

Order (and Pay) on or before March 4!

PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON March 5

2025 HBIA HomeShow Expo

RENTAL 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"/> Blue <small>default show color</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 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 TALLChair	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
	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/HDMI <input type="checkbox"/> 32"@\$225 <input type="checkbox"/> 40"@\$250 <input type="checkbox"/> 49"@\$325	
	Tall BarePipe	(to hang banners above your booth) 2 Uprights 1 Crossbar Each Section 12'Hx10W	\$30.00
	Tall Drape	(Privacy Panel/Changing Area/Tallsides) 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			
	220v cord	\$125 220v is limited and may relocate your space. Call K&J if you need 220v	
	<input type="checkbox"/> Extension Cord	\$10 <input type="checkbox"/> Powerstrip (not surge)	\$10

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 4, 2025

Orders or Payments received March 5 or later will be charged higher rates.
 Orders/Payments received March 5 or later will be charged showsite rates 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.

CREDIT CARD NUMBER _____

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

EXP: _____ CVV _____
 Month / Year

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 5 or later.
 (even if you cancel your attendance at the show)

Discount Prices listed. K&J will automatically add 25% to all order forms RECEIVED @K&J or PAID March 5 or later.

Total
USD

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



K&J CONVENTION SERVICES, LLC | 406-442-3238
 PO BOX 5234, Helena, MT 59604
 EMAIL: stacey@kjconventions.com



ORDERING INFORMATION
2025 HBIA
Helena Home Show Expo

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 aiseways.
- **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.
Contact K&J ASAP if you need 220v. 220v is limited and may relocate space. (Chris KJ: 406-431-8295)
- 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**

**ORDER FURNISHINGS, UPGRADES
and OTHER SERVICES
on or before
March 4**
All pricing increases by +25% on March 5

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**

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.
Please EMAIL us for best service. 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 4**

Payment due at time of order.
Add +25% to all order forms submitted
and/or paid March 5 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

Set up will begin on Thursday, March 13, 2025 for large exhibits at assigned times.

No entrance or setup into Lewis & Clark County Fairgrounds will be allowed before assigned set-up time.

Friday, March 14, 2025 will be open exhibitor set up from 8am to 5pm.

No entrance or setup into Lewis & Clark County Fairgrounds will be allowed before assigned set-up time.

Exhibitors are prohibited from tearing down booth(s) prior to 4:00 pm on Sunday, March 16, 2025.

All Exhibits must be removed by 6:00 pm, Sunday, March 16, 2025

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 K&J for Availability & Distribution. 220v may relocate your space(s). Call KJChris on or before March 4 @ 406-431-8295)

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 reliability 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 HBIA show management or the venue for WiFi details.

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: March 4

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 March 5
- No refund or exchange credit if you **change your mind** about your order March 5 or later;
- No refund for orders placed March 5 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.