

2025 MABA-MGEA Convention

January 22-24, 2025 | Great Falls

STANDARD BOOTH PACKAGE (INCLUDED IN EACH BOOTH) :

Standard Pipe & Drape Booth Structure

One (1) table (with cloth only) + 2 Chairs (tables and chairs supplied by hotel)

One (1) 500 watt /110v electrical *single-plug outlet* – upgrades available

*We can UPGRADE YOUR TABLE to a SKIRTED Table - **see order form)*

Additional Booth Furnishings & Labor

K&J is the official exhibit services contractor for this show.

We offer: TABLE SKIRT UPGRADES - ADDITIONAL TABLES - ADDITIONAL COUNTERS -

TALL BAR-HEIGHT CHAIRS -TALL ROUND BISTRO TABLES - FLATSCREEN MONITORS

- - AND MORE!

Shipping to the Show

DO NOT SHIP TO THE HOTEL: The hotel is not contracted to receive or store your items. All materials handling should be coordinated through K&J. Please review the shipping information and complete all forms as instructed.

Materials Handling Order Form & Payment must be submitted to K&J on or before January 16

Actual Shipment(s) must arrive on or before January 20 to be eligible for delivery to showsite.

Electricity

Each space 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, rent or bring a powerstrip. Call us if you need in excess of 500watts/4.5 amps.

Exhibitor Schedule

SETUP: Tuesday, January 21: **1 - 5 pm** (PLEASE NO EARLYBIRDS)

STRIKE/TEARDOWN: Thursday, January 23: **1 pm** (ALL BOOTHS MUST BE REMOVED AT 1 PM)

Official Exhibit Services, Freight & Electrical Contractor:

K&J Convention Services, LLC

stacey@kjconventions.com

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

Email us for best service: stacey@kjconventions.com

Holiday office schedule varies. (We are out a lot in December)

DISCOUNT DEADLINE: January 16, 2025

Exhibit Service Contractor:

K&J Convention Services, LLC

PO Box 5234, Helena, MT 59604

Phone: 406-442-3238

Email: stacey@kjconventions.com

www.kjconventions.com/maba

One Stop Exhibit Services Including:

Booth Furnishings | Electrical

Materials Handling

Discount Deadline to

Order All Services:

January 16, 2025

Shipment Deadline: All pieces must arrive on or before January 20, 2025

01/20 IS THE DROP DEAD DATE. PLEASE SHIP EARLY TO ALLOW FOR CARRIER HOLIDAY SCHEDULES.

Additional fees are charged for late deliveries

Hanging Items in Your Booth

Exhibitors are prohibited from affixing or attaching 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 items of any kind. K&J will provide you with as many S-Hooks as you need to hang your items. We recommend standard office binder clips (small size) if you need to attach anything, as binder clips do not damage our drapes. Let us show you how.

K&J: Limited Hours Notice

Due to staffing levels and the holidays, we have limited office hours in December. The best way to reach us is via

email: stacey@kjconventions.com

And we will get back to you as soon as we can. Thank You.

2025 EXHIBIT FURNISHINGS ORDER FORM

MABAMGEA Convention

STANDARD BOOTH PACKAGE: 1 Table (w/cloth only) + 2 Chairs supplied by the hotel
 Skirting Upgrades Available | 500w/110v Electrical | Hotel Carpeting

**DISCOUNT DEADLINE:
 January 16**

Booth Furnishings available for rental from K&J
 STANDARD BOOTH PACKAGE and SPECIAL ORDERS are Delivered Directly to Your Booth

Discount prices listed.
 25% will be automatically added to all orders received or paid January 17 or later

Required

COMPANY NAME: _____ Ordered By: _____
 Email: _____ Best Phone: _____

QTY TABLES & COUNTER RENTAL Price Each TOTAL Due

SKIRT UPGRADE TO a 4' 6' or 8' SKIRTED Table	Tables included in your booth are not skirted; the hotel only provides a top linen	<input type="checkbox"/> BlackSkirt	<input type="checkbox"/> SilverSkirt		\$25.00	
		<input type="checkbox"/> 4' TABLE	<input type="checkbox"/> 6' TABLE	<input type="checkbox"/> 8' TABLE		
+ ADD SKIRTED Table 30"H	<input type="checkbox"/> Poly/Fabric Skirting	<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"/> White Tops	<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"/> Silver <input type="checkbox"/> Red	<input type="checkbox"/> Silver	<input type="checkbox"/> HunterGrn	<input type="checkbox"/> MATCH TO SHOW		
<small>K&J Does Not Rent Skirts or Covering for Personal Tables Brought Into the Show/Personal Tables</small>						
+ADD Plain Table 30"H	<input type="checkbox"/> NO SKIRT	<input type="checkbox"/> Client Must Provide Own Table Covering	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$30.00
+ADD Plain COUNTER 42"H			<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$35.00
+ADD Tall ROUND BISTRO Table 42"H x 32R w/Black Spandex					\$35.00	
+ADD Short ROUND CAFÉ' Table 30"H x 32R w/Black Cover					\$35.00	

QTY CHAIR RENTAL

Tall Chair - Padded Back and Seat (Counter Height)	\$25.00	
Padded Arm Chair (Table Height)	\$25.00	
Additional Standard Chairs are available self/service when you arrive at showsite		

QTY RACKS & SPECIAL FURNISHINGS RENTAL

2-Arm Rack	<input type="checkbox"/> Straight Arm	<input type="checkbox"/> Waterfall Arm	\$35.00	
Garment Rack	<input type="checkbox"/> A-Frame/Stationary	<input type="checkbox"/> Rolling	\$35.00	
Banner Pipe - 2 Uprights One 6'-10' Crossbar	<input type="checkbox"/> 8'High	<input type="checkbox"/> 12'High	\$30.00	
Freestanding Literature Rack - 6 Pocket			\$45.00	
Small Wastebasket (includes 2 liners. Self-Service Disposal)			\$10.00	
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	<input type="checkbox"/> 32" \$200	<input type="checkbox"/> 40" \$225	<input type="checkbox"/> 49" \$325	
Display Rental (min. order: 2 pc)	<input type="checkbox"/> ProPanel	<input type="checkbox"/> Gridwall 6'h	<input type="checkbox"/> Gridwall 8'h	\$45.00

ELECTRICITY & UTILITIES

Internet Access is not managed/supplied by K&J. Contact the Hotel or MABA 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	<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Power Strip (not a surge protector)	\$10.00 ea		
+ Electrical UPGRADE	Adds to the 110v/500w included in booth	<input type="checkbox"/> +600Watts/5Amp \$20.00	<input type="checkbox"/> +1200W/10amp \$25.00	<input type="checkbox"/> +1800W/15amp \$30.00	<input type="checkbox"/> +3000W/25amp \$40.00
220v Must be Ordered in Advance, Subject to booth placement (not available at all shows)					\$125

EXHIBITOR SERVICES

Materials Handling -We receive/store/transfer to your booth! See Order Forms \$100 Minimum	Attach Forms	
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Payment Due at Time of Order. We Do Not Invoice. Payment Accepted by Check or Credit Card	TOTAL DUE	\$
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Prices listed are discount pricing. K&J will automatically add a 25% surcharge to all orders /orderforms/payments received or paid January 17 or later



Credit Card Authorization

Email Orders To: stacey@kjconventions.com

True Old-School Fax: 406-458-3265

K&J will not contact you for payment information.

WATCH FOR A "RECEIVED" CONFIRMATION AFTER YOU SUBMIT YOUR ORDER.

406-442-3238 | stacey@kjconventions.com

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:	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>
	<input type="checkbox"/>	Discover	<input type="checkbox"/>	AMEX	<input type="checkbox"/>
Cardholder Name (AS SHOWN ONCARD):					
Card Number :					
16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER			(or)	15-DIGIT NUMBER: AMEX	
Expiration Date	<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 <u>K&JConvention Services, LLC</u> 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 K&J initiates activity or charges on the card. K&J email is end-to end encrypted</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: your order will not be processed. For security, K&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).

All orders paid by credit card will receive an email confirmation that the order forms and payment information was received at K&J. Receipts will be sent after processing. K&J will also receive payment information sent via ADOBESIGN

Materials Handling Instructions

2025 MABA/MGEA

IF YOU ARE SHIPPING TO THE SHOW, PLEASE COMPLETE AND RETURN:
Page 4: Payment/Credit Card Authorization **[and]** Page 6: Materials Handling Order Form
ON OR BEFORE January 16

INBOUND INSTRUCTIONS (preshow)

All Order Forms and Payment Must be Submitted to K&J on or before January 16, 2025

All Shipment(s) must arrive at Advance Warehouse on or before January 20, 2025

1. Be sure your company name and MABA is on all pieces. **WE DO NOT REQUIRE BOOTH NUMBER**
2. Use the label format on page 6 or use your own UPS/Fedex Labels
3. **Do Not Ship to Hotel:** All items arriving at the hotel will incur additional fees & delays
4. Forklifts are not allowed in the hotel; advise if a palletjack is needed

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

ADVANCE
WAREHOUSE
ADDRESS

TO: K&J Convention Services / MABA + "Company Name"
Suhr Transport
1 Huffman Court
Great Falls, MT 59404

OUTBOUND INSTRUCTIONS

AFTER-THE-SHOW

After show handling is included in your M/H fee

CUSTOMERS OF FEDEX or UPS) After-Show Instructions:

1. **Include pre-paid labels** to be used for after show shipping inside your shipment, (or send with your booth rep. or email them to K&J: stacey@kjconventions.com)
2. **DO NOT Schedule a Pickup by Fedex or UPS.**
K&J will coordinate direct transfer to UPS and FedEx within 24 hours after show closing
3. **DO NOT** create "Return Tag" or "Call Tag" for your shipment. **Please use prepaid labels.**

After Show Instructions below this line are for Customers of Private/Motor Carriers/LTL ONLY

CUSTOMERS OF PRIVATE & LTL CARRIERS (Private Carriers, MTS, Pilot etc.)

1. LTL Customer must schedule a pickup from K&J with the carrier.
2. Contact K&J for pickup address and appointment instructions
3. K&J requires a prepaid Bill of Lading prior to show close
4. K&J is not a customs broker. If you are shipping outside of the USA, contact your shipping company regarding a customs broker and related required documents.
5. Private carriers must show up when **scheduled**. Freight will not be left at the hotel for pickup later.
ADDITIONAL FEES WILL BE CHARGED FOR NO-SHOWS, LATE PICKUP OR FORCE FREIGHT

Fedex-FREIGHT or UPS-FREIGHT are considered "private carriers"

Exhibitor (or carrier) must contact K&J to arrange an appointment for pickup

Day of Show Foreman Number: 406-431-8295 | Send BOL to: stacey@kjconventions.com

ORDER FORM: MATERIALS HANDLING MONTANA MABA/MGEA

Company Name: _____

DISCOUNT DEADLINE
January 16, 2025

Onsite Booth Rep: Name & CellPhone Number: _____

----- COMPLETE BOTH SECTIONS AND RETURN TO K&J -----

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

Carrier: FedEx & UPS are the most utilized carrier at this show.

UPS Fedex Other :(LTL/Freight)

Other/LTL Carrier Name: _____

Est. Ship Date _____ From (City): _____

Number of Shipments _____

ESTIMATE Total Weight Per Shipment _____

ESTIMATE Total Number of Pieces _____

City Shipped From _____

Estimated Arrival @ Warehouse: _____ Must Arrive On Or Before January 20

Tracking Number(s) (or LTL/Private Carrier BOL and Phone #)

If you don't have tracking numbers at time of order, email them to us when you ship. Email: stacey@kjconventions.com

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

Carrier: (specify if not Fedex or UPS)

UPS Fedex Other Carrier
See "OTHER Carrier" below

Destination / City: _____

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

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

OTHER Carrier/ LTL / MotorFreight Carrier

Carrier Name: _____

Telephone# _____

Service Type & Bill of Lading# _____
Physical Bill of Lading required for release to your carrier

Agent/Arranger Name/Cellphone Number _____

Handling Rate Credit Card Required to be on file for all materials handling. All shipments will be charged 200 pound minimum

OR
OR

Single Shipment/Minimum Order Any number of pieces in one shipment. TOTAL WEIGHT= Less than 200 Pounds	\$100 Minimum Order	
Single Shipment /201pounds+ Any number of pieces in one shipment. TOTAL WEIGHT= 201 Pounds +	EST Weight: \$.50 per pound/\$100 Min.	
Multiple Shipments (priced per shipment)	\$.50 per pound/per shipment \$100 Minimum Charge Per Shipment	
Shipment #1	Est Weight: \$.50 per pound/200# Min	
Shipment #2	Est Weight: \$.50 per pound/200# Min	
Shipment #3	Est Weight: \$.50 per pound/200#Min	

Additional Fees may be added by K&J prior to delivery at your booth

No Order Form on file when Shipment Arrives at Advance Warehouse	\$175 Minimum Charge / 88¢ per pound (200 min)
No Order /No Payment on file when Shipment Arrives at Advance Warehouse	\$195 Minimum Charge / 98¢ per pound (200 min)
OFF Target Arrival: Shipment Arrives at Advance Warehouse 1/21 or later	\$60 per shipment
Other Special Handling: (sent to hotel/ oversize/whiteglove/tip-drop indicator)	\$75 per shipment/per hour (1 hour min)

SHIPMENT DEFINITION Any number of pieces received on the **SAME DAY** by the **SAME SHIPPER** for the **SAME EXHIBITOR** and delivered by the **SAME CARRIER**.

There is a 200 pound minimum charge for each shipment received (0-200pounds). Final charges will be based on weights reported by the carrier; We reserve the right to re-weigh shipments. Adjustments will be made accordingly. Shipments received at the advance warehouse without this form and payment on file (or at the showsite) will be charged additional fees. Special delivery and special handling fees are in addition to standard fees. We recommend that you consolidate multiple packages into one shipment to save money. Exhibitor is responsible for all actual shipping charges/fees.

K&J will add 25% fee to all orders forms and/or payment submitted January or later

Payment Due at Time of Order. We Do Not Invoice.	TOTAL DUE	\$
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<p style="color: red;">ALL Shipments Must Arrive On or Before: January 20, 2025 (DROP DEAD DATE)</p> <p>K&J receives all shipments: crates/skids/envelopes/totes/boxes</p> <p>MABA +Exhibit Company Name Must Be On All Shipments</p> <p>Collect Shipments Will not be accepted</p> <p>Extra Fees apply for Off-Target Delivery/ arrivals January21 or later</p>	<p style="text-align: center;">ADVANCE WAREHOUSE SHIP-TO ADDRESS</p> <p>TO: EXHIBIT MATERIALS: MABA + Company Name</p> <p>K&J Convention Services 406-431-8295</p> <p>c/o Suhr Transport</p> <p>#1 Huffman Court</p> <p>Great Falls, MT 59404</p>
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K&J Convention Services, LLC
E: stacey@kjconventions.com | P:406.442.3238 | F:406.458.3265

2025 MABA / MGEA

ADVANCE WAREHOUSE ADDRESS

Make Sure Your Labels and/or Boxes Contain
"MABA" and your "Exhibiting Company"
on all items!

BOOTH NUMBER IS NOT REQUIRED!!

FOR: _____
Exhibiting Company Name

SHOW NAME: MABA

**K&J Convention Services
c/o SUHR Transport
1 Huffman Court
Great Falls, MT 59404**

406-431-8295

**All Shipment(s)
Must Arrive at the Advance
Warehouse on or before
January 20, 2025**

Credit Card Required for all Materials Handling Orders

Shipments received without an order or payment on file will incur additional fees and delivery delays

**K&J Policy prohibits team members from contacting
you via telephone for 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.

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 to cancellations due to postponement by Exhibitor, Venue, MABAMGEA, or other authority

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: January 16,2025

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 January 17 ;
- No refund or exchange credit if you **change your mind** about your order January 17 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.
- No refund for Materials Handling if your freight arrives-- but you **cancel** your attendance (noshow)
- No refund if your freight arrives **off target** and doesn't make it to 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.