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# OFFICIAL EXHIBITOR INFORMATION

## Montana Governor's Conference on Tourism & Recreation

### April 14-16, 2024 | Hilton Garden Inn, Missoula

#### The Conference Furnishes Each Booth With:

Pipe & Drape Booth Structure  
One Booth ID Sign

One 6' Skirted Table & 2 Chairs  
One 500w/110v electrical source

**Booth size: 8'WIDE**

Booth structure: standard pipe & drape | 8'H back wall and 3'H side dividers.

All booths are located on standard hotel conference center carpet

**If you need additional furnishings, order on or before April 8**

**Orders received April 9 or later will be charged a higher rate**

ORDER ON OR BEFORE APRIL 8 -- K&J WILL LIKELY NOT BE ONSITE DURING EXHIBITOR SETUP.

#### Electricity

Each booth is standard with 500watts of 110v power and one single plug outlet.

500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you are plugging in more than one device bring a power-strip. 220v is not available.

#### Exhibitor Schedule

**Exhibitor Setup: Sunday, April 14: 1-5 pm**

**Exhibitor Teardown: Tuesday, April 16: 2 pm** (AFTER THE LUNCHEON)

#### Materials Handling

Materials Handling Services are not provided by K&J this year. Please contact Hilton Garden Inn directly to arrange for your booth items to be shipped directly to the hotel, if you need materials handling assistance.

#### Hanging Items in Your Booth

Affixing or attaching any signage, banners, or other materials to the drapes or skirting in your booth through the use of tape, staples, pins (of any type), velcro, paperclips, zip-ties, or similar items of any kind is strictly prohibited. We have provided S-Hooks on each table for your convenience. If you need additional S-hooks, please visit the Exhibit Service Center or Show Registration area. Thank you for helping protect our investment.

# FURNISHINGS ORDER FORM MT Governors Conference on Tourism & Recreation

Company Name:	Contact Name	ORDER & PAY on or before April 8 for best pricing
Email Address:	Cell/Best Number	

8'W Booth Includes One 6' Skirted Table | Two Chairs | Booth ID Sign | 500w/110v Power Source

QTY	TABLES & COUNTER RENTAL	Price Each	TOTAL Due
	UPGRADE TABLE LENGTH		
	UPGRADE Table to COUNTER		
	+ ADD SKIRTED Table 30"H		
	+ ADD SKIRTED COUNTER 42"H		
	Choose Skirt Color		
	Plain Table 30"H		
	Plain COUNTER 42"H		
	Tall ROUND BISTRO Table 42"H x 32R w/Black Spandex		
	Short ROUND CAFÉ Table 30"H x 32R w/Black Cover		

QTY	CHAIR RENTAL	Price Each	TOTAL Due
	Tall Chair - Padded Back and Seat (Counter Height)		
	Padded Arm Chair ( Table Height)		

QTY	FLOORING RENTAL	Price Each	TOTAL Due
	All booths are located on Hotel Ballroom Carpet. Alternate flooring options not available.		

QTY	RACKS & SPECIAL FURNISHINGS RENTAL	Price Each	TOTAL Due
	2-Arm Bag & Garment Rack		
	Clothing/Coat Rack		
	Freestanding Literature Rack - 6 Pocket		
	Easel: 3-Tier/Tripod Style (Aluminum)		
	TableTop Riser (10" x10" sits on top of KJ table)		
	FLATSCREEN "SMART" TV		
	Display Options (min order 2 pc)		
	Floor or TableTop Display Unit		

ELECTRICITY & UTILITIES				
Internet Access is not supplied by K&J. Contact the Hotel or BrandMT directly if you need wired internet (additional fee). 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	Extension Cord	Power Strip (not a surge protector)		
110v Electrical	+600Watt/5Amp	+1200W/10amp	+1800W/15amp	+3000W/25amp
UPGRADE	\$25.00	\$30.00	\$40.00	\$50.00

EXHIBITOR SERVICES
Materials Handling is not available this year. Please contact the hotel directly for shipment instructions

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ORDER TOTAL	
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K&J will automatically add a 25% surcharge on all orders received or paid April 9 or later.	
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**K&J Convention Services, LLC**  
 PO Box 5234 | Helena, MT 59604  
 Phone: 406-442-3238 | FAX: 406-458-3265  
 Email: Office@kjconventions.com



406-442-3238 | stacey@kjconventions.com

# Credit Card Authorization

Email Orders To: stacey@kjconventions.com

True Old-School Fax: 406-458-3265

**K&J Team will not contact you for payment information.**

WATCH FOR A "RECEIVED" CONFIRMATION AFTER YOU SUBMIT

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

Exhibitor/Company Name					
CONTACT NAME					
PHONE NUMBER	DIRECT:		CELL:		
EMAIL					
Receipt Email (IF DIFFERENT)					
Card Issuer:	VISA	MasterCard	Discover	AMEX	
Cardholder Name (AS SHOWN ONCARD):					
Card Number :					
16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER			(or)	15-DIGIT NUMBER: AMEX	
Expiration Date			C.V.V.		
	(MM / YY)		4-DIGIT: AMEX		
			3-DIGIT: MC   VISA   DISCOVER		
Card	STREET OR PO BOX		CITY	STATE/PROVINCE	
Billing Address:					
Card Billing ZIP/Postal Code:					
Customer Signature				Date	
<p>Client authorizes <u>K&amp;J. Convention. Services, LLC</u> to charge the credit card for Exhibit and Event- related purchases, services, rentals, and/or damage/loss. Client understands 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 K&amp;J initiates 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 is payment if not received at time of order.

Do not submit blank payment pages or request K&amp;J to call you: your order will not be processed.

For security, K&amp;J will not call you for payment or reserve items not paid at time of order.

Standard pricing applies for all orders received without payment (No DISCOUNTS)

SECURE PAYMENT LINK: <https://www.kjconventions.com/paynow>

You may now securely make payments for our services using AdobeSign if you wish. Our email has been upgraded to end-to-end encryption.

To use the Payment Link, you must first submit your furnishing order forms via **regular email** and indicate you are sending secure payment from our website.

**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.**

**Orders received without payment will not be processed.**

**Discount pricing does not apply if an order is received without payment.**

## **CANCELLATION / REFUND POLICY:**

This policy will apply to **all rental orders** & exhibitor services order cancellations.

This policy applies also to cancellations due to postponement for any reason

This policy applies to cancellation or "no-show" due to weather, illness, or any other reason

If an exhibitor cannot attend, sending a substitute representative is advised.

## **DISCOUNT DEADLINE: April 8, 2024**

<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 April 8;
- No refund or exchange credit if you **change your mind** about your order April 8 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 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.

**K&J will not call you for payment information. Payment Due at time of order.**

If you wish to submit this order via secure email (Adobe Sign), visit our website at <https://www.kjconventions.com/paynow>.

**DO NOT** password protect -- standard pricing (no discounts) applies to orders that are submitted without payment or that require additional/other/specialized handling.

# SERVICE TERMS and CONDITIONS

These Service Terms and Conditions limit your possible recovery in case of loss or damage. Service Terms/Conditions cannot be changed or amended.

EXHIBITOR'S acknowledgement and acceptance of these service terms and conditions will be construed when any one (1) of the following conditions is met:

- EXHIBITOR'S MATERIALS ARE DELIVERED TO AN ADVANCE WAREHOUSE OR TO THE SHOWSITE IN WHICH K&J IS THE OFFICIAL SHOW EXHIBIT SERVICES, FREIGHT, ELECTRICAL, or LABOR CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR FOR THIS SHOW

1. **DEFINITIONS.** For purposes of these Terms & Conditions, "K&J" means K&J Convention Services, and K&J Convention Decorators and their respective employees, managers, members, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors K&J may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").
2. **PACKAGING AND CRATES.** K&J shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, K&J shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. K&J assumes no responsibility for:
  - Error in the above procedures
  - Removal of containers with old empty labels and without K&J labels
  - Improper information on empty labels

K&J WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. K&J highly recommends the securing of security services from Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. K&J highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to K&J by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to K&J and the actual count of such items in the booth at the time of pickup.
6. **DELIVERY TO THE CARRIER FOR RELOADING.** K&J assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. K&J loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. K&J assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.
7. **DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, K&J shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall K&J be responsible for any loss resulting from such rerouting designation.
8. **K&J'S RESPONSIBILITIES.** K&J shall be responsible only for those services which it directly provides. K&J assumes no responsibility for any persons, parties, or other contracting firms not under K&J's direct supervision and control. K&J's performance hereunder is subject to, and K&J shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond K&J's reasonable control, nor for ordinary wear and tear in the handling of materials.
9. **INSURANCE.** It is understood that K&J is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide K&J with a release of subrogation to the extent of any insurance settlement received.
10. **DECLARED VALUE.** Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of K&J's maximum liability stated herein. K&J will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, K&J WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

11. **CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to K&J immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from K&J's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against K&J more than one (1) year after the date of loss or damage occurred.

(a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and K&J relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due K&J for its services as an offset against the amount of any alleged loss or damage. Any claims against K&J shall be considered a separate transaction and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, K&J's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** K&J's liability shall be limited to any loss or damage which results solely from K&J's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall K&J be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of K&J or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if K&J has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

12. **JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MONTANA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN LEWIS & CLARK COUNTY, MONTANA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless K&J and its employees, members, managers, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through K&J, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of K&J's equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. **WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to K&J for material handling services, waives and releases all claims against K&J with respect to all matters for which K&J has disclaimed liability pursuant to the provisions of this Document.

15. **SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

16. **NON-CHANGEABLE.** Any alterations, additions or editing of this Contract is not authorized or accepted.