



EXHIBIT SERVICE KIT
 TownSquare Media / Great Falls
The Women's Expo 2023
 September 29-October 1

EACH BOOTH SPACE INCLUDES

- **Pipe & Drape Booth Structure**
ALL BOOTHS ARE 10x10 unless otherwise noted. Multiple booths are in multiples of 10x10 All Booth displays and items must fit within the booth footprint and cannot extend out into the aisleways.
- **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 6' Skirted Table + 2* standard expopark chairs** (DOUBLE SPACE=2TABLES/4CHAIRS)
 ** Chairs are first come, first serve/selfservice when you arrive at setup.
- A Word About WiFi -- Bring your own hotspot and be prepared to supply your own internet service. WIFI, if available, is shared and while it's generally good for checking emails, etc. it may impact your presentation if used as part of your display.

EQUIPMENT / FURNISHINGS

UPGRADE YOUR 6' SKIRTED TABLE!

UPGRADE TO DIFFERENT LENGTH -OR- UPGRADE TO SKIRTED COUNTER!

Table upgrades not available to order after September 20

We also rent Tall Round Bistros, Extra Tables, Counters, Tall Chairs, BOOTH CARPET, ProPanels, 6' and 8' gridwall and more!

ORDER FURNISHINGS, UPGRADES
 and OTHER SERVICES

**on or before
 September 20**

All pricing increases by +25% on September 21.

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 due to show schedules.

Please EMAIL us for best service. We will get back to you as soon as we can.

Please include your name, "23Women" and your cellphone number on all correspondence.

Exhibit Service Contractor:

K&J Convention Services, LLC

Email: Office@kjconventions.com

Phone: 406-442-3238

Website: www.kjconventions.com/women

**Discount Deadline to
Order All Services:
September 20**

Payment due at time of order.
Add +25% to all order forms submitted
and/or paid September 21 or later.
Sorry. We do not invoice.

Exhibit Hall Carpet

The Exhibit Hall is located on cement. **For comfort, order carpet!**

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".

GRIDWALL: We now offer a limited number of black free-standing Gridwall for rent. Minimum order is 2 gridwall, but they can be extended by adding additional sections.

PROPANEL DISPLAY: If you have maps or other photos to display, you may want to consider renting a free-standing 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.

A Picture is Worth A Thousand Words!

View Photos of Rental Equipment at: www.kjconventions.com/catalog

Each booth is furnished with **One 500WATT/110v** power
(500WATTS = 4.5 AMP)
connection and one single-plug receptacle 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, if available, 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 MANAGE WIFI/INTERNET

Contact the station or the fairgrounds for details.

Order (and Pay) on or before September 20! PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON September 21

THE WOMEN'S EXPO 2023 RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION

QTY	RENTAL ITEMS (subject to availability)	Price (EACH)	Total
	UPGRADE 6' TABLE LENGTH TO: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$20.00	
	UPGRADE TABLE TO COUNTER <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$25.00	
	+ ADD SKIRTED Table <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.00	
	+ ADD SKIRTED COUNTER <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"/> WINE <input type="checkbox"/> GOLD/YELLOW <input type="checkbox"/> Seafoam TEAL		
K&J DOES NOT RENT SKIRTS OR COVERS ALA-CARTE FOR EXHIBITOR'S PERSONAL TABLES OR NON-KJ TABLES			
	+ ADD "Plain-NoSkirt" Table <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$30.00	
	+ ADD "Plain-NoSkirt" COUNTER <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$35.00	
	Tall ROUND Bistro Table 42"H x 32"Round/Black Spandex	\$35.00	
	Bar-Height Tall Chair with back and padded seat	\$25.00	
	Padded Arm Chair Standard Height, padded back and seat	\$25.00	
	Standard Chair (2 per booth provided: order additional)	\$5.00	
	Racks <input type="checkbox"/> A-Frame <input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00	
	Black Gridwall ___ 2'W x 6'T ___ 2'W x 8'T	\$30.00	
	Freestanding Literature Rack (6 POCKET)	\$45.00	
	Small Wastebasket (2 Liners) (self-serve trash removal)	\$10.00	
	Flatscreen TV (Smart/USB/HDMI) <input type="checkbox"/> 32"@ \$200 <input type="checkbox"/> 40"@ \$250		
	Booth Carpet PER EACH BOOTH SPACE (10x10) We vacuum after install only. No daily vacuum	\$80.00	
Carpet Color	<input type="checkbox"/> BLUEJay <input type="checkbox"/> BLACK <input type="checkbox"/> Red <input type="checkbox"/> Pepper <input type="checkbox"/> Gray <input type="checkbox"/> Blue		
	+ADD Carpet Pad PER EACH BOOTH SPACE (10x10)	\$35.00	
	ProPanel Display ~ Charcoal Min Order: 2 Panels Djm. Each Panel 38" WIDE X 7" TALL	\$40.00	
	Electrical : +600w@\$20 +1200w@\$25 +1800w@\$30 +3000w@\$40 Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts		
	<input type="checkbox"/> Extension Cord \$10 <input type="checkbox"/> PowerStrip (not surge) \$10		

10x10 Booth Includes: (1) 6' Skirted Table | One 500w/110v Power Source
Standard/Plain chairs available (2 per booth) when you arrive at the show.
* Table Upgrades: Black Skirt Only

COMPANY/EXHIBITOR _____

ORDERED BY _____

PHONE _____

EMAIL _____ **We Email Credit Card Receipts**

Payment Due at Time of Order. We do not Invoice.
Credit Cards Accepted
ORDERS ACCEPTED BY FAX- EMAIL- PHONE-MAIL
Phone: 406-442-3238 | Fax: 406-458-3265
Email: Office@kjconventions.com

CREDIT CARD NUMBER _____

EXP: _____ CVV _____
Month / Year 3Digit M|V|D| 4Digit-AMEX

CARDHOLDER NAME _____


Billing Zip /POSTAL CODE _____

Order submission acknowledges K&J Order/Cancellation/Refund Policy. Client authorizes K&J to keep the card information securely on file.
PROPANEL RENTALS ARE FINAL AND NON-REFUNDABLE EVEN IF YOU CANCEL YOUR ATTENDANCE at the Show.

Discount Prices listed. Add 25% to all orders
RECEIVED or PAID September 21 or later.
All orders paid by check must be received AT K&J on or before September 20
All orders received September 21 or later must be paid by credit card.

Order Total
USD

View our Catalog of Furnishings! www.kjconventions.com/catalog

 **K&J CONVENTION SERVICES, LLC**
PO BOX 5234, Helena, MT 59604
Sorry. We do not invoice. Pay from this order form.

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.

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: September 20, 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 Cashd 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 September 21 ;
- No refund or exchange credit if you **change your mind** about your order September 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. All items/services ordered are delivered to your booth prior to your arrival at the show.
- Applicable refunds must be requested in writing, and will be processed after the show, less applicable fees.

Submission or Order to K&J for booth furnishings, services or equipment, customer agrees to and acknowledges payment, refund and credit terms.

K&J will not call you for payment information.

Payment Due at time of order.

You may email orders and payment directly to us , or use fax.

EMAIL ORDERS: office@kjconventions.com | FAX ORDERS: 406-458-3265

We will email you a confirmation when we receive your order; and a receipt after processing.

If you wish to submit this order via DocuSign or Adobe Sign, our email is office@kjconventions.com DO NOT password protect your document.
 Standard pricing (no discounts) applies to orders that require additional/other/specialized handling for passwords, etc.