



INTERFACE

EDUCATION • NETWORKING • SOLUTIONS

2025 EXHIBITOR EVENT KIT:

MONTANA

JULY 30TH @ MONTANA STATE UNIVERSITY





YOUR EVENT OPERATIONS CONTACT:

Meg Ascher • mega@f2fevents.com



INTERFACE

EDUCATION • NETWORKING • SOLUTIONS

INTERFACE Montana

Event Date: **WEDNESDAY, JULY 30**

Event Hours: 8:30A–4:30P

Montana State University: Strand Union Building | 751 W. Grant Street | Bozeman, MT 59715



REGISTER YOUR TEAM

YOUR ONSITE STAFF NEEDS TO BE REGISTERED:

Please ensure you and your team have registered through the event website no later than 48 hours before the event opens. Last minute exhibitor registrations will be charged \$25 per registrant.



SHIPPING INSTRUCTIONS

Please refrain from shipping directly to the event facility as many facilities do not accept shipments! When shipping to the warehouse, please be sure to include your Booth Number and Company Name on all your shipments and indicate if there are multiple pieces (ex: "1 of 3"). Any shipments sent to the event facility or received at the warehouse beyond the deadline date are NOT the responsibility of F2F or the onsite event services.

Full details will be accessible via the OneView portal. Download your shipping labels for Advanced Warehouse after you make your material handling orders in the OneView portal.



STANDARD BOOTH PACKAGE

The Standard Exhibitor Package from F2F Events provides you:

- | | |
|---|---|
| (1) 8' x 10' Exhibit Space
(black drape) | (1) Electrical Drop
(we recommend you bring
your own power strip and
cord to avoid fees) |
| (1) 8' Skirted Table (black skirt) | |
| (1) Wastebasket | (1) WiFi Internet Connection |
| (2) Chairs | |



LEAD RETRIEVAL SCANNERS

INTERFACE provides lead scanners for rental! If you haven't already ordered a scanner, you can do so now with the order form provided at right (please return completed order form via email or fax). The price per scanner is \$375. For more information about the scanners, download the Scan Lead Form located at right.

SHIPPING INFO

Order Discount Deadline: **TUESDAY, JULY 22**

Advance Shipping Deadline: **FRIDAY, JULY 25**

K&J Convention Services: 406.442.3238

stacey@kjconventions.com

Last day that exhibitor freight must arrive at advance warehouse is July 25th. Decorator will accept freight/shipments starting July 1st. Do not ship to MSU. The Venue will not receive exhibitor freight or shipments.

SHIPPING LABEL

[Exhibitor Name & Booth #]

K&J Convention Services / INTERFACE

c/o Capital Transfer & Storage

1316 Bozeman Avenue

Helena, MT 59601

EXHIBITOR MOVE-IN:

TUESDAY, JULY 29 • 2:00P–5:00P

WEDNESDAY, JULY 30 • 7:00A–8:30A

CUSTOM REQUESTS

F2F Contact: **MEG ASCHER**

mega@f2fevents.com

LINKS / DOWNLOADS

Directions to Facility: **CLICK HERE**

INTERFACE Floor Plan: **CLICK HERE**

Scanner Guide: **CLICK HERE**

Top 9 Exhibitor Tips: **CLICK HERE**

OFFICIAL EXHIBITOR KIT

INTERFACE Montana 2025

PDF Download: www.kjconventions.com/interface

EVENT VENUE: Montana State University | Strand Union Building | Bozeman, Montana
DO NOT SHIP TO THE UNIVERSITY. MSU IS NOT CONTRACTED TO HANDLE OR RECEIVE SHIPMENTS

Exhibit Services/General Contractor

K&J Convention Services, LLC | stacey@kjconventions.com | 406.442.3238 | www.kjconventions.com

- **DISCOUNT DEADLINE to Order All Services and Furnishings: July 22** Prices listed increase on July 23
- **Materials Handling: SHIPMENT ARRIVAL DATE: July 1 - 25** Shipments that arrive July 26 or later may be refused

Exhibitor Schedule

Exhibit Hall Open For Setup: Tuesday, July 29: 2-5 pm | Wednesday, July 30: 7:00 - 8:30 am

Exhibitor Teardown: Wednesday, July 30: 4:45 pm/show close

Booth Specs:

10 W x 8 D PIPE & DRAPE BOOTH STRUCTURE: Black Drape

8'H Backwall 3'H
Side Dividers

STANDARD BOOTH PACKAGE-- Each Booth comes furnished with:

**One (1) 8' black skirted table | Small Wastebasket | 2 Standard
Chairs One 500w/110v power source | Basic Booth ID sign**

- INTERNET SERVICE/SHARED WiFi IS MANAGED BY MSU AND F2F/INTERFACE
- FLOOR COVERING: Exhibit Hall is not Carpeted.
- DOUBLE BOOTH: Includes 2 Standard Booth Packages | TRIPLE BOOTH: 3 Packages, etc.

Booth Furnishings, Electricity & Labor

Order /Pay by Discount Deadline: July 22

Additional furnishings, table upgrades, labor, and electrical options are available.

Refer to the FURNISHINGS ORDER FORM. Order & Payment must be received at K&J on or before July 22 for best pricing.

Each booth is standard with 500watts of 110v power and one single plug outlet located at the at the back of the booth. 500 watts is typically sufficient to charge a phone, power a laptop, most monitors, and basic display lighting. If you plan to use multiple devices, please bring or order a power strip. - **If you need more than 500watts in your booth, be sure to UPGRADE by July 22** | 220v is not available

I&D Booth Labor is available on a case-by-case basis (LIMITED AVAILABILITY. Reservation Required)

Complete the Labor Form (page6) and include setup instructions/photo

I&D Labor is not guaranteed
until confirmed by K&J

Shipping to the Show

Order /Pay by Discount Deadline: July 22

K&J Materials Handling Fee Includes:

ALL SHIPMENTS MUST ARRIVE JULY 1 - 25

"Drop-Dead-Date": FRIDAY, JULY 25

- receiving your shipment at the ADVANCE warehouse
- transfer to your designated carrier AFTER the show

All shipments must be sent to K&J to ensure proper handling and on-time delivery. MSU is not contracted to receive or store shipments; materials sent directly to MSU may be refused or delayed; additional charges apply.

Complete the Materials Handling Order Form and return to K&J on or before July 22 for best pricing.

Address all Shipments to: ATTN : K&J Convention Services/INTERFACE

c/o Capital Transfer & Storage | 1316 Bozeman Avenue | Helena, MT 59601

ARRIVAL DEADLINE: July 25

Special handling fees will be charged if your shipment(s) arrive at the advance warehouse without an order and/or payment on file at K&J. We cannot guarantee delivery of items which arrive July 26 or later. Actual carrier and shipping charges are the responsibility of the exhibitor; collect items will not be accepted.

NOTE: K&J headquarters is in Helena; your shipments will move to and from the show with our team.



406-442-3238 | stacey@kjconventions.com

Credit Card Authorization

Email Orders To: stacey@kjconventions.com
True Old-School Fax: 406-458-3265 K&J will also accept orders and payment submitted via DocuSign/Adobe Sign Networks.

K&J will not contact you for payment information.
Receipts are emailed from kjconvention1.csp@outlook.com

COMPLETE ALL FIELDS | **FIELDS IN RED ARE REQUIRED.**

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL CANCELED OR CARD EXPIRATION

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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 THIS AREA BLANK. Due to security regulations and			
Card Number :		company policy, K&J will not call you for credit card information.			
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	STREET OR PO BOX		CITY		STATE/PROVINCE
Billing Address:					
Card Billing ZIP/Postal Code:					
Cardholder 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 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 if payment is 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.
Standard pricing applies for all orders received without payment (No DISCOUNTS)

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 will also receive payment information sent securely via our portal. email for details



MATERIALS HANDLING ORDER FORM				2025 INTERFACE Montana	
Company Name:				ORDER DISCOUNT DEADLINE July 22: Shipments may arrive July 1 - July 25	
Onsite Booth Rep: Name & CellPhone Number:					
Materials Handling Fee Includes Both Incoming and After-Show Handling Exhibitor Pays Carrier Shipping Charges					
INCOMING SHIPMENT(S): Where is it coming from / when it will arrive			AFTER-SHOW/REFORWARDING Where is it going / how is it getting there		
Carrier: <input type="checkbox"/> UPS <input type="checkbox"/> Fedex <input type="checkbox"/> Other (LTL/Freight) <small>-----Generally most used-----</small>			Carrier: <input type="checkbox"/> UPS <input type="checkbox"/> Fedex <input type="checkbox"/> Other (see below) <small>-----Generally most used-----</small>		
Est. Ship Date		From (City):		Destination (City):	
Number of Shipments		Service Type: Ground/Express/2-Day, Etc.			
Estimated Total Weight Per Shipment		PREPAID labels for After-Show Fedex/UPS Required Do Not Schedule /Arrange a PICKUP by UPS OR FEDEX			
Estimated Total Number of Pieces		OTHER Carrier/ LTL / MotorFreight Carrier Information:			
City Shipped From		Carrier Name:			
Estimated Arrival @ Warehouse: <small>Must Arrive On Or Before July 25</small>		Telephone#			
Tracking Number(s) - You can email tracking numbers to KJ after you ship		Service Type & Bill of Lading#			
		Physical Bill of Lading required for release to your carrier			
		PRO# or EAC Contact			
SELECT YOUR SHIPMENT TYPE					
Single Shipment/Minimum Order Any number of pieces in one shipment. TOTAL WEIGHT Less than 200 Pounds			\$120 Minimum Charge Per Shipment 1 - 200 pounds		
Single Shipment - HEAVY- 201pounds+ Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more			Est Weight: 60¢ per pound (\$120 min charge)		
Multiple Shipments					
Shipment #1	Est Weight:	60¢ per pound/200# Min	60¢ per pound/per shipment \$120 Minimum Charge Per Shipment		
Shipment #2	Est Weight:	60¢ per pound/200# Min			
Shipment #3	Est Weight:	60¢ per pound/200#Min			
ADDITIONAL FEES / SPECIAL HANDLING					
No Order Form on file when Shipment Arrives at Advance Warehouse			\$170 (200# minimum; +70¢ per pound over 200#		
No Order /No Payment on file when Shipment Arrives at Advance Warehouse			\$200 (200 # minimum; +70¢ per pound over 200#)		
OFF Target Arrival: Shipment Arrives at Advance Warehouse Late			Up to + \$600 + weight charges		
Special Handling: Showsite Delivery/ Tip/Drop Indicator, Pallet Jack/Forklift etc.			\$75 per shipment + weight		
Warning : The Showsite is not contracted to receive or store shipments. All shipments must arrive on or before July 25.					
SHIPMENT DEFINITION: A Shipment is " Any number of pieces received on the SAME DAY from the SAME SHIPPER and delivered by the SAME CARRIER.					
There is a 200# minimum charge for each shipment received. We understand that your calculation is only an estimate. Finalcharges will be based on actual weights. We reserve the right to re-weigh shipments. Adjustments will be made accordingly. Shipments received without this form and payment on file will be charged special handling. Special delivery and special handling fees are in addition to advance and/or direct material handling fees. Shipments sent to venue will be charged additional fees. Customer is responsible for all actual shipping charges and fees.					
ORDER SUB TOTAL				\$	
Standard Pricing (List +25%) Applies for Orders Forms Submitted or Paid July 23 or later					
Payment Due at Time of Order. We Do Not Invoice. Payment Accepted by Check or Credit Card			TOTAL DUE		\$
ALL Shipments Must Arrive On or Before: FRIDAY, July 25 (drop dead date)			ADVANCE WAREHOUSE SHIP-TO ADDRESS		
K&J receives all shipments: crates/skids/envelopes/totes/boxes INTERFACE and Exhibitor Name Must be Marked on All Pieces Collect Shipments Will not be accepted Extra Handling Fees for Off-Target Delivery/ arriving July 26 or later			TO: EXHIBIT MATERIALS: INTERFACE + Company K&J Convention Services 406-431-8295 c/o Capital Transfer & Storage 1316 Bozeman Avenue Helena, MT 59601		
K&J Convention Services, LLC E: stacey@kjconventions.com P:406.442.3238 F:406.458.3265					

ADVANCE WAREHOUSE ADDRESS

Make Sure Your Labels & boxes are clearly labeled

"INTERFACE" and your "Exhibiting Company"

BOOTH NUMBER IS NOT REQUIRED!!

FOR: _____

Exhibiting Company Name

SHOW NAME: INTERFACE

**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:
Friday, July 25**

We will receive shipments between July 1 - July 25. July 25 is the drop dead date to get your shipments transferred to showsite and placed in your booth on time.

Credit Card Required on File for all Materials Handling Orders

ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name)

BOOTH#: _____ NO: _____ of _____ PCS
(not required)

SHOW: INTERFACE

K&J Convention Services

c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601

MUST ARRIVE BY: FRIDAY, JULY 25TH

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name)

BOOTH#: _____ NO: _____ of _____ PCS
(not required)

SHOW: INTERFACE

K&J Convention Services

c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601

MUST ARRIVE BY: FRIDAY, JULY 25TH

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name)

BOOTH#: _____ NO: _____ of _____ PCS
(not required)

SHOW: INTERFACE

K&J Convention Services

c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601

MUST ARRIVE BY: FRIDAY, JULY 25TH

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name)

BOOTH#: _____ NO: _____ of _____ PCS
(not required)

SHOW: INTERFACE

K&J Convention Services

c/o Capital Transfer & Storage
1316 Bozeman Avenue
Helena, MT 59601

MUST ARRIVE BY: FRIDAY, JULY 25TH



COMPANY NAME: _____

FURNISHINGS ORDER FORM

2025 INTERFACE Montana

DISCOUNT DEADLINE:
July 22, 2025

EACH BOOTH INCLUDES THE STANDARD BOOTH PACKAGE PROVIDED IN YOUR REGISTRATION:

One (1) 8' black skirted table | Small Wastebasket | 2 Standard Chairs | One 500w/110v power source | Booth ID sign

QTY	TABLE & COUNTERS	Price Each	TOTAL Due
	UPGRADE TABLE LENGTH		
	UPGRADE 8' TABLE TO COUNTER 42"H		
	+ ADD SKIRTED Table 30"H		
	+ ADD SKIRTED COUNTER 42" H		
	Plain Table 30"H		
	Plain Counter 42"H		
	Tall ROUND Bistro w/Black Spandex Cover 30"R x 42"H		
	Short Round Cafe' w/Black Cover 30"R x 42"H		
CHAIR RENTAL 2 standard chairs are included in your booth, additional chairs onsite are self-serve			
	Tall Chair/Stool PADDED BACK AND SEAT/COUNTER HEIGHT		
	Padded Arm Chair TABLE HEIGHT		
RACKS & SPECIAL FURNISHINGS RENTAL			
	2-Arm Bag & Garment Rack		
	A-FrameCoat Rack (5' WIDE)		
	Freestanding Literature Rack - 6 Pocket		
	Easel: 3-Tier/Tripod Style (Aluminum)		
	TableTop Riser (10" x10" sits on top of KJ table)		
	FLATSCREEN "SMART TV"		
	BOOTH CARPET		
ELECTRICITY & UTILITIES			
Internet Access is not supplied by K&J. Contact F2F/INTERFACE directly if you need wired internet or bring your own hotspot if you need secure access point. The Show is located at a university, and shared wifi can experience intermittent service and bandwidth restrictions.			
	Power Accessories		
	110v Electrical		
	UPGRADE		
EXHIBITOR SERVICES			
	Materials Handling -- attach form		
	Install/Dismantle-- advance reservation/confirmation required. Limited Availability		



K&J Automatically ADD 25% of Order
if order form(s) are received July 23 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

TOTAL DUE

Payment due at time of order - we do not invoice.

To qualify for discount pricing, orders and payment must be received together. K&J policy prohibits us from contacting you for payment information if payment does not arrive with your order.

Standard Pricing (List +25%) Applies for
Order Forms Received or Paid July 23 or
Later



K&J Convention Services, LLC
PO Box 5234 - Helena, MT 59604

Email Orders to: stacey@kjconventions.com

I&D Labor is available on a case-by-case basis.
Limited Availability - Reservation Required.
To Request Services Submit this Form
K&J will review your request & notify you if accepted.

INSTALL / DISMANTLE -- LABOR REQUEST 2025 INTERFACE Montana

COMPANY NAME: _____

CONTACT NAME: _____ PHONE: _____

EMAIL: _____

Tell us what we are setting up!
Include detailed instructions and setup. We need a photo of your display.
K&J will review your request and confirm availability and the estimated cost.
Labor is not guaranteed until you receive a confirmation and pricing estimate from K&J

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.

K&J will install your display in your booth prior to Exhibitor Setup and Strike after the show. Sorry, we do not guarantee early setup or early strike!

DISCOUNT PRICING: \$60 Per Man/Per Hour
Must be ordered & paid by July 22

Regular Pricing: \$75 Per Man/Per Hour
If Ordered & paid July 23 or later

ESTIMATE Labor Services & Calculate Cost:

____ **INSTALL** (completed prior to exhibitor setup at K&J discretion. Minimum 2 K&J Laborers - One Hour Minimum)

of Laborers: _____ x Est. Hours per Laborer: _____ = Total Hours: _____
2 minimum. 1 minimum.

____ **DISMANTLE** (Minimum 2 K&J Laborers. One Hour Minimum)

of Laborers: _____ x Est. Hours per Laborer: _____ = Total Hours: _____
2 minimum. 1 minimum.

All displays for K&J Labor must be shipped to our advance warehouse
Advance Labor Reservation Required. Limited Availability
Submit the Materials Handling Form (page3)
Shipments Must arrive on or before July 25.

SPECIAL INSTRUCTIONS/COMMENTS

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 23 or later.

Credit Card Required for All Labor Services

SERVICE TERMS and CONDITIONS

These Service Terms and Conditions limit your possible recovery in case of loss or damage

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 \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$100.00 (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, 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.

**Full payment is due at time of order. We accept payment by check or credit card.
Sorry, we do not invoice; but we do send receipts after processing.**

**We do not process orders or reserve/hold equipment without payment.
Orders received without payment will not be processed. Security Regulations and K&J policy prohibits us from contacting you for card information. 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 any 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 22:

CANCELLATION & REFUND POLICY

- No refund or exchange credit for **cancellation (for any reason)** on or after July 23.
- No refund or exchange credit if you **change your mind** July 23 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 Exhibitor Setup No refund for Materials Handling if your freight arrives-- but you **cancel** your attendance (booth rep is a "no-show") ;
- 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 \$50 minimum processing fee.

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

Do not submit a blank credit card authorization.

**Security Regulations and K&J company policy prohibits
K&J staff from contacting you for credit card number**

Payment Due at time of order. We do not invoice.

**If you wish to submit this order via docusign or Adobe Sign, our email is stacey@kjconventions.com
DO NOT password protect or use other submission services -- standard pricing (no discounts) applies
to orders that are submitted without payment or that require additional/other/specialized handling.**