
Please forward this information to your booth representatives – shipping department – exhibit warehouse

Housekeeping Notes:

- Attached is the Exhibit Service Kit for this show.
- Our office hours vary due to our show and summer hours/schedules.

Montana Coaches Association
2025 Multi-Sport Coaches Clinic
July 30 - August 1, 2025 | CMR Fieldhouse | Great Falls, MT

MCA Furnishes Each booth with:

One 6' Skirted Table | 500w/110v Electrical Source (TABLE SIZE/HEIGHT & ELECTRICAL UPGRADES AVAILABLE)

2 Chairs provided by CMR/MCA | The show floor is cement

Booth Size: 10' wide x 8' deep pipe & drape booth structure

If you need additional furnishings, table upgrades or additional electrical please use the Exhibit Service Kit attached to this notice. ORDER ON OR BEFORE JULY 23 FOR BEST PRICING

★★Shipping – Most exhibitors send freight/materials directly to the school. Using this method leaves it up to the exhibitor to independently locate their freight, get it to their booth and get it back out of the show/to your carrier after the show. No onsite assistance is available from K&J if you ship directly to the school.

HOWEVER: Some exhibitors prefer to hire K&J to handle their incoming/outgoing shipments.

- If you would like this fee-service, **please email us and request a materials handling order form.**
- To reserve this service we require that Exhibitor must complete all order forms, and return to K&J with full payment on or before July 23.
- We have a \$100 minimum charge **per shipment.** \$100 for 0-200 pounds | 50¢/pound for 201+ pounds.
- **All materials/shipping sent to K&J must arrive at the Advance Warehouse on or before July 24** K&J will securely store it until setup; Transfer it into your booth; and Transfer it back out to your carrier after the show. Exhibitor pays all shipping costs, and must provide prepaid labels for after-show. Full details will be available on the order forms when you request it.

EXHIBITOR SETUP Tuesday, July 29: 1 pm - 6 pm

SHOW OPEN: Wednesday July 30: 7:30 - 5 pm & Thursday July 31: 7:30 - 12 pm

STRIKE: Thursday July 31: 12 Noon All exhibits must be removed at show closing/12 Noon on Thursday

K&J Convention Services, LLC

406-442-3238 | 406-458-3265/fax

Limited office hours in the summer! Closed Fridays & Weekends

PLEASE EMAIL US! stacey@kjconventions.com



EXHIBIT SERVICE KIT
Montana Coaches Association
2025 MCA Multi-Sport Coaches Clinic
Great Falls

EACH BOOTH SPACE INCLUDES

- **10'w x 8'd Pipe & Drape Structure**
If you need more booth width than 10'Wide, you must order 2 booths (double) from MCA. Booth displays and items must fit within the 10'width and the booth footprint cannot be expanded.
- **One 500w/110v electrical power source located at the back of each booth.**
Rent or bring powerstrips and extension cords if you have multiple items to plug in.
- **One 6' Skirted Table + 2 Chairs** (DOUBLE SPACE=2TABLES/4CHAIRS). Chairs are provided by the school/MCA, not K&J
- *A Word About WiFi -- Bring your own hotspot and be prepared to supply your own internet service. WIFI, if available, is shared and while it's generally good for checking emails, etc. it may impact your presentation if used as part of your display.*

EQUIPMENT / FURNISHINGS

UPGRADE YOUR 6' SKIRTED TABLE!

UPGRADE TO DIFFERENT LENGTH -OR- UPGRADE TO SKIRTED COUNTER!

We also rent Tall Round Bistros, Extra Tables, Counters, Tall Chairs, ProPanels, 6' and 8' gridwall and more!

ORDER FURNISHINGS, UPGRADES
and OTHER SERVICES

**on or before
July 23, 2025**

K&J adds 25% of the order total to all
orders received or paid July 24 or later

IMPORTANT SHIPPING INFORMATION

Most Exhibitors ship directly to the school. If you would rather ship to the K&J Advance Warehouse and pay materials handling fees, please email us for shipping information and ship-to-address. *We recommend not waiting until the last minute to contact us if you need our services.*

All items sent to K&J MUST arrive at the advance warehouse on or before July 24 Shipments that arrive July 28 or later at the advance warehouse will be refused and returned to sender. If you cannot get your items to the advance warehouse on or before July 24, you may want to forego using K&J materials handling services and ship it directly to MCA/CMR highschool or handle it independently. Shipping Costs are the exhibitors responsibility. K&J will not assist with freight/materials sent directly to the school.

EXHIBITOR SCHEDULE

EXHIBITOR SETUP: Tuesday, July 29: 1 pm - 6 pm

SHOW OPEN: Wednesday July 30: 8am - 5 pm & Thursday, July 31: 7:30 - 12Noon

STRIKE: Thursday July 31: 12Noon all exhibits must be removed at 12Noon

Official Exhibit Services & Electrical Contractor

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

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

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

We are closed on Fridays.

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

Please include your name, "Coaches" and your cellphone number on all correspondence.

Exhibit Service Contractor:

K&J Convention Services, LLC

Email: stacey@kjconventions.com

Phone: 406-442-3238

Website: www.kjconventions.com/coaches

One Stop Exhibit Services Including:

Booth Furnishings Materials Handling

Electrical Service

**Discount Deadline to
Order All Services:
July 23, 2025**

Payment due at time of order.
Add +25% to all order forms submitted
and/or paid July 24 or later.
Sorry. We do not invoice.

Hanging Items in Your Booth

K&J will provide you with as many S-Hooks as you need to hang your items. Please do not affix or attach signage, banners or other materials to the drapes or skirting in the booth through the use of tape, staples, pins (of any type), velcro, paperclips, zipties, or similar fasteners of any kind. We recommend standard office binder clips (small size) if you need to attach anything. We also recommend that you use banners with "grommet holes".

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

Check out our selection of racks: rolling racks, stationary racks, cascade arm racks, literature racks, etc.

A Picture is Worth A Thousand Words!

View Photos of Rental Equipment at:

www.kjconventions.com/catalog

K&J Convention Services

Office@kjconventions.com

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

Electrical Service & WiFi / Internet

Each booth is furnished with One 500WATT/110v power connection and one single-plug outlet (500WATTS = 4.5 AMP) in the back of the booth.

500w/4.5 AMP is usually sufficient for a laptop, standard display lights, cellphone charging, etc.

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

Check Label on Your Equipment for Power Requirements

+ 600 Watt / 5 Amps TV/VCR, Computer, Display Lights, ¼ HP Motor, etc.
+ 1200 Watt / 10 Amps Hair Dryer, Vacuum Cleaner, Small Crock Pot, ½ HP Motor
+ 1800 Watt / 15 Amps Frying Pan, Large Kitchen Appliances, ¾ HP Motor
+ 3000 Watt / 25 Amps Commercial Cooking Equipment, Multiple Kitchen Appliances
220v- Extremely Limited. Call for Availability/Guarantee

WIFI, if available, is open and shared through the school.

Connectivity, speed and reliability is not guaranteed.

Bring your own hotspot and be prepared to supply your own internet service.

K&J DOES NOT COORDINATE OR HANDLE WIFI/INTERNET contact the School or MCA for details.


Company Name:
Contact/CellPhone:

EXHIBIT FURNISHINGS ORDER FORM

2025 MCA Multi-Sport Coaches Clinic

**Discount Deadline:
July 23**

 Add 25% to list pricing for orders
received or paid July 24 or later.

10x8 Booth Includes: (1) 6' Skirted Table | TWO Chairs | (1) 500w/110v Power Source

HAVE MULTIPLE BOOTHS? (I.E. DOUBLE = 2 TABLES/4CHAIRS)

QTY	TABLES & COUNTERS RENTAL	ALL 30"H tables and 42"H Counters measure 24" width	Priced Per Each	TOTAL Due
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TABLE UPGRADE		Upgrades include Black Skirts.		ONLY TABLE(S) INCLUDED IN BOOTH ARE ELIGIBLE FOR UPGRADE	
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<input type="checkbox"/>	Upgrade Table Length from 6'L to:	all upgrades are skirted	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 8' LONG	\$20.00	
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<input type="checkbox"/>	Upgrade the 6' Table to 42"H Counter		<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$25.00	
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<input type="checkbox"/>	+ ADD a SKIRTED Table 30"H (BLACK SKIRT)		<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$47.00	
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<input type="checkbox"/>	+ ADD SKIRTED COUNTER 42"H (BLACK SKIRT)		<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$52.00	
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K&J DOES NOT RENT SKIRTS OR COVERINGS FOR PERSONAL or SCHOOL TABLES or other TABLES NOT OWNED BY K&J							
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<input type="checkbox"/>	+ ADD PLAIN Table 30"H	NO SKIRT	EXHIBITOR MUST PROVIDE OWN COVERING	<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$30.00	
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<input type="checkbox"/>	+ ADD PLAIN COUNTER 42"H	NO SKIRT		<input type="checkbox"/> 4' LONG	<input type="checkbox"/> 6' LONG	<input type="checkbox"/> 8' LONG	\$35.00	
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	Tall ROUND BISTRO Table 42"H x 32R INCLUDES BLACK SPANDEX COVER		\$35.00	
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	Short ROUND CAFÉ Table 30"H x 32R INCLUDES BLACK COVER		\$35.00	
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QTY	SPECIALTY CHAIR RENTAL	(2 regular chairs Included in booth. Additional standard chairs available self-service at the show)
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<input type="checkbox"/>	+ Tall Chair - Padded Back and Seat (COUNTER HEIGHT)	\$25.00	
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<input type="checkbox"/>	+ Padded Arm Chair (TABLE HEIGHT)	\$25.00	
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QTY	RACKS and SPECIAL FURNISHINGS RENTAL
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<input type="checkbox"/>	2-Arm Bag & Garment Rack	<input type="checkbox"/> Straight Arm	<input type="checkbox"/> Waterfall Arm	\$35.00	
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<input type="checkbox"/>	A-Frame Garment Rack (5' WIDE) - stationary/not on wheels	\$35.00	
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<input type="checkbox"/>	Display Fixture	<input type="checkbox"/> 6'H Gridwall	<input type="checkbox"/> 8'H Gridwall	min.order 2 pieces gridwall	<input type="checkbox"/> ProPanel	min.order 2 panels	\$35.00	
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<input type="checkbox"/>	Freestanding Literature Rack - 6 Pocket	WE ALSO HAVE ONE SWIVEL-STYLE	\$45.00	
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<input type="checkbox"/>	Easel: 3-Tier / Tripod Style (Aluminum)	\$10.00	
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<input type="checkbox"/>	TableTop Riser (10" x10" sits on top of KJ table)	<input type="checkbox"/> 4'L	<input type="checkbox"/> 6'L	<input type="checkbox"/> 8'L	\$20.00	
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<input type="checkbox"/>	FLATSCREEN "SMART" TV (INCLUDES TALL ROUND BISTRO "STAND")					
<input type="checkbox"/>	32" - \$200	<input type="checkbox"/> 42" - \$225	<input type="checkbox"/> 49" - \$325			

QTY	ELECTRICAL & Internet
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Internet Access / WiFi is not coordinated by K&J. 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	
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<input type="checkbox"/>	Power Accessories	<input type="checkbox"/> +Extension Cord \$10ea	<input type="checkbox"/> +Power Strip (not a surge protector) \$10ea	\$10.00	
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<input type="checkbox"/>	UPGRADE Electrical	<input type="checkbox"/> +600Watt/5Amp \$20.00	<input type="checkbox"/> +1200W/10amp \$25.00	<input type="checkbox"/> +1800W/15amp \$30.00	<input type="checkbox"/> +3000W/25amp \$40.00
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Materials Handling -Contact K&J for Instructions and Rates Or ship to school/handle your materials independently					
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ORDER TOTAL

Prices Listed are Discount Pricing. K&J adds 25% to ALL ORDERS Received or Paid July 24 or later.

K&J Convention Services, LLC

 PO Box 5234
Helena, MT 59604

 ORDER FORMS & PAYMENTS ONLY
PO BOX IS NOT THE SHIPMENT ADDRESS

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

 Email Orders: stacey@kjconventions.com

AMOUNT DUE

A Picture is Worth A Thousand Words!

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



406-442-3238 | stacey@kjconventions.com

Credit Card Authorization

Our email is end-to-end encrypted. Please do not password protect this document. Due to new Security Regulations K&J staff is not allowed to call you if your credit card information is left blank and the order will not be processed.

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

PLEASE PRINT - OR - TYPE

Exhibitor/Company Name					
CONTACT NAME					
PHONE NUMBER	DIRECT:		CELL:		
EMAIL					
Receipt Email (IF DIFFERENT)					
Card Issuer:		VISA		MasterCard	
				Discover	
					AMEX
Cardholder Name (AS SHOWN ONCARD):		DO NOT LEAVE BLANK. DUE TO ENHANCED SECURITY AND COMPANY POLICY, K&J TEAM MEMBERS WILL NOT CALL YOU FOR CREDIT CARD INFORMATION			
Card Number :					
16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER			(or)	15-DIGIT NUMBER: AMEX	
Expiration Date			C.V.V.		
			4-DIGIT: AMEX		
			3-DIGIT: MC VISA DISCOVER		
Card Billing Address:	STREET OR PO BOX		CITY		STATE/PROVINCE
Card Billing ZIP/Postal Code:					
Customer Signature				Date	
Client authorizes <u>K&J Convention Services, LLC</u> 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.

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.
Do not submit blank payment pages or request K&J to call you: your order will not be processed.
For security, K&J will not call you for payment or reserve items not paid at time of order.

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 one business day. Receipts will be sent after processing.

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604
406-442-3238 | 406-458-3265fax
stacey@kjconventions.com

Order Payment, Cancellation and Refund Policy

Full payment is due at time of order. We accept payment by check or credit card.

Sorry, we do not invoice.

We do not process orders or reserve/hold equipment without payment.

CANCELLATION / REFUND POLICY:

This policy will apply to **all rental orders** & exhibitor services order cancellations.

This policy applies to cancellations due to postponement by the show Producer, Venue or a Government Entity.

This policy applies to cancellation or "no-show" due to weather, illness, suspected or actual illness or quarantine.

If an exhibitor cannot attend, sending a substitute representative is advised.

DISCOUNT DEADLINE: July 23, 2025

CANCELLATION & REFUND POLICY

- No refund or exchange credit for **cancellation (for any reason)** on or after July 24 ;
- No refund or exchange credit if you **change your mind** about your order July 24 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.
- No refund if your freight arrives **off target** and doesn't make it to the show.
- Applicable refunds must be requested in writing, and will be processed after the conference, less applicable fees.

Submission or Order to K&J for booth furnishings, services or equipment, customer agrees to and acknowledges payment, refund and credit terms.

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

You may email orders and payment directly to us , or use fax.

EMAIL ORDERS: stacey@kjconventions.com | FAX ORDERS: 406-458-3265 We will email you a confirmation when we receive your order; and a receipt after processing.

Due to increased security and company policy, K&J will not contact a client to obtain credit card/payment information. standard pricing (no discounts) applies to orders that require additional/other/specialized handling.