



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

EXHIBIT DETAILS

Montana School Nutrition Association
2025 Summer Conference
June 23, 2025 | Great Falls, Montana

STANDARD BOOTH SPACE DETAILS: (if you have a double booth you receive double amenities)

- Pipe & Drape Booth Structure
- One 8' Skirted Table (front of booth)
- One 6' Unskirted/Plain "work" Table (back of booth) + 2 Standard Chairs
- One 110v electrical power source (up to 20 amp) located at the back of each booth.
A member of our team may contact you regarding how many amps/watts you will need.
Rent or bring powerstrips and extension cords if you have multiple items to plug in.
CONTACT US IF YOU NEED 220v! Additional charges apply for 220v and may relocate your boothspace.
- **A Word About WiFi** -- Bring your own hotspot and be prepared to supply your own internet service. WIFI at the hotel is shared and while it's generally good for checking emails, etc. it may have reliability issues if used as part of your display.

OTHER EQUIPMENT / FURNISHINGS

Table Upgrades Available

UPGRADE TO DIFFERENT LENGTH -OR- UPGRADE TO 42" H COUNTER!
(YOU MAY ALSO ADD A SKIRT TO YOUR "BACK WORK TABLE")

We also rent Tall Round Bistros, Extra Tables, Counters, Tall Chairs and more! *ADDITIONAL FEES APPLY & MUST BE ORDERED ON OR BEFORE June 16*

**ORDER Extra FURNISHINGS
& UPGRADES
on or before June 16**

All pricing increases by +25% on June 17

EXHIBITOR SCHEDULE June 23 (ONE DAY SHOW)

EXHIBITOR SETUP: Monday, June 23: 11:30 am - 3:30 pm

SHOW OPEN: Monday, June 23: 4 - 6:30 pm

STRIKE: Monday, June 23 : 6:30 pm (ALL BOOTHS MUST BE REMOVED IMMEDIATELY AFTER SHOW CLOSE)

Hanging Items in Your Booth

K&J will provide you with as many S-Hooks as you need to hang your items. Please 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".

Official Exhibit Services & Electrical Contractor

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

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

The K&J Office is open by appointment only. Our office hours vary and are dependent upon all show schedules.
Please EMAIL us for best service. We will get back to you as soon as we can.

View photos of items at: www.kjconventions.com/catalog

K&J Convention Services

stacey@kjconventions.com

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

Electrical Service & WiFi / Internet

Each booth is furnished with One 110v/500w (up to 20amp) power connection and one single-plug outlet in the back of the booth.

IF YOU ARE COOKING, HEATING OR COOLING IN YOUR BOOTH, PLEASE NOTIFY US ASAP SO WE CAN PROPERLY DISTRIBUTE THE POWER.

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 & Additional fee information

WiFi is open and shared.

Connectivity, speed and reliability is not guaranteed.

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

K&J DOES NOT COORDINATE OR HANDLE WIFI/INTERNET.

Exhibitor Name:

Contact/CellPhone:

EXHIBIT FURNISHINGS ORDER FORM

2025 Montana SNA Summer Conference

Discount Deadline:
June 16

Add 25% to list pricing for orders
received or paid June 17 or later.

**Booth
Includes**


ONE 8' Skirted Table (in front of booth) | 2 Chairs | 110v Power Source (up to 20amp)
ONE 6' Plain/NoSkirt Table (back of booth) | Small Wastebasket

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

TABLE UPGRADE BLACK SKIRT ONLY. ONLY TABLE(S) INCLUDED IN BOOTH IS ELIGIBLE. No upgrades after June 21

Upgrade 8' Front Table <u>Length</u> from 8'L to:	4' Long			6'Long	15.00	
Upgrade 8' Front Table <u>HEIGHT</u> to 42"H	4' LONG		6' LONG	8' LONG	\$20.00	
<i>Upgrade the 6' Unskirted Back Table to:</i>	4' Long			8'Long	15.00	
<i>Upgrade the 6' to 42"H Counter</i> Unskirted Back Table	4' LONG		6' LONG	8' LONG	\$20.00	
<i>Upgrade</i> ADD a SKIRT to the 6' Unskirted Back Table					\$20.00	

TABLES & COUNTERS RENTAL

+ ADD a 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
	K&J DOES NOT RENT SKIRTS OR COVERINGS FOR TABLES BROUGHT INTO THE SHOW I.E. "NON-KJ TABLES"						
+ ADD PLAIN Table 30"H		NO SKIRT	EXHIBITOR MUST PROVIDE OWN COVERING	4' LONG	6' LONG	8' LONG	\$30.00
+ ADD PLAIN Counter 42"H		NO SKIRT		4' LONG	6' LONG	8' LONG	\$35.00
+ ADD Tall ROUND BISTRO Table 42"H x 32R INCLUDES BLACK SPANDEX COVER							\$35.00
+ ADD Short ROUND CAFÉ Table 30"H x 32R INCLUDES BLACK COVER							\$35.00

SPECIALTY CHAIR RENTAL (2 regular chairs Included in booth. Additional standard chairs available at the show)

+ Tall Chair - Padded Back and Seat (COUNTER HEIGHT)	\$25.00
+ Padded Arm Chair (TABLE HEIGHT)	\$25.00

RACKS and SPECIAL FURNISHINGS RENTAL

2-Arm Bag & Garment Rack	<input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00
A-Frame Coat Rack {5' WIDE} - stationary/not wheeled		\$35.00
Freestanding Literature Rack - 6 Pocket		\$45.00
Easel: 3-Tier / Tripod Style (Aluminum)		\$10.00
TableTop Riser (10" x10" sits on top of KJ table)	4'L 6'L 8'L	\$20.00

ELECTRICITY & Internet

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

Power Accessories	<input type="checkbox"/> +Extension Cord \$10ea <input type="checkbox"/> +Power Strip (not surge protector) \$10ea	\$10.00 ea
UPGRADE Electrical : + Additional 20amp source		\$40.00
UPGRADE Electrical 110v to 220v LIMITED / SUBJECT TO AVAILABILITY	Contact us before you order May relocate booth space NEMA Code required	\$140.00 Per Cord

ORDER TOTAL



Prices Listed are Discount Pricing. K&J Automatically Adds 25% of Order Total for all
Orders submitted to K&J on or after June 17

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

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

Email: stacey@kjconventions.com

TOTAL DUE

Payment due at time of order.
K&J will not call you for credit card information.

K&J Convention Services, LLC
PO Box 5234 | Helena, Montana 59604
P:406.442.3238 | F: 406.458.3265
E: stacey@kjconventions.com

Credit Card Charge Authorization

COMPLETE ALL FIELDS. FIELDS IN RED ARE REQUIRED.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

Company/REP					
CONTACT NAME					
PHONE NUMBER	DIRECT:		CELL:		
EMAIL					
Receipt Email (if different)					
Card Issuer:		VISA		MasterCard	
				Discover	
					AMEX
Cardholder Name (AS SHOWN ONCARD):		FOR SECURITY, DUE TO PROCESSING RULES AND COMPANY POLICY, K&J WILL NOT CONTACT YOU FOR CREDIT CARD NUMBER. ORDERS WITHOUT PAYMENT ON FILE WILL NOT BE PROCESSED. K&J EMAIL IS SECURELY ENCRYPTED END-TO-END.			
Card Number :					
16-DIGIT NUMBER: VISA / MC / DISC (or) 15-DIGIT NUMBER: AMEX					
Expiration Date			C.V.V.		
	(MM / YY)		4-DIGIT: AMEX		
			3-DIGIT: MC VISA DISCOVER		
Card Billing Address:	STREET OR PO BOX		CITY		STATE/PROVINCE
Card Billing ZIP/Postal Code:					
Customer or Authorized 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 there is 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 if payment is not received at time of order.
Do not submit blank payment pages or request K&J to call you.
For security, K&J will not call you for payment.

K&J Convention Services, LLC

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

For your security, K&J will not call you for 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: June 16

CANCELLATION & REFUND POLICY

- No refund or exchange credit for **cancellation (for any reason)** on or after June 17
- No refund or exchange credit if you **change your mind** about your order June 17
- No refund /exchange credit if you end up not using your order.
If you arrive at the show and your order is not in your booth, contact a K&J onsite representative BEFORE 3:30 PM to correct the problem.
- No refund for Materials Handling if 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
- Applicable refunds 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.