

# EXHIBIT SERVICE KIT

Montana Contractors Association  
**MCA 2025 Winter Convention**  
January 22-24 2025  
Best Western Great Northern - Helena

## MCA Furnishes Each Booth With:

One (1) 6' skirted table – TABLE SIZE & HEIGHT UPGRADES AVAILABLE

One (1) 500 WATT /110v electrical source (SINGLE-PLUG OUTLET)

Standard Booth ID Sign | 2 Standard Chairs | All Booths Are Carpeted

## All Booths are 10' WIDE X 6' DEEP Pipe & Drape Booth Structure

8' high backwall and 3' high side dividers.

## Need Other Booth Furnishings?

K&J offers booth furnishings if ordered in advance of the show: table upgrade • additional table tall counter • tall bar-height chair • tall round bistro table • flatscreen monitor • easel literature rack • flatscreen SmartTV • wastebasket, etc. **Order on or before January 16.**

PLEASE NOTE: KJ WILL NOT BE ONSITE IN 2025 FOR EXHIBITOR SETUP – BE SURE TO ORDER ADDITIONAL ITEMS OR SERVICES IN ADVANCE.

**TABLE UPGRADE AVAILABLE:**  
(additional fee)

Change your table LENGTH: to 4' or 8' -- OR --  
Change your table HEIGHT: to 42" tall counter

*\*UPGRADES MUST BE ORDERED ON OR BEFORE JANUARY 16 --- SHOW COLORS ONLY.  
NO UPGRADES OR ORDERS WILL BE ACCEPTED JANUARY 17 OR LATER (OR ONSITE)*

## Electricity

Each booth is standard with 500WATTS(4.5 AMP) of 110v power and one single plug outlet. 500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you are running equipment and need more than 500watts, you must upgrade. If you are plugging in more than one device, rent or bring a powerstrip.

**Exhibitor Setup: Wednesday, January 22.** REFER TO MCA FINAL AGENDA FOR TIMES & SHOW SCHEDULE.

## Shipping

If you need to ship items wish to hire K&J for MATERIALS HANDLING SERVICES (receiving/storage/transfer to show/transfer to carrier after show), complete page 5/Materials Handling Order Form and submit with page 7 payment to K&J on or before January 16. All shipments must arrive at our Advance Warehouse on or before January 17. K&J will not handle any shipments that arrive at the hotel.

**MCA's Official Exhibit Services, Freight & Electrical Contractor:**

**K&J Convention Services, LLC**

Email: [stacey@kjconventions.com](mailto:stacey@kjconventions.com) | Phone: 406-442-3238 | Fax: 406-458-3265

**Discount Deadline: January 16**

OFFICE HOURS VARY DUE TO SHOW SCHEDULING. K&J OFFICE IS CLOSED ON FRIDAYS AND WEEKENDS  
(EMAIL US FOR BEST SERVICE!)

**Order (and Pay) on or before January 16!**

PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON January 17

**THE WOMEN'S EXPO 2024 RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION**

QTY	Price	Total
<b>UPGRADE</b> Table to different length <input type="checkbox"/> 4' <input type="checkbox"/> 8'	\$20.00	
<b>UPGRADE</b> Table to 42" h 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	\$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 ARE INCLUDED. If you need more, order here	\$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		
Booth Carpet & PAD	NOT AVAILABLE AT THIS SHOW.	
Booth Carpet Only (no pad)	ALL BOOTHS ARE ON CONFERENCE CENTER CARPETING	
Tall Section (Privacy Panel/Changing Area) 8'H Drapes 6'-10' wide (adj) priced per section	\$30.00	
ProPanel Display~ Charcoal Min Order: 2 Panels HARDSIDES 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		

**Discount Prices listed. K&J will automatically add 25% to all orders RECEIVED or PAID January 16 or later.**

**Total**  
USD

EACH Booth Includes: One 6' Skirted Table, Two Chairs, Booth ID SignOne  
500w/110v Power Source (in the back of each booth )

PLEASE PRINT Your Order Information LEGIBLY

COMPANY NAME \_\_\_\_\_

ORDERED BY & PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

We Email Credit Card Receipts

**DISCOUNT DEADLINE: January 16, 2025**

Orders received January 17 or later will be charged higher rates -- sorry no extensions--

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

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

stacey@kjconventions.com

FOR BEST SERVICE, PLEASE ORDER BY EMAIL OR FAX

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. PROPANEL RENTALS ARE FINAL AND NON-REFUNDABLE 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 - Use This Form. Sorry, we do not Invoice.



**K&J Convention Services, LLC**

PO Box 5234, Helena, MT 59604

Phone: 406-442-3238

office@kjconventions.com

## **Cancellation/Refund & Payment Policy**

**Full payment is due at time of order.**

**We accept payment by check or credit card. Sorry, we do not invoice.**

All orders must be received and paid on or before January 16 to qualify for discount pricing.

K&J discount pricing is based on the date **received**, not the postmarked date.

K&J will automatically charge standard pricing to all orders received January 19 or later.

**EMAIL ORDERS TO:** [stacey@kjconventions.com](mailto:stacey@kjconventions.com)

Email Orders will receive a confirmation that your order was received.

If you don't receive our auto-generated confirmation, we didn't receive your order.

**FAX ORDERS TO:** 406-458-3265

**CALL IN ORDERS:** 406-442-3238

K&J is not responsible for delays due to fax machine malfunction or delays in the mail or email.

If you would like a receipt, you must include your email address on all order forms.

***If you must cancel or change your order:***

### **Cancellation/Refund Policy:**

No refund will be made for cancellations or changes that are received by K&J after January 17 or later. Cancellations/Changes made on or before to January 16 will be charged a \$50 processing fee.

All cancellations/requests for refund must be made in writing and received by K&J on or before January 16.

### **At the Show:**

K&J will not be onsite at during Exhibitor Setup in 2025. All rentals are final after January 16.

***Your cancelled check is your receipt. Email address required for all receipts. A \$50 return payment fee will be assessed for all returned checks or credit card chargebacks.***



**K&J Convention Services**

Phone: 406-442-3238

Fax: 406-458-3265

# Electrical Upgrade Guidelines

**Each booth includes One 500 Watt/110v power (equivalent to 4.5 amp) connection and one single-plug outlet.**

500 watts (4.5 amp) is usually sufficient to operate a laptop, monitor and/or display lights

If you need more watts for cooking / heating / cooling / many lights / equipment / motors / fans/ blowers/ servers / special equipment, etc. order by January 8.

**220V electrical is limited. CALL KJ IMMEDIATELY IF YOU NEED 220!**

### 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
<b>220v- Extremely Limited. Call for Availability/Guarantee</b>

Electrical Upgrades Ordered At The Show Or After January 17  
Are Subject To Availability.

— All Additional Power Must Be Paid in Full Before Connection —