

Order (and Pay) on or before 10 DAYS PRIOR TO SHOW SETUP PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE 9 days prior to setup

THIS IS A GENERIC ORDER FORM. Some items may not be available at all shows

RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION

what is the **SHOW NAME:**

QTY		Price	Total
	Booth Carpet & PAD	PRICE LISTED IS PER EACH 10'w BOOTH SPACE DAILY VACUUM NOT INCLUDED	\$125.00
	Booth Carpet Only (no Pad)		\$ 85.00
Choose Carpet Color <input type="checkbox"/> BlueJay <input type="checkbox"/> Pepper default <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue Limited Availablity			
	+ 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 A LA CARTE FOR EXHIBITOR'S PERSONAL TABLES OR NON-KJ TABLES			
	Plain-NoSkirt" Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' customer provides cover	\$30.00
	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		\$5.00
	Racks	<input type="checkbox"/> Rolling Coat/Garment <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
	Literature Rack - FreeStanding	(6 POCKET)	\$45.00
	Small Wastebasket	(2 Liners) (self-serve trash removal)	\$10.00
	Tabletop Riser	10"x10" Sits on TOP of Table <input type="checkbox"/> 4'L <input type="checkbox"/> 6'L <input type="checkbox"/> 8'L	\$20.00
	Flatscreen TV (Smart/USB/HDMI)	<input type="checkbox"/> 32" @ \$200 <input type="checkbox"/> 40" @ \$250	
	Tall BarePipe	(to hang banners above your booth) 2 Uprights 1 Crossbar Each Section 12'Hx10'w	\$30.00
	Tall Drape	(Privacy Panel/Changing Area within booth) 2 Uprights 1 Crossbar 8'H Drape 6-10'section	\$30.00
	ProPanel Display~ Charcoal	Min Order: 2 Panels HARDSIDES 38" WIDE X 7" TALL	\$45.00ea
	<input type="checkbox"/> Extension Cord \$10	<input type="checkbox"/> PowerStrip (not surge) \$10	

Discount Prices listed. K&J will automatically add 25% to all order forms RECEIVED @K&J or PAID 9 Days or less before Show Setup

Total
USD

EACH Booth Includes: One 500w/110v Power Source in the back of each booth

TABLES, CHAIRS, OTHER FURNISHINGS ARE NOT INCLUDED IN YOUR BOOTH

PLEASE PRINT the SHOW NAME Above and Your Order Information LEGIBLY

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____

We Email Credit Card Receipts

DISCOUNTS END: 10 days prior to show setup

Orders /Payments received 9 days or less prior to show setup will be charged higher rates. Availability is not guaranteed.

We are frequently out of the office at shows

FOR BEST SERVICE, ORDER BY EMAIL OR FAX

Email: stacey@kjconventions.com

Fax: 406-458-3265 | Phone: 406-442-3238

Payment Due at Time of Order. We do not Invoice.

FOR SECURITY, K&J WILL NOT CALL YOU FOR CREDIT CARD INFORMATION

CREDIT CARD NUMBER _____

EXP: _____
Month / Year

CVV _____
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. No refund, changes or exchanges 9 days or less before show setup (even if you cancel your attendance at the show)



K&J CONVENTION SERVICES, LLC
PO BOX 5234, Helena, MT 59604
EMAIL: stacey@kjconventions.com

Payment Due at Time of Order. We do not Invoice.
For Security, K&J will not telephone you to obtain credit card information

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 for any reason

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: Ten (10) Days PRIOR to show setup

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 Discount Deadline
- No refund or exchange credit if you **change your mind** about your order after Discount Deadline;
- No refund for orders placed 9 Days or Less Prior to Show setup
- No refund/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: stacey@kjconventions.com | FAX ORDERS: 406-458-3265

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

Standard pricing (no discounts) applies to orders that require additional/other/specialized handling for passwords, etc.