

Order (and Pay) on or before March 18!

PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON March 19

2025 Great Falls Home & Garden

ORDER FORM / PAYMENT AUTHORIZATION

QTY		Price	Total
	Booth Carpet & PAD	PRICE LISTED IS PER EACH 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 <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <small>default show color Limited Availablity</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, drapes or table covers ala-carte			
	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/ "not a stool")	\$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 <input type="checkbox"/> Waterfall Arm	\$35.00	
	Black Gridwall # _____ 2'w x 6't # _____ 2'w x 8't	\$30.00	
	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'Hx10W	\$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	\$40.00	
	Electrical : +600w@\$25 +1200w@\$30 +1800w@\$35 +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 order forms RECEIVED @K&J or PAID March 19 or later.

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 Your Order Information LEGIBLY

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____

We Email Credit Card Receipts

DISCOUNTS END: March 18, 2025

Orders or Payments received March 19-30 will be charged higher rates .
Orders/Payments received March 19 or later will be charged an additional 25% to pricing listed on this sheet; 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.

CREDIT CARD NUMBER _____

EXP: _____ CVV _____
Month / Year

Do not leave this area blank. FOR SECURITY, K&J WILL NOT CALL YOU FOR CREDIT CARD INFORMATION.

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 March 19 or later.
(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 call you to obtain credit card information. Orders received without payment will not be processed.



ORDERING INFORMATION

2025 Great Falls Home & Garden Show

EACH BOOTH SPACE INCLUDES

- **Pipe & Drape Booth Structure**
ALL BOOTHS ARE 10x10 unless otherwise noted.
Multiple booths are in multiples of 10x10
All Booth displays and items must fit within the booth footprint and cannot extend out into the aisleways.
- **One 500w/110v electrical power source located at the back of each booth.**
Rent or bring powerstrips and extension cords if you have multiple items to plug in. UPGRADES ARE AVAILABLE IN ADVANCE if you will be heating/cooling anything, have motors or lights, or several non-LED lights in your booth
- A Word About WiFi -- Bring your own hotspot and be prepared to supply your own internet service. WIFI, if available, is shared and while it's generally good for checking emails, etc. it may impact your presentation if used as part of your display. K&J does not manage internet or wifi.

EQUIPMENT / FURNISHINGS

Tables, Chairs, and Other Booth Furnishings are **NOT INCLUDED** in your booth fee

Must be Rented Separately Using the Order Form.

Popular 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

Booth Carpet: with or without pad

Chairs : Tall Chairs | Padded Arm Chairs | Standard Chairs

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

Gridwall : 6'H and 8'H

Electrical Upgrades

Various Racks: Literature | 2Arm Racks | (rolling) Garment/Coat Rack

TableTop Risers

Small Wastebaskets

TV - various SMART sizes

All K&J rentals include delivery and setup in your booth | as well as after show dismantle

**ORDER FURNISHINGS, UPGRADES and
OTHER SERVICES**

**on or before
March 18**

All pricing increases by +25% on March 19

Official Exhibit Services & Electrical 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.

FOR BEST SERVICE, Please EMAIL us

We will get back to you as soon as we can. Please include your name, what show you are attending and your cellphone number on all correspondence.

Exhibit Service Contractor:

K&J Convention Services, LLC

Email: stacey@kjconventions.com

Phone: 406-442-3238

Website: www.kjconventions.com

Discount Deadline to Order All Services: March 18

Payment due at time of order.
Add +25% to all order forms submitted
and/or paid March 19 or later.
Sorry. We do not invoice.

Exhibit Hall Carpet

The Exhibit Hall is located on cement. **For comfort, order carpet!**

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, staples, pins (of any type), velcro, paperclips, zipties, or similar fasteners of any kind. We recommend standard office binder clips (small size) if you need to attach anything. We also recommend that you use banners with "grommet holes". S-Hooks are self-service and available at the K&J Desk at Show Setup. No reservation necessary.

SETUP SCHEDULE

Booth Setup is assigned by time on Wednesday & Thursday.

K&J does not control move-in assignments.

You will be notified by Katie/HBA Great Falls of your assigned move-in time.

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 /or with deliveries of your K&J order to your booth. Thank you for your consideration.

Friday, March 28: 8am - 11:30 am: WALK IN ONLY (no vehicles)

A Picture is Worth A Thousand Words!

View Photos of Rental Equipment at: www.kjconventions.com/catalog

**EACH BOOTH IS FURNISHED WITH ONE 500w/110v POWER SOURCE
IN THE BACK OF EACH BOOTH**

Check Label on Your Equipment for Power Requirements

500w/4.5amp is usually sufficient to charge a laptop, cellphone, some lighting. Check your equipment labels (or the internet) and upgrade if you need to.

Each power source offers one-single receptical (one plug in)

If you need to plug in multiple devices, bring or rent extension cords and power strips.

The guide below is for reference only. Be sure you check your equipment operating notes for proper wattage/amperages.

+ 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

220v- Extremely Limited. Call Chris 406-431-8295 for Availability/Guarantee

THE FINE PRINT: If your booth exceeds 500w/4.5amp and blows a circuit it won't be just your booth that goes dark. You will be charged a call-out fee plus the upgrade to reconnect all affected booths. It's also highly likely your booth neighbors will be cranky with you. Please don't be "that exhibitor". Please exhibit responsibly.

WIFI, if available, is open and shared.

Connectivity, speed and reliabiity is not guaranteed.

Bring your own hotspot and be prepared to supply your own internet service. K&J DOES NOT COORDINATE OR MANAGE WIFI/INTERNET

Contact show management or the venue for details.

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: March 18

- No refund or exchange credit for **cancellation (for any reason)** on or after March 19
- No refund or exchange credit if you **change your mind** about your order March 19 or later;
- No refund for orders placed March 19 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 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.