



EXHIBIT SERVICE KIT & ORDER FORM:

The 2025 Great Western Show

March 20-23, 2025
Great Falls, Montana

EACH BOOTH SPACE INCLUDES

- **Pipe & Drape Booth Structure**
ALL BOOTHS ARE 10' wide x 10' deep 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.
All booths have 8' high back-and-side walls
- **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.
- 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.

EXHIBIT BOOTH EQUIPMENT / FURNISHINGS

**Tables, Chairs, and Other Booth
Furnishings are NOT INCLUDED in your
booth fee**
Must be Rented Separately Using the Order Form.

ORDER FURNISHINGS, UPGRADES
and OTHER SERVICES
on or before March 11

All pricing increases by +25% on March 12

Popular Items Include:

ProPanels (*sell out quickly*)

Booth Carpet: with or without pad

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

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

SORRY - WE DO NOT RENT LIGHTING

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 travel 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/western

**Discount Deadline to
Order All Services:
March 11, 2025**

Payment due at time of order.
K&J will automatically add +25% to all
orders received and/or paid March 12
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

PROPANEL DISPLAY: We offer a limited amount of ProPanels for rental. they are double sided, and velcro, tack and pin compatible professional boards. Minimum order is 2 boards, but they can be expanded by adding additional sections. ***Plan early: If you need ProPanels, they sell out fast!***

***K&J does not have lights -- check with chuck if you need lights)*

K&J will provide you with as many S-Hooks as you need to hang your items. Please do not affix or attach signage, artwork, 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 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".

GRIDWALL: We now offer a limited number of black free-standing Gridwall for rent. Minimum order is 2 gridwall, but they can be extended by adding additional sections.

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 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 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 show management or the venue for details.

Order (and Pay) on or before March 11! PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON March 12

2025 The Great Western Show

RENTAL ORDER FORM & PAYMENT AUTHORIZATION

QTY	Price	Total
Booth Carpet & PAD	PER EACH BOOTH SPACE \$125.00	
Booth Carpet Only (no Pad)	DAILY VACUUM NOT INCLUDED \$ 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</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 A LA 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" <input type="checkbox"/> 4'L <input type="checkbox"/> 6'L <input type="checkbox"/> 8'L \$20.00 <small>Sits on TOP of Table</small>	
Flatscreen TV (Smart/USB/HDMI)	<input type="checkbox"/> 32" @ \$200 <input type="checkbox"/> 40" @ \$250	
Tall BarePipe (to hang banners)	not at all shows 2 Uprights 1 Crossbar Each Section 12'Hx10W \$30.00	
ProPanel Display~ Charcoal	Min Order: 2 Panels HARDSIDES 38" WIDE X 7' TALL \$40.00 per panel	
Electrical :	+600w@\$20 +1200w@\$25 +1800w@\$30 +3000w@\$40 <small>Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts</small>	
<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 NOT INCLUDED
PLEASE PRINT Your Order Information LEGIBLY

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____ We Email Credit Card Receipts

DISCOUNT DEADLINE: March 11
Orders received March 12 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: _____ CVV _____
Month / Year CVV #

**FOR SECURITY,
K&J STAFF WILL
NOT CALL YOU
FOR CREDIT
CARD NUMBER**

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.

Discount Prices listed. K&J will automatically add 25% to all orders RECEIVED or PAID March 12 or later.

Total
USD



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.
K&J will not telephone you to obtain 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.

CANCELLATION / REFUND POLICY:

This policy will apply to **all rental orders** & exhibitor services order cancellations.
 This policy applies to cancellations due to postponement by the show Producer, Venue or a Government Entity.
 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 11

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 12;
- No refund or exchange credit if you ***change your mind*** about your order March 12 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.
- 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.

Our email is end-to-end encrypted.