15amp	<input type="checkbox"/> +3000W/25amp
(ADDED TO 500W/INCLUDED)	\$20.00	\$25.00	\$30.00	\$40.00
UPGRADE Electrical 110v to 220v	May relocate booth space Standard NEMA Configuration Contact us if you use a non-standard configuration			\$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 1, 2023	+	ADD 25% of Order Total June 1, 2023 or Later
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TOTAL AMOUNT DUE

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

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 PO Box 5234 | Helena, Montana 59604
 P:406.442.3238 | F: 406.458.3265
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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:	<small>STREET OR PO BOX</small>		<small>CITY</small>	<small>STATE/PROVINCE</small>				
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.

Materials Handling Instructions

2023 MPMCSA

INBOUND (preshow)

All Order Forms and Payment Must be Submitted to K&J on or before May 31, 2023

All Shipment(s) must arrive at Advance Warehouse on or before June 2

1. Be sure your company name and MPMCSA is on all pieces. We don't need booth number
2. Use the label format on page 2 or use your own UPS/Fedex Labels
3. All items arriving at the hotel are subject to additional fees
4. Forklifts are not allowed in the hotel; advise if a palletjack is needed

Advance Warehouse Hours: Monday-Friday 8:30-4 pm (excluding holidays)

WAREHOUSE
ADDRESS

**K&J Convention Services / MPMCSA + "Company Name"
Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE JUNE 2**

AFTER-SHOW

CUSTOMERS OF FEDEX or UPS (not fedex freight or ups freight)

(Most Common)

1. Send prepaid labels with your booth rep. or email them to K&J office kconventions.com
2. **DO NOT** Schedule a Pickup by Fedex or UPS. K&J will coordinate transfer to those carriers after the show. (ground, regular, 2/3day, saver or express shipments).
3. **DO NOT** create "Return Tag" or "Call Tag" for your shipment.

CUSTOMERS OF PRIVATE or LTL CARRIERS (YRC/UPSFreight, FEDEXFreight, MTS, Pilot etc.)

1. Customer must schedule a pickup with the carrier from the advance warehouse in Helena..
2. Freight will be ready Thursday, June 8 in Helena, MT , after 12 Noon
3. Bring or Email a Prepaid Bill of Lading to K&J
4. K&J is not a customs broker. If you are shipping outside of the USA, contact your shipping company regarding a customs broker.
5. Freight will not be left at the hotel for pickup later.

AFTER SHOW/ Helena Pickup Warehouse Thursday June 8 after 12 Noon:

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

**IF YOU ARE SHIPPING TO THE SHOW, PLEASE COMPLETE AND RETURN:
Payment/Credit Card Authorization
Materials Handling Order Form**

MATERIALS HANDLING ORDER FORM

MPMCSA 2023

Company Name: _____

DISCOUNT DEADLINE
May 31, 2023

Onsite Booth Rep: Name & CellPhone Number: _____

-----COMPLETE BOTH SECTIONS-----

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

Carrier: UPS Fedex Other :(LTL/Freight/Private Carrier)

Other/LTL Carrier Name: _____

Est. Ship Date _____ From (City): _____

Number of Shipments _____

Estimated Total Weight Per Shipment _____

Estimated Total Number of Pieces _____

City Shipped From _____

Estimated Arrival @ Warehouse: _____ Must Arrive On Or Before June 2

Tracking Number(s) -- or attach bill of lading/tracking details
tracking numbers help us keep eyes on your shipments

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

Carrier: (specify if not Fedex or UPS)
 UPS Fedex Other Private Carrier see below
UPS/Fedex are most common

Destination (City): _____

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

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

OTHER Carrier/ LTL / MotorFreight Carrier Information:

Carrier Name: _____

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

ADDITIONAL FEES / SURCHARGES

No Order Form on file when Shipment Arrives at Advance Warehouse	60¢/pound or \$120/min + \$50 special handling	
No Order /No Payment on file when Shipment Arrives at Advance Warehouse	60¢/pound or \$120/min + \$75 special handling	
OFF Target Arrival: Shipment Arrives at Advance Warehouse Late	\$100-\$300 depending on location/delivery hotshot	
Special Handling: Tip/Drop Indicator, Pallet Jack/Forklift etc.	\$75 per shipment	
CONTACT K&J FOR SHOWSITE RATES AND DETAILS <small>Warning: The Showsite is not contracted to receive or store freight.</small>		

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 200# minimum charge for each shipment received. We understand that your calculation is only an estimate. Finalcharges 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 Forms Submitted or Paid June 1 or later	ADD 25% of Order Total June 1 or Later
Payment Due at Time of Order. We Do Not Invoice. Payment Accepted by Check or Credit Card	TOTAL DUE \$

<p style="color: red; text-align: center;">ALL Shipments Must Arrive On or Before: THURSDAY, June 2 <small>(drop dead date)</small></p> <p>K&J receives all shipments: crates/skids/envelopes/totes/boxes MPMCSA and <u>Exhibit Company Name</u> Must Be On All Shipments Collect Shipments Will not be accepted Extra Fees apply for Off-Target Delivery/ arriving June 3 or later</p>	<p style="text-align: center;">ADVANCE WAREHOUSE SHIP-TO ADDRESS</p> <p>TO: EXHIBIT MATERIALS: MPMCSA + Company K&J Convention Services 406-431-8295 c/o Capital Transfer & Storage 1316 Bozeman Avenue Helena, MT 59601</p>
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ADVANCE WAREHOUSE ADDRESS

Be Sure K&J/MPMCSA + Company Name are on all Pieces
We do not need to know your booth number

FOR: _____
Exhibiting Company Name

SHOW NAME: MPMCSA

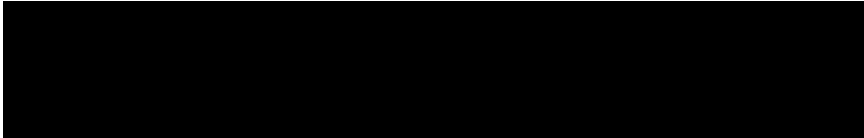
**K&J Convention Services
c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601**

406-442-3238

**All Shipment(s)
Must Arrive at the
Advance Warehouse on
or before June 2, 2023**

K&J Convention Services, LLC

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



**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: May 31, 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 1
- No refund or exchange credit if you **change your mind** about your order June 1 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.