



Montana Independent Bankers  
2025 MIB Annual Convention & Tradeshow  
**EXHIBITOR INFORMATION**

## **MIB Furnishes Each Booth With:**

Standard Pipe & Drape Booth Structure - 8' high backwall and 3' high side dividers.

One (1) 6' skirted table – Table Size & Height Upgrades Available

One (1) 500 watt /110v electrical single-plug outlet – upgrades available

One Standard Booth ID Sign

2 Standard Chairs (additional standard chairs are available self-serve when you get to the show. )

All booths are on standard hotel conference room carpet.

## **Additional Booth Furnishings**

K&J is the Official Exhibit Services Contractor for this show. Additional rental items include additional tables, bistros, counters, racks, tall chairs. All orders must be paid and submitted on or before July 10 to qualify for discount pricing.

### **TABLE UPGRADES AVAILABLE:**

Change your 6' table length: (4' or 8'): \$20

Change your table to a 42" tall skirted counter: \$25

Show Colors Only & Must Be Ordered on or before July 10 to Qualify for Upgrade. Upgrade Fees Apply.

## **Shipping**

**DO NOT SHIP DIRECTLY TO THE RESORT** The RESORT has not been contracted to receive or store your freight and it may be refused. All shipping/materials handling should be coordinated through K&J. Review shipping instructions and complete all materials handling & payment forms. Return the **MATERIALS HANDLING ORDER FORM** on or before July 10 to qualify for best pricing. **Physical Shipments** must arrive at the advance warehouse: On or before July 14

## **Electricity**

Each space is standard with 500watts of 110v power and one single plug outlet. 500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you are plugging in more than one device, rent or bring a powerstrip. **CALL US IF YOU NEED IN EXCESS OF 500WATTS/4.5 AMPS**

## **Exhibitor Schedule**

Exhibit Setup: Thursday, July 17: 9am - 11am **&** 4-6 pm

**SHOW OPENS: 6 pm THURSDAY night.**

Exhibit Strike: Friday, July 18: 8:30 am Immediately after show close

(PLEASE ENJOY THE AFTERNOON RECREATION & MIB ACTIVITIES; JUST BE BACK FOR THE SHOW BEFORE 6 PM)

Official Exhibit Services, Materials Handling & Electrical Contractor:

**K&J Convention Services, LLC**

stacey@kjconventions.com **.OR-** FAX: 406-458-3265

**EMAIL or FAX us for best service!**

PHONE: 406-442-3238 | Our office hours vary due to staffing, travel and show schedules.  
For best response, please email us.

**DISCOUNT DEADLINE: July 10**

## Quick Facts

### Exhibit Service Contractor:

#### K&J Convention Services, LLC

PO Box 5234, Helena, MT 59604

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

Email: [stacey@kjconventions.com](mailto:stacey@kjconventions.com)

Website: [www.kjconventions.com/mib](http://www.kjconventions.com/mib)

#### One Stop Exhibit Services Including:

|                    |                     |
|--------------------|---------------------|
| Booth Furnishings  | Materials Handling  |
| Electrical Service | I & D Display Labor |

Submit all order forms!

**Discount Deadline  
to Order  
All Services  
July 10**

**Physical Shipments Must Arrive  
at the Advance Warehouse on or  
before July 14**

### Exhibit Hall Carpet

The Exhibit Hall is located within a hotel. Use of a forklift is not permitted. All booths are carpeted.

### Hanging Items in Your Booth

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

We recommend standard office binder clips (small size) if you need to attach anything, as binder clips do not damage our drapes. Let us show you how.

#### K&J: Limited Summer Hours Notice

**Our office is open by appointment only, and with limited hours. The best way to reach us is via email:**

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

**And we will get back to you as soon as we can. Thank You.**

We are generally closed Fridays and Weekends.

## INBOUND (preshow instructions)

All **Order Forms & Payment** must be submitted to K&J on or before **July 10**

All **Shipment(s)** must arrive at advance warehouse on or before **July 14**

Shipments that arrive at the advance warehouse July 15 or later or shipments that arrive without order form and/or payment forms will incur additional fees. Shipments that arrive at the resort are subject to additional fees.

1. Be sure your company name and MIB is on all pieces; Booth# not required.
2. Use the label format in this kit or use your own UPS/Fedex Labels
3. All items arriving at the resort are subject to additional fees
4. Forklifts are not allowed in the hotel; advise if a palletjack is needed

**Do not ship directly to resort. The Resort is not Contracted to Receive, Store or Handle Your Shipments**

### Advance Warehouse Address

ADVANCE  
WAREHOUSE  
ADDRESS

TO: K&J Convention Services / MIB + "Company Name"  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601

Advance Warehouse Hours:  
Monday-Friday 8:30-4 pm (excluding holidays)

## AFTER-THE-SHOW (instructions)

(After show handling is included in our materials handling fee)

### CUSTOMERS OF FEDEX or UPS (not fedex freight or ups freight)

**Most exhibitors fit into this shipper-type category**

1. Send prepaid labels with your booth rep. or email them to K&J: [stacey@kjconventions.com](mailto:stacey@kjconventions.com)
2. DO NOT **Schedule** a Pickup by Fedex or UPS. K&J will coordinate transfer directly to UPS and Fedex after the show on or before Monday, July 21 (ground, regular, 2/3day, saver or express shipments).
3. DO NOT create "Return Tag" or "Call Tag" for your shipment
4. DO NOT send your carrier to the resort or advance warehouse for pickup  
K&J will transfer all after-show shipments directly to Fedex and UPS on the next business day. Client must provide/use standard prepaid labels.

### STOP! INFORMATION BELOW THIS LINE IS FOR CUSTOMERS OF PRIVATE/LTC CARRIERS ONLY

#### CUSTOMERS OF PRIVATE & LTL CARRIERS (O.L.D./UPS Freight, FEDEX Freight, MTS, Pilot etc.)

1. Customer must schedule a pickup with the carrier for Monday, July 21: 12 Noon - 4 pm
2. Freight will be ready for pickup in our Helena, MT warehouse on Monday, July 21: after 12 Noon
3. Send a label(s) with your rep; Email a Prepaid Bill of Lading to K&J -Bill of lading required for release
4. K&J is not a customs broker. If you are shipping outside of the USA, contact your carrier/shipper
5. Freight will not be left at the resort for pickup later.

AFTER SHOW PICKUP WAREHOUSE @Helena | Monday, July 21 12 Noon - 4 pm (no morning pickups)

K&J Convention Services  
% Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601

Foreman Day-Of-Show Cell Number:  
406-431-8295



406-442-3238 | office@kjconventions.com

# Credit Card Authorization

Email Orders To: office@kjconventions.com  
 True Old-School Fax: 406-458-3265 K&J will also accept orders  
 and payment submitted via AdobeSign.

K&J will not contact you for payment information.  
 WATCH FOR A "RECEIVED" CONFIRMATION AFTER YOU SUBMIT

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

|                              |         |  |       |
|------------------------------|---------|--|-------|
| Exhibitor/Company Name       |         |  |       |
| CONTACT NAME                 |         |  |       |
| PHONE NUMBER                 | DIRECT: |  | CELL: |
| EMAIL                        |         |  |       |
| Receipt Email (IF DIFFERENT) |         |  |       |

|              |      |            |          |      |
|--------------|------|------------|----------|------|
| Card Issuer: | VISA | MasterCard | Discover | AMEX |
|--------------|------|------------|----------|------|

|                                       |                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Cardholder Name<br>(AS SHOWN ONCARD): | FOR SECURITY, OUR EMAIL IS SECURE<br>WITH END-TO-END ENCRYPTION. K&J<br>TEAM WILL NOT CALL YOU FOR CREDIT |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|

|                                                                          |                                                                                       |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Card Number :                                                            | CARD INFORMATION. ORDER WILL<br>NOT BE PROCESSED IF THIS<br>INFORMATION IS LEFT BLANK |
| 16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER (or) 15-DIGIT NUMBER: AMEX |                                                                                       |

|                 |           |                               |  |
|-----------------|-----------|-------------------------------|--|
| Expiration Date |           | C.V.V.                        |  |
|                 | (MM / YY) | 4-DIGIT: AMEX                 |  |
|                 |           | 3-DIGIT: MC   VISA   DISCOVER |  |

|                  |                  |      |                |
|------------------|------------------|------|----------------|
| Card             | STREET OR PO BOX | CITY | STATE/PROVINCE |
| Billing Address: |                  |      |                |

|                               |
|-------------------------------|
| Card Billing ZIP/Postal Code: |
|-------------------------------|

|                    |      |
|--------------------|------|
| Customer Signature | Date |
|--------------------|------|

Client authorizes K&J Convention Services, LLC to charge the credit card herein for Exhibit and Event-related purchases, services, rentals, and/or damage/loss. Client agrees that this form will be stored in a secure location and be used for future transactions charged to this card. K&J will email receipts to the address on file anytime K&J initiates activity or charges on the card.

## Subsequent orders / future shows / events:

- All orders are subject to show-specific deadlines, availability, and pricing.
- All orders are subject to the k&j cancellation policy, terms and conditions.
- Client must initiate each event order and contact K&J directly.
- Exhibit orders, materials handling and/or labor form(s) may be required.

K&J Company Policy: Payment Due at time of order. Orders will not be processed until payment is received. Discount pricing does not apply is payment if not received at time of order.

K&J email is end-to-end encrypted. Payment information may also be sent securely via our website  
 kjconventions.com/paynow (no spaces in paynow) if you do not wish to use this form.

All orders paid by credit card will receive an email confirmation that the order forms and payment information was received at K&J. This is generally within 1-2 business days.  
 Receipts will be sent via email after processing.

# FURNISHINGS & SERVICES ORDER FORM

MIB / Montana 2025

Company Name:

Contact Name

Email Address:

Cell/Best Number

ORDER & PAY on or before  
July 10 for best pricing

Each Booth Includes One 6' Skirted Table | Two Chairs | Booth ID Sign | 500w/110v Power Source

| QTY                                                                                                                                                                                                                                                                                                      | TABLES & COUNTER RENTAL                                                                    |                                |                                   |                                                       |                                 |                                            | Price Each                           | TOTAL Due |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|-------------------------------------------------------|---------------------------------|--------------------------------------------|--------------------------------------|-----------|
|                                                                                                                                                                                                                                                                                                          | UPGRADE TABLE LENGTH                                                                       |                                | Skirt Color on Upgrades:<br>Black | 4' LONG                                               |                                 | 8' LONG                                    | \$20.00                              |           |
|                                                                                                                                                                                                                                                                                                          | UPGRADE Table to COUNTER                                                                   |                                |                                   | 4' LONG                                               | 6' LONG                         | 8' LONG                                    | \$25.00                              |           |
|                                                                                                                                                                                                                                                                                                          | + ADD SKIRTED Table 30"H                                                                   |                                |                                   | 4' LONG                                               | 6' LONG                         | 8' LONG                                    | \$47.00                              |           |
|                                                                                                                                                                                                                                                                                                          | + ADD SKIRTED COUNTER 42"H                                                                 |                                |                                   | 4' LONG                                               | 6' LONG                         | 8' LONG                                    | \$52.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Choose Skirt Color                                                                         | <input type="checkbox"/> Black | <input type="checkbox"/> Blue     | <input type="checkbox"/> Red                          | <input type="checkbox"/> Silver | <input type="checkbox"/> HunterGrn         | <input type="checkbox"/> Gold/Yellow |           |
| K&J Does Not Rent Skirts or Covering for Personal Tables Brought Into the Show/or NON-KJ Tables                                                                                                                                                                                                          |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | Plain Table 30"H                                                                           | NO SKIRT                       | Exhibitor must bring own cover    | 4' LONG                                               | 6' LONG                         | 8' LONG                                    | \$30.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Plain COUNTER 42"H                                                                         | NO SKIRT                       | Exhibitor must bring own cover    | 4' LONG                                               | 6' LONG                         | 8' LONG                                    | \$35.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Tall ROUND BISTRO Table 42"H x 32R w/Black Spandex                                         |                                |                                   |                                                       |                                 |                                            | \$35.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Short ROUND CAFÉ Table 30"H x 32R w/Black Cover                                            |                                |                                   |                                                       |                                 |                                            | \$35.00                              |           |
| QTY                                                                                                                                                                                                                                                                                                      | CHAIR RENTAL                                                                               |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | Tall Chair - Padded Back and Seat (Counter Height)                                         |                                |                                   | Additional standard chairs are self-serve at the show |                                 |                                            | \$25.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Padded Arm Chair ( Table Height)                                                           |                                |                                   |                                                       |                                 |                                            | \$25.00                              |           |
| QTY                                                                                                                                                                                                                                                                                                      | FLOORING RENTAL                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | All booths are located on Hotel Ballroom Carpet. Alternate flooring options not available. |                                |                                   |                                                       |                                 |                                            |                                      |           |
| QTY                                                                                                                                                                                                                                                                                                      | RACKS & SPECIAL FURNISHINGS RENTAL                                                         |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | 2-Arm Bag & Garment Rack                                                                   |                                |                                   | Straight Arm                                          |                                 | Waterfall Arm                              | \$35.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Clothing/Coat Rack                                                                         |                                |                                   | A-Frame                                               |                                 | Rolling Rack                               | \$35.00                              |           |
|                                                                                                                                                                                                                                                                                                          | Easel: 3-Tier/Tripod Style (Aluminum)                                                      |                                |                                   |                                                       |                                 |                                            | \$10.00                              |           |
|                                                                                                                                                                                                                                                                                                          | TableTop Riser (10" x10" sits on top of KJ table)                                          |                                |                                   | 4'L                                                   | 6'L                             | 8'L                                        | \$25.00                              |           |
|                                                                                                                                                                                                                                                                                                          | FLATSCREEN "SMART" TV                                                                      |                                |                                   | 32" \$200                                             | 40" \$225                       | 49" \$325                                  |                                      |           |
|                                                                                                                                                                                                                                                                                                          | Display Options (min order 2 pc)                                                           |                                |                                   | ProPanel                                              | Gridwall: 6'H                   | Gridwall: 8'H                              | \$40.00pc                            |           |
|                                                                                                                                                                                                                                                                                                          | Floor or TableTop Display Unit See website for pricing and model#                          |                                |                                   |                                                       |                                 |                                            |                                      |           |
| ELECTRICITY & UTILITIES                                                                                                                                                                                                                                                                                  |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
| Internet Access is not supplied by K&J. Contact the Facility or MIB directly if you need wired internet (additional fee). Bring your own hotspot or other internet access point. Open Wireless, if available, is not secure or guaranteed. Bandwidth availability/speed may be subject to multiple users |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | Power Accessories                                                                          |                                |                                   | Extension Cord \$10ea                                 |                                 | Power Strip (not a surge protector) \$10ea |                                      |           |
|                                                                                                                                                                                                                                                                                                          | 110v Electrical UPGRADE                                                                    |                                |                                   | +600Watt/5Amp \$25.00                                 |                                 | +1200W/10amp \$30.00                       |                                      |           |
|                                                                                                                                                                                                                                                                                                          |                                                                                            |                                |                                   |                                                       |                                 | +1800W/15amp \$40.00                       |                                      |           |
|                                                                                                                                                                                                                                                                                                          |                                                                                            |                                |                                   |                                                       |                                 | +3000W/25amp \$50.00                       |                                      |           |
| EXHIBITOR SERVICES                                                                                                                                                                                                                                                                                       |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
|                                                                                                                                                                                                                                                                                                          | Materials Handling -- attach form                                                          |                                |                                   |                                                       |                                 |                                            | Attach Forms                         |           |
|                                                                                                                                                                                                                                                                                                          | Install "& Dismantle / Setup Labor - attach form we will provide a quote                   |                                |                                   |                                                       |                                 |                                            | Attach Forms                         |           |
| <b>ORDER TOTAL</b>                                                                                                                                                                                                                                                                                       |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |
| K&J will automatically add a 25% surcharge on all orders received or paid July 11 or later.                                                                                                                                                                                                              |                                                                                            |                                |                                   |                                                       |                                 |                                            |                                      |           |

**K&J Convention Services, LLC**

PO Box 5234 | Helena, MT 59604

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

Email: stacey@kjconventions.com

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--|-------------|-------------|---------------------------|--|-------------|-------------|---------------------------|--|
| <b>MATERIALS HANDLING ORDER FORM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                      |                                                                                    | <b>MIB / Montana 2025</b>                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Company Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                      |                                                                                    | <b>DISCOUNT DEADLINE TO ORDER SERVICE: July 10</b><br>Shipment must arrive June 10 - July 14                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Onsite Booth Rep: Name & CellPhone Number: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| ----- COMPLETE BOTH SECTIONS AND RETURN TO K&J -----                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| <b>INCOMING SHIPMENT(S):</b><br>Where is it coming from / when it will arrive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                      |                                                                                    | <b>AFTER-SHOW</b><br>Where is it going / how is it getting there                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Carrier: _____ FedEx & UPS are the most utilized carrier at this show.<br><input type="checkbox"/> UPS <input type="checkbox"/> Fedex <input type="checkbox"/> Other (LTL/Freight)<br>Other/LTL Carrier Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                      |                                                                                    | Carrier: <i>(specify if not Fedex or UPS)</i><br><div style="text-align: center;"> <input type="checkbox"/> UPS   <input type="checkbox"/> Fedex   <input type="checkbox"/> Other (see below)         </div> |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Est. Ship Date _____ From (City): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                      |                                                                                    | Destination (City): _____                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Number of Shipments _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                      |                                                                                    | Service Type: _____ Ground/Express/2-Day, Etc.                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Estimated Total Weight Per Shipment _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                      |                                                                                    | <b>PREPAID labels for After-Show Fedex/UPS Required</b><br><b>Do Not Schedule or Arrange a PICKUP by UPS OR FEDEX</b>                                                                                        |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Estimated Total Number of Pieces _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| City Shipped From _____ SHIPMENT MUST ARRIVE ON OR BEFORE JULY14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                      |                                                                                    | <b>OTHER Carrier: LTL / MotorFreight Carrier Information:</b>                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Estimated Arrival @ Warehouse: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                      |                                                                                    | Carrier Name: _____                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| <b>Tracking Number(s)</b> (or LTL/Private Carrier BOL and Phone #)<br>you may send tracking number via email after you ship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                      |                                                                                    | Telephone# _____                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                      |                                                                                    | <b>Service Type &amp; Bill of Lading#</b><br>Physical Bill of Lading required for release to your carrier                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                      |                                                                                    | Agent/Arranger Name/Cellphone Number _____                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| <b>CALCULATION OF RATE - Credit Card Required to be on file for all materials handling</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
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| Multiple Shipments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                      | \$ .50 per pound/per shipment<br>\$100 Minimum Charge Per Shipment                 |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Shipment #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Est Weight:                                                                                                                                                                                                                                          | \$ .50 per pound/200# Min                                                          |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| Shipment #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Est Weight:                                                                                                                                                                                                                                          | \$ .50 per pound/200# Min                                                          |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| <b>ADDITIONAL FEES / SURCHARGES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
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| <b>SHIPMENT DEFINITION:</b> A Shipment is "Any number of pieces received on the <b>SAME DAY</b> from the <b>SAME SHIPPER</b> and delivered by the <b>SAME CARRIER</b> ."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
| 200 pound minimum charge for each <u>shipment</u> received (0-200pounds). We understand that your calculation is only an estimate. Final charges are based on actual weights. We reserve the right to re-weigh shipments. Adjustments will be made accordingly. Shipments sent directly to the resort will be charged 60¢/pound or \$120/min + \$75 special handling payable to K&J prior to release. Special delivery and special handling fees are in addition to standard fees. Consolidate multiple packages into one shipment to save money. Exhibitor is responsible for all actual shipping charges/fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |
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| <b>K&amp;J Convention Services, LLC</b><br>E: stacey@kjconventions.com   P:406.442.3238   F:406-.458.3265                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                      |                                                                                    |                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |                                                                                    |                                                                         |                                                |                                                                |                                                       |                                                                         |                             |                                                                                                                                    |                                                                    |  |             |             |                           |  |             |             |                           |  |

## ADVANCE WAREHOUSE ADDRESS

Make Sure Your Labels and/or Boxes are CLEARLY MARKED

**"MIB" and your "Exhibiting Company" is on all items!**

**BOOTH NUMBER IS NOT REQUIRED!!**

FOR: \_\_\_\_\_

Exhibiting Company Name

**SHOW NAME: MIB**

**K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601**

**406-442-3238**

**All Shipment(s)  
Must Arrive at the Advance Warehouse  
on or before July 14**

### **Credit Card Required for all Materials Handling Orders**

Shipments received without an order or payment on file will incur additional fees and delivery delays

*For your security, K&J Team will not contact you for credit card information*



**K&J Convention Services, LLC**

PO Box 5234 - Helena, MT 59604

[stacey@kjconventions.com](mailto:stacey@kjconventions.com)

Email Orders to: [stacey@kjconventions.com](mailto:stacey@kjconventions.com)

## 2025 MIB INSTALL / DISMANTLE BOOTH -- LABOR FORM

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

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Installation & Dismantle Labor Service Details

Need help? K&J will install your display in your booth prior to Exhibitor Setup. *Sorry, we cannot guarantee early setup!*

One Hour Per Laborer Minimum. Thereafter labor is charged in 1/2 Hour Increments

**Please include special instructions and setup/photo of your display. Tell us what we are setting up!**  
**We will contact you if additional team members are required, or charges exceed what you have estimated.**

If K&J is dismantling or packing your outbound freight, call for instructions and pickup schedule.

K&J reserves the right to adjust the number of persons based on large, complicated, or multiple piece or heavy items

All labor ordered at show site will be installed/dismantled on a first-come, first-serve basis.

K&J is not responsible for product or literature that is not properly packed and labeled by Exhibitor.

**DISCOUNT PRICING: \$60 Per Hour**

Must be ordered and paid by July 10

**Regular Pricing: \$75 Per Hour**

If Ordered or paid July 11 or later

### ESTIMATE Labor Services & Calculate Cost:

\_\_\_ **INSTALL** (will be completed prior to Exhibitor setup at K&J discretion)

# of People: \_\_\_\_\_ x Approx Hours per Person: \_\_\_\_\_ = Total Hours: \_\_\_\_\_ (One Hour Min.)

\_\_\_ **DISMANTLE**

# of People: \_\_\_\_\_ x Approx Hours per Person: \_\_\_\_\_ = Total Hours: \_\_\_\_\_ (One Hour Min.)

### PLEASE TELL US HOW YOUR BOOTH DISPLAY/EXHIBIT WILL ARRIVE:

\_\_\_ Exhibit will be shipped to advance warehouse

K&J only provides labor services for displays shipped to our advance warehouse. Complete the Materials Handling Forms

### SPECIAL INSTRUCTIONS/COMMENTS

**REQUIRED:** Tell us what we are setting up or taking down. Include drawings or photographs

Submission of this form is acknowledgement and acceptance of the Service Terms and Conditions, detailed in the Exhibit Service Kit .

All labor orders are final/non-cancellable or changeable July 11 or later.

**Credit Card Required for All Labor Services**

**Install & Dismantle Services**

**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.**

**Orders received without payment will not be processed.**

**Discount pricing does not apply if an order is received 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: July 10, 2025**

- No refund or exchange credit for **cancellation (for any reason)** on or after July 11
- No refund or exchange credit if you **change your mind** about your order July 11 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.
- No refund for Materials Handling if your freight arrives-- but you **cancel** your attendance (noshow)
- No refund if your freight arrives **off target** and doesn't get delivered to the show; or if you send it to the wrong location/address.
- Applicable refunds must be requested in writing, and will be processed after the conference, less applicable fees.

By submitting an order to K&J for booth furnishings, services or equipment, customer agrees to the payment, refund and credit terms herein.

**K&J will not call you for payment information. Payment Due at time of order.**

# SERVICE TERMS and CONDITIONS

These Service Terms and Conditions limit your possible recovery in case of loss or damage. Service Terms/Conditions cannot be changed or amended.

EXHIBITOR'S acknowledgement and acceptance of these service terms and conditions will be construed when any one (1) of the following conditions is met:

- EXHIBITOR'S MATERIALS ARE DELIVERED TO AN ADVANCE WAREHOUSE OR TO THE SHOWSITE IN WHICH K&J IS THE OFFICIAL SHOW EXHIBIT SERVICES, FREIGHT, ELECTRICAL, or LABOR CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR FOR THIS SHOW

1. **DEFINITIONS.** For purposes of these Terms & Conditions, "K&J" means K&J Convention Services, and K&J Convention Decorators and their respective employees, managers, members, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors K&J may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").
2. **PACKAGING AND CRATES.** K&J shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, K&J shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. K&J assumes no responsibility for:
  - Error in the above procedures
  - Removal of containers with old empty labels and without K&J labels
  - Improper information on empty labels

K&J WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. K&J highly recommends the securing of security services from Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. K&J WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. K&J highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to K&J by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to K&J and the actual count of such items in the booth at the time of pickup.
6. **DELIVERY TO THE CARRIER FOR RELOADING.** K&J assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. K&J loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. K&J assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.
7. **DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, K&J shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall K&J be responsible for any loss resulting from such rerouting designation.
8. **K&J'S RESPONSIBILITIES.** K&J shall be responsible only for those services which it directly provides. K&J assumes no responsibility for any persons, parties, or other contracting firms not under K&J's direct supervision and control. K&J's performance hereunder is subject to, and K&J shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond K&J's reasonable control, nor for ordinary wear and tear in the handling of materials.
9. **INSURANCE.** It is understood that K&J is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide K&J with a release of subrogation to the extent of any insurance settlement received.
10. **DECLARED VALUE.** Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of K&J's maximum liability stated herein. K&J will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, K&J WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

11. **CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to K&J immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from K&J's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against K&J more than one (1) year after the date of loss or damage occurred.

(a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and K&J relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due K&J for its services as an offset against the amount of any alleged loss or damage. Any claims against K&J shall be considered a separate transaction and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, K&J's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** K&J's liability shall be limited to any loss or damage which results solely from K&J's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall K&J be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of K&J or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if K&J has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

12. **JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MONTANA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN LEWIS & CLARK COUNTY, MONTANA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless K&J and its employees, members, managers, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through K&J, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of K&J's equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. **WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to K&J for material handling services, waives and releases all claims against K&J with respect to all matters for which K&J has disclaimed liability pursuant to the provisions of this Document.

15. **SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

16. **NON-CHANGEABLE.** Any alterations, additions or editing of this Contract is not authorized or accepted.