

EXHIBIT SERVICES KIT

EVENT DATE: **October 15-18, 2025**
Missoula, Montana

Montana Federation of Public Employees Educator Conference 2025

STANDARD BOOTH SPECS:

BOOTH SIZE: 8'w x 6'd | Black Pipe & drape booth structure.

The MFPE Booth Package is installed in every booth:

- (1) 6' Black Skirted Table + 2 Chairs
- (1) 500w/110v Basic Power Source (back of booth)
- (1) Company Name ID Sign

Internet: Shared bandwidth, managed by the school. If you need dedicated wifi, bring your own hotspot.

Floor Covering: Tarped Gymnasium

Available Upgrades: Table, Electrical

Additional/Special Furnishings: Available

HOW TO ORDER & PAY FOR SERVICES

Service Order Forms and Payment Authorization is on the next few pages. If you are shipping to the show or ordering booth furnishings, upgrades or other services, order on or before **DISCOUNT DEADLINE** to qualify for best pricing.

Shipping Order Form: Page 4
Payment Authorization: Page 2
Furnishings Order Form: Page 7

SHIPPING DETAILS

DO NOT ship directly to the School. The school is not contracted to receive, handle, or store shipments.

Additional fees are charged for shipments sent to the school or for shipments that arrive at advance warehouse after the shipment delivery cutoff.

Shipping labels on Page 5

ADVANCE WAREHOUSE SHIPPING

ADDRESS: Exhibitor Name + MFPE

K&J Convention Services
c/o Montana Transfer Co

209 Commerce St. | Missoula, MT 59808

ELECTRICITY

Each booth includes basic 500watt/110v power.

One Single plug-in receptacle. If you are plugging in more than one device, rent or bring a powerstrip. 500watts is usually sufficient to power laptops, monitors and display lighting. If you need in excess of 500watts/4.5 amps be sure to email us or order an upgrade before the discount deadline.

EXHIBIT SERVICES & FREIGHT CONTRACTOR:

K&J Convention Services, LLC

406-442-3238

stacey@kjconventions.com

www.kjconventions.com/mfpe

DISCOUNT DEADLINE

SUBMIT ORDER FORMS & PAYMENT BEFORE:

Tuesday, October 7

ORDER FORMS RECEIVED OR PAID

OCTOBER 8 OR LATER

WILL NOT QUALIFY FOR DISCOUNT PRICING.

SHIPMENT DELIVERY CUTOFF

ACTUAL SHIPMENTS MUST ARRIVE ON OR BEFORE:

Monday, October 13

SHIP TO ADVANCE WAREHOUSE

STARTING SEPTEMBER 12

SUBMIT MH ORDER FORM & PAYMENT

ON OR BEFORE OCTOBER 7

DO NOT SHIP TO MFPE or THE SCHOOL.

EXHIBITOR SCHEDULE

MOVE IN:

Wednesday, October 15: 4 - 8:30 pm

Thursday, October 16: 6:30 - 7 am

SHOW HOURS:

Thursday, October 16: 7 am - 5 pm

Friday, October 17: 7:30 - 3 pm

BOOTH TEARDOWN

Friday, October 17: 3 pm

Immediately after show close

**Have Questions About Booth Equipment or Shipping to the Show?
For Faster Service, Email K&J • stacey@kjconventions.com**

Have questions about registration, name badges, agendas, prizes and advertising, fee details or other attendee information? The 2025 Educator Conference is produced by MFPE. (406) 442-4250 | www.mfpe.org



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/AdobeSign 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 Name or Card Number Blank. Due to security regulations			
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	 (MM / YY)		C.V.V.		
Card STREET OR PO BOX Billing Address:		CITY		STATE/PROVINCE	
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, pricing and K&J cancellation policy.
- 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.
 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.

Materials Handling Instructions

MFPE
2025 EDUCATOR
CONFERENCE

INBOUND (preshow)

All Order Forms and Payment Must be Submitted to K&J on or before October 7, 2025

All Shipment(s) must arrive at **Advance Warehouse on or before **October 13, 2025****

1. **Be sure your company name and MFPE is on all pieces.** We don't need booth number
2. **Shipping Address:** Use the label format on page 6 or use your own UPS/Fedex Labels
3. All items arriving at the School are subject to additional fees; subject to delays

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

ADVANCE
WAREHOUSE
ADDRESS

K&J Convention Services / MFPE + "Company Name"
% Montana Transfer Company
209 Commerce Street
Missoula, Montana 59808

-- After show handling back to your carrier after the show is included in our fees! --

AFTER-SHOW Instructions: Customers of Fedex /UPS:

1. Pack prepaid labels in your shipment(s) or send with your booth representative
You may also email the PDF labels to K&J: stacey@kjconventions.com
2. **DO NOT Schedule a Pickup by Fedex or UPS.** K&J will directly transfer to Fedex/UPS
3. DO NOT create "Return Tag" or "Call Tag" for your shipment
K&J will transfer it directly to UPS / Fedex on



Information below this line is for customers using
Private / LTL/ Custom Carriers ONLY!

(example: OldDominion/XPO/IB Hunt/MWE
UPSFreight, FEDEXFreight, MTS, Pilot etc.)

AFTER SHOW Instructions: PRIVATE or LTL CARRIER ONLY

1. Customer must schedule a pickup with the carrier.
2. Freight will be ready for pickup from Helena warehouse on Monday, October 20 after 12 noon
3. Bring or Email a Prepaid Bill of Lading to K&J. Bill of Lading is required for release to carrier.
4. K&J is not a customs broker. If you are shipping outside of the USA, contact your shipping company regarding a customs broker.
5. Freight will not be left at the school for pickup later.

AFTER SHOW/ Helena Pickup Warehouse for Private/LTL Shipments: Monday, October 20: 12 - 4 pm

After show pickup is not the same as the ADVANCE WAREHOUSE.
If you are using a private/LTL carrier for after show pickup | or for showsite pickup:
email stacey@kjconventions.com for instruction, appointment and pickup address

IF YOU ARE SHIPPING ITEMS, PLEASE COMPLETE AND RETURN:

Page 4: Materials Handling Order Form
Page 2: Payment/Credit Card Authorization

Order Forms and Payment are Due at K&J no later than October 7 to qualify for discount pricing

MATERIALS HANDLING ORDER FORM

MFPE/ 2025 EDUCATOR CONFERENCE

Company Name: _____
 Onsite Booth Rep: _____
 Name & CellPhone Number: _____

SHIPMENTS MAY ARRIVE : SEPTEMBER12-October13.
 SUBMITORDER BY DISCOUNT DEADLINE: October 7

---AFTER SHOW HANDLING IS INCLUDED IN OUR FEE--- COMPLETE BOTH INCOMING & AFTER-SHOW SHOW SECTIONS-----

INCOMING SHIPMENT(S):

Where is it coming from / when it will arrive

Carrier: ☐ UPS ☐ Fedex ☐ Other (LTL/Freight)
-----Generally most used-----

Carrier: _____

Est. Ship Date

From (City):

Number of Shipments

Estimated Total Weight Per Shipment

Estimated Total Number of Pieces

City Shipped From

Estimated Arrival @ Warehouse:

Must Arrive On Or
Before October 13

Tracking Number(s) -- provide all tracking details; or email tracking to K&J when shipped.

Not yet shipped ?
☐ please acknowledge
 you will send us
 tracking after you ship

AFTER-SHOW / REFORWARDING

Where is it going / how is it getting there

Carrier:

☐ UPS ☐ Fedex ☐ Other

-----Generally most used-----

Private/LTL (complete lower section)

Destination (City):

Service Type:

Ground/Express/2-Day, Etc.

PREPAID labels for After-Show Fedex/UPS Required
 Do Not Schedule /Arrange a PICKUP by UPS OR FEDEX

Use lower Section ONLY if you are using a carrier (not Fedex or UPS) after the show

OTHER Carrier/ LTL / MotorFreight Carrier Information:

Carrier Name:

Telephone#

Service Type & Bill of Lading#

Physical Bill of Lading required for release to your carrier

Agent/Arranger Name/Cellphone Number

CALCULATION OF RATE - Credit Card Required to be on file for all materials handling

Single Shipment/Minimum Order	\$100 Minimum Order
Any number of pieces in one shipment. Total Weight: Less than 200 Pounds	
Single Shipment /201pounds+	Est Weight: 50¢ per pound (\$100 min order)
Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more	
Multiple Shipments	50¢ per pound/per shipment \$100 Minimum Charge Per Shipment
Shipment #1	Est Weight: 50¢ per pound/200# Min
Shipment #2	Est Weight: 50¢ per pound/200# Min
Shipment #3	Est Weight: 50¢ per pound/200# Min

ADDITIONAL FEES / SURCHARGES

No Order Form on file when Shipment Arrives at Advance Warehouse	\$170 (200# minimum; +60¢ per pound over 200#)
No Order /No Payment on file when Shipment Arrives at Advance Warehouse	\$195 (200 # minimum; +60¢ per pound over 200#)
OFF Target Arrival: Shipment Arrives at Advance Warehouse Late	+ \$300 minimum -contact us as soon as you know
Special Handling: Tip/Drop Indicator, Pallet Jack/Forklift etc.	\$75 per shipment
CONTACT K&J FOR SHOWSITE RATES AND DETAILS	Warning : The Showsite is not contracted to receive or store freight.

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. Final charges 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. Customer is responsible for all actual shipping charges and fees.

ORDER SUB TOTAL \$

standard Pricing (List +25%) Applies for Orders Forms Submitted or paid October 8 or later

Payment Due at Time of Order. We Do Not Invoice.

TOTAL DUE

\$

ALL Shipments Must Arrive On or Before:
Monday, October 13 (drop dead date)

K&J receives all shipments: crates/skids/envelopes/totes/

boxes MFPE and Exhibitor Name Must be Marked on All Pieces

Collect Shipments Will NOT be accepted

Extra Fees apply for Off-Target Delivery/ arriving October 13 or later

ADVANCE WAREHOUSE SHIP-TO ADDRESS

TO: EXHIBIT MATERIALS: MFPE + Company

K&J Convention Services 406-431-8295

Montana Transfer Company

209 Commerce St.

Missoula MT 59808

K&J Convention Services, LLC

E: stacey@kjconventions.com | P:406.442.3238 | F:406.458.3265

ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name- Required)

#: _____ of _____ Pieces **BOOTH#NOT REQUIRED**

SHOW: MFPE

K&J Convention Services

c/o Montana Transfer Co
209 Commerce St.
Missoula, MT 59808

**MUST ARRIVE BY:
MONDAY, OCTOBER 13**

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name-Required)

#: _____ of _____ Pieces **BOOTH#NOT REQUIRED**

SHOW: MFPE

K&J Convention Services

c/o Montana Transfer Co
209 Commerce St.
Missoula, MT 59808

**MUST ARRIVE BY:
MONDAY, OCTOBER 13**

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name- REQUIRED)

#: _____ of _____ Pieces **BOOTH#NOT REQUIRED**

SHOW: MFPE

K&J Convention Services

c/o Montana Transfer Co
209 Commerce St.
Missoula, MT 59808

**MUST ARRIVE BY:
MONDAY, OCTOBER 13**

ADVANCE SHIPMENT



**K & J
CONVENTION
SERVICES, LLC**

ADVANCE WAREHOUSE

FOR: _____
(Exhibiting Company Name- REQUIRED)

#: _____ of _____ Pieces **BOOTH#NOT REQUIRED**

SHOW: MFPE

K&J Convention Services

c/o Montana Transfer Co
209 Commerce St.
Missoula, MT 59808

**MUST ARRIVE BY:
MONDAY, OCTOBER 13**

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 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: October 7

CANCELLATION & REFUND POLICY

- No refund or exchange credit for **cancellation (for any reason)** on or after October 8;
- No refund or exchange credit if you **change your mind** about your order October 8
- 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 make it to the show.

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.

Do not submit a blank credit card authorization.

K&J will not call you for payment information.

Payment Due at time of order.

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.



COMPANY NAME: _____

**EXHIBIT FURNISHINGS
ORDER FORM****MFPE
2025 EDUCATOR
CONFERENCE****Discount Deadline:
October 7, 2025**Add 25% to list pricing for orders received
or paid October 8 or later.

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

QTY	TABLES & COUNTER RENTAL						Price Each	TOTAL Due	
	UPGRADE TABLE LENGTH	Skirt Color on Upgrade is designated show colors only		4' LONG		8' LONG	\$20.00		
	UPGRADE Table to COUNTER			4' LONG		6' LONG	\$25.00		
	+ ADD SKIRTED Table 30"H	Choose skirt color for additional tables ordered. Default is Black		4' LONG		6' LONG	\$47.00		
	+ ADD SKIRTED COUNTER 42"H			4' LONG		6' LONG	\$52.00		
	Skirts	☐ Black ☐ Blue ☐ Red ☐ Silver ☐ HunterGrn ☐ 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 covering		4' LONG	6' LONG	8' LONG	\$30.00	
	Plain COUNTER 42"H	NO SKIRT			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 2 standard chairs are included in your booth, additional chairs onsite are self-serve								
	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	RACKS & SPECIAL FURNISHINGS RENTAL							
	2-Arm Bag & Garment Rack		Straight Arm		Waterfall Arm		\$35.00	
	A-FrameCoat Rack {5' WIDE}						\$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
	FLA TSCREEN "SMART TV"		32" \$200		40" \$225		49" \$325	
	Display Options (min order 2 pc)		ProPanel		Gridwall: 6'H		Gridwall: 8'H	\$45.00ea
	Booth Carpet + Pad:		Pepper		BlueJay		Ruby/Red	Gray
							priced per 10x6 Booth	\$125.00

ELECTRICITY & UTILITIES

Internet Access is not supplied by K&J. Contact school or MFPE directly if you need wired internet. Bring your own hotspot if you need secure access point. The Show is located at a school, and shared wifi can experience intermittent service and bandwidth restrictions.

Power Accessories		Extension Cord \$10ea		Power Strip (not a surge protector) \$10ea	
110v Electrical UPGRADE		+600Watt/5Amp \$20.00		+1200W/10amp \$25.00	
500w/110v included in the back of each booth				+1800W/15amp \$30.00	
				+3000W/25amp \$50.00	

EXHIBITOR SERVICES

Materials Handling -- attach form	Attach Forms
I & D Booth Labor -- attach form	

Standard Pricing (List +25%) Applies for Order
Forms Received or Paid October 8 or LaterK&J Automatically ADD 25% of Order if
order form(s) are received October 8 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. Our email is secure end-to-end.** 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. Please email us for secure payment URL if you need a (more) secure portal option (adds 3.75%).



K&J Convention Services, LLC

PO Box 5234 - Helena, MT 59604

stacey@kjconventions.com

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. Labor Not guaranteed until you receive a confirmation from K&J

INSTALL / DISMANTLE -- LABOR REQUEST

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

EMAIL: _____

Installation & Dismantle Labor Service Details

REQUEST that K&J Setup Your Booth! Tell us what you need!
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 Discount Deadline

Regular Pricing: \$75 Per Man/Per Hour

If Ordered & paid by Discount Deadline

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 Reservation Required. Limited Availability

Submit the Materials Handling Form (page3)

Shipments Must arrive on or before Discount Deadline

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 after the discount deadline

Credit Card Required for All Labor Services

Install & Dismantle Services

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 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.