

Order (and Pay) on or before February 10!

PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON February 11

2025 MATE AND Home & Health Expo

ORDER FORM & PAYMENT AUTHORIZATION

PLEASE PRINT Your Order Information LEGIBLY

QTY		Price	Total
	Booth Carpet (WITH PAD) <small>PRICE LISTED IS PER EACH 10x10 BOOTH SPACE DAILY VACUUM NOT GUARANTEED</small>	\$125.00	
	Booth Carpet Only (NO PAD)	\$ 85.00	
Choose Carpet Color <input type="checkbox"/> BlueJay <input type="checkbox"/> Pepper <input type="checkbox"/> Red <input type="checkbox"/> Gray <small>default color for black</small>			
	+ 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 Non-KJ Tables or Personal Tables			
	Plain- No Skirt Table <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <small>customer provides cover</small>	\$30.00	
	Plain- No Skirt 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	
	TALLChair Bar Height with back and padded seat	\$25.00	
	Padded Arm Chair Standard Height chair with arms, padded back and seat	\$25.00	
	Standard Chair no pad no arms	\$5.00	
	Racks <input type="checkbox"/> Rolling Coat/Garment <input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00	
	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 12'Hx10w Section	\$30.00	
	Tall Drape (Privacy Panel/Changing Area within booth) 2 Uprights 1 Crossbar 8'H Drape 6-10'section	\$30.00	
	Black Gridwall # ___ 2'W x 6'T # ___ 2'W x 8'T	\$30.00	
	ProPanel Display ~ Charcoal <small>Min Order: 2 Panels</small> <small>HARDSIDES 38" WIDE X 7' TALL</small>	\$40.00	

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____ We Email Credit Card Receipts

DISCOUNTS END: February 10, 2025

K&J Automatically adds 25% to all Orders/Payments submitted February 11-13
Showsite Pricing goes into effect February 14, and 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

Due to increased security, K&J will not call you for your credit card information

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.
No refund, changes or exchanges February 11 or later. (even if you cancel your attendance at the show or need to "swap a table")

Discount Prices listed. K&J will automatically add 25% to all order forms RECEIVED @K&J or PAID February 11 or later.

Total
USD

Payment Due at Time of Order. We do not Invoice.
Our email is securely encrypted end-to-end, or you can fax your order.
For Security, K&J will not telephone you to obtain credit card information



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



**K & J
CONVENTION
SERVICES, LLC**

**ORDERING INFORMATION
The MATE Show 2025 ^{and}
Home & Health Expo**

Official Exhibit Services Contractor

K&J Convention Services, LLC | Email: stacey@kjconventions.com

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

The K&J Office is open by appointment only. Our office hours vary due to show schedules.

Please EMAIL us for best service. We will get back to you as soon as we can.

POPULAR SHOW EQUIPMENT / FURNISHINGS

Popular Show Rental Items include:

30"H(standard) Tables: 4' 6' 8' Lengths | Skirted or No Skirt

42"H (tall) Counters: 4' 6' 8' Lengths | Skirted or No Skirt

42" Tall Round Bistro / Cocktail Height tables

Chairs : Tall Chairs | Padded Arm Chairs | Standard Chairs Privacy

Panels: Add 8' Drape Sections or 7'H ProPanels

Booth Carpet: with or without pad

Gridwall : 6'H and 8'H

Various Racks: Literature | 2Arm | Coat/Garment

Small Wastebaskets

TV - various SMART sizes

ORDER FURNISHINGS on or before February 10

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, skirting or booth hardware through the use of tape (clear or blue or any type) , staples, pins (of any type), velcro, paperclips, zipties, or or similar fasteners **S-Hooks are self-service and available at the K&J Desk at Show Setup. No reservation necessary.**

2025 Move In Times

If your booth is in the Expo Center: Stay tuned for official move-in times from MATE/Traci

If you arrive earlier than your designated time, you may have to wait. If you arrive after your designated time, you may have to wait or you may not be able to drive in. Due to the nature of setting up a timed show on-the-fly, as hard as we try to stay on track, unexpected delays may occur with setup and K&J delivery to your booth. Advance Orders are given priority over onsite orders. Thank you for your consideration.

If your booth is in the Montana Pavilion: Wednesday February 18: 8 a.m. to 5 p.m.

Vendors with hand-carried items may move in from 8 a.m. to 10 a.m. on Thursday, February 19.

Please check in at the MATE office of your building when you arrive at the show.

CAN I ORDER ONSITE / WHEN I ARRIVE FOR SETUP? We recommend ordering on or before February 10. Our extra equipment at this show is very limited, Onsite Orders are subject to timing and availability. All items ordered in advance will be given priority at setup. Onsite/last minute orders are subject to delivery delay/setup schedules and you may have to wait until we have an opportunity to complete the

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: February 10

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 February 11
- No refund or exchange credit if you ***change your mind*** about your order on or after February 11;
- No refund for orders placed February 11 or later
- 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 by K&J.
- 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.