



# K&J CONVENTION SERVICES, LLC

**EXHIBIT SERVICE KIT**  
**Montana Tavern Association**  
**70<sup>th</sup> Annual Convention & Trade Show**  
 September 25-27, 2023 | Great Falls

## MTA FURNISHES EACH BOOTH SPACE:

- **10'w x 8'd Pipe & Drape Booth Structure** (8"H BACKWALL & 3'HIGH SIDE DIVIDERS)
- **One 6' Skirted Table + 2 Chairs** (DOUBLE SPACE=2TABLES/4CHAIRS, ETC)
- **One 500w/110v electrical receptacle installed at the back of each booth.**  
 Rent or bring powerstrips and extension cords if you have multiple items to plug in.  
**IF YOU NEED MORE THAN 500w/110v POWER SOURCE OR NEED 220v, CONTACT K&J IMMEDIATELY.**  
 -- EXCESS POWER AND 220V IS VERY LIMITED AND MAY RELOCATE BOOTH SPACE
- **Standard Booth ID Sign** (REGISTERED COMPANY NAME ONLY)
- **WiFi** -- The Mansfield Center has wireless internet, but bring your own hotspot and be prepared to supply your own internet service. WIFI IS SHARED BANDWITH. SHARED WIFI IS GENERALLY SUFFICIENT FOR CHECKING EMAILS, ETC. BUT IT MAY HAVE RELIABILITY ISSUES IF USED AS PART OF YOUR DISPLAY. IF YOU NEED GUARANTEED INTERNET, YOU'LL PROBABLY WANT TO BRING YOUR OWN. DIRECT WIRED INTERNET IS NOT AVAILABLE.

## OTHER EQUIPMENT / FURNISHINGS

### UPGRADE THE 6' SKIRTED TABLE(S) INCLUDED IN YOUR BOOTH!

<b>CHANGE TABLE LENGTH</b> (TO 4' OR 8' SKIRTED)	<b>O R</b>	<b>CHANGE TABLE HEIGHT</b> (TO 4'- 6' OR 8' SKIRTED 42"H COUNTER)
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ADDITIONAL FEES APPLY TO UPGRADES. MUST BE ORDERED ON OR BEFORE SEPTEMBER 18

We rent Tall Round Bistros, Extra Tables, Tall Counters, Tall Chairs & More!  
 All rentals are delivered to your booth prior to setup.

ORDER & PAY FOR ADDITIONAL  
 FURNISHINGS, UPGRADES and  
 OTHER SERVICES

on or before

**September 18, 2023**

All pricing increases September 19!  
 (sorry, no extensions)

## EXHIBITOR SCHEDULE

<b>EXHIBITOR SETUP:</b>	Monday, September 25: 9 am
<b>SHOW OPEN:</b>	Tuesday, September 26: 11 am
<b>STRIKE:</b>	Tuesday, September 26: 4:30 pm (ALL BOOTHS MUST TEARDOWN AT SHOW CLOSE)

## Official Exhibit Services, Freight Handling & Electrical Contractor

# K&J Convention Services, LLC

Email: [office@kjconventions.com](mailto: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, "MTA" and your cellphone number.

## Exhibit Service Contractor:

K&J Convention Services, LLC

Email: [Office@kjconventions.com](mailto:Office@kjconventions.com)

Phone: 406-442-3238

Website: [www.kjconventions.com](http://www.kjconventions.com)

### One Stop Exhibit Services Including:

Booth Furnishings      Materials Handling

Electrical Service

**Discount Deadline to  
Order All Services:  
September 18**

Payment due at time of order.  
increased pricing for order forms  
received at K&J and/or paid  
September 19 or later.  
Sorry. We do not invoice.

## Booth ID Sign

Each space is furnished with one standard black and white Exhibitor identification sign. Text is supplied by MTA 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".

## GRIDWALL – PROPANELS – BUS Tubs

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.

Our gridwall is standard 2'x8' sections and good for retail uses.

We have a limited supply of Bus Tubs available for rent, if ordered in advance. Exhibitor must provide all cleaning of the tub and ice.

**View rental items at: [www.kjconventions.com/catalog](http://www.kjconventions.com/catalog)  
Exhibit Service Kit Online at: [www.kjconventions.com/tavern](http://www.kjconventions.com/tavern)**

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

**INSTALLED 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.

ADDITIONAL FEES MAY APPLY FOR SPECIAL ON-STANDARD ELECTRIC LAYOUT.

**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 FEES

**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.**

Order (and Pay) on or before September 18! PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON September 21

# MTA 2023 RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION

QTY	RENTAL ITEMS (subject to availability)	Price (EACH)	Total
	<b>UPGRADE 6' TABLE LENGTH TO:</b> <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$20.00	
	<b>UPGRADE TABLE TO COUNTER</b> <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$25.00	
	<b>+ ADD SKIRTED Table</b> <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.00	
	<b>+ ADD SKIRTED COUNTER</b> <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		
<small>K&amp;J DOES NOT RENT SKIRTS OR COVERS ALA-CARTE FOR EXHIBITOR'S PERSONAL TABLES OR NON-KJ TABLES</small>			
	<b>+ ADD "Plain-NoSkirt" Table</b> <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$30.00	
	<b>+ ADD "Plain-NoSkirt" COUNTER</b> <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$35.00	
	<b>Tall ROUND Bistro Table</b> 42"H x 32"Round/Black Spandex	\$35.00	
	<b>Bar-Height Tall Chair</b> with back and padded seat	\$25.00	
	<b>Padded Arm Chair</b> Standard Height, padded back and seat	\$25.00	
	<b>Standard Chair</b> (2 per booth provided: order additional)	\$5.00	
	<b>Racks</b> <input type="checkbox"/> A-Frame <input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00	
	<b>Black Gridwall</b> ___ 2'W x 6'T   ___ 2'W x 8'T	\$30.00	
	<b>Freestanding Literature Rack</b> (6 POCKET)	\$45.00	
	<b>Small Wastebasket</b> (2 Liners) (self-serve trash removal)	\$10.00	
	<b>Flatscreen TV (Smart/USB/HDMI)</b> <input type="checkbox"/> 32"@ \$200 <input type="checkbox"/> 40"@ \$250		
	<b>Booth Carpet</b> 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		
	<b>+ADD Carpet Pad</b> PER EACH BOOTH SPACE (10x10)	\$35.00	
	<b>ProPanel Display</b> ~ Charcoal <small>Min Order: 2 Panels</small> <small>Djm. Each Panel 38" WIDE X 7" TALL</small>	\$40.00	
	<b>Electrical :</b> +600w@\$20 +1200w@\$25 +1800w@\$30 +3000w@\$40 <small>Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts</small>		
	<input type="checkbox"/> <b>Extension Cord \$10</b> <input type="checkbox"/> <b>PowerStrip</b> (not surge) \$10		

10x8 Booth Includes: (1) 6' Skirted Table | One 500w/110v Power Source Standard/Plain chairs available (2 per booth) when you arrive at the show. Booth ID Sign. \* 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 19** or later.

All orders paid by check must be received AT K&J on or before September 18

All orders received September 19 or later must be paid by credit card.

**Order Total**

USD

View our Catalog of Furnishings! [www.kjconventions.com/catalog](http://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.

# Credit Card Charge Authorization

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

Company Name					
CONTACT NAME					
PHONE NUMBER	DIRECT:		CELL:		
EMAIL					
Receipt Email for onsite rep					
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"/>		C.V.V.	<input type="text"/>	
		(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 <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 to venue or K&amp;J property. 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.**



**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 18, 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 September 18,2023;
- No refund or exchange credit if you ***change your mind*** about your order September 19 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.