

OFFICIAL EXHIBITOR ORDERING

2026 Made in Montana Trade Show for Food & Gifts

March 12-14, 2026 | Helena

Exhibit Services & Electrical Contractor:

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

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

Email: stacey@kjconventions.com

Website: www.kjconventions.com

Office Hours: Hours vary. Please Email Us. Thank You.

We are frequently out of the office servicing shows.

Please EMAIL us for best service.

Please Email, Fax or US Mail your order.

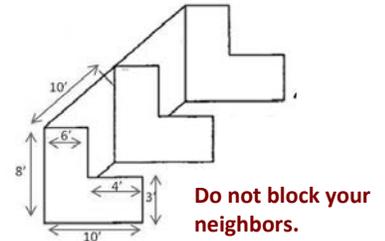
The Show Furnishes Each Booth With:

One 6' Skirted Table | One 500w Electrical source (in back of booth) | 2 Chairs
"Stair-Step" Pipe & Drape Booth Structure: 10'wide x 10' deep

Backwall: 8' high black pipe & drape backwall

Sides: 8' high extending 6' from backwall and then 3' high to aisle

Booth contents cannot extend beyond (or higher) than footprint or into aiseways



Maximum Booth Height: 8'

Booth contents cannot extend above the 8'h drape
No Tents, Canopies or Fabric Ceilings. No Flags higher than 8' high

Booth Furnishings

K&J Convention Services offers additional furnishings: table upgrades ♦ booth carpet ♦ additional tables & counters ♦ tall chairs ♦ tall round bistro tables ♦ flatscreen monitors ♦ and more!

TABLE UPGRADES AVAILABLE. CHANGE YOUR 6' TABLE SIZE TO:

- 4' or 8' length (Black Skirt Only) --OR--
- 42" tall skirted counter in 4', 6' or 8' length (black skirt only)

**Upgrades must be ordered in advance.
Upgrades are not available after March 3**

Electricity

EACH BOOTH IS FURNISHED WITH 500WATTS/110V POWER AND ONE SINGLE PLUG OUTLET. (located in the back of the booth)

500 watts is *usually* sufficient to run laptops, monitors and display lighting

If you are plugging in more than one device, rent or bring a powerstrip.

220v is limited - must be ordered in advance @ additional charge.

If you are running equipment that **heats up** or **has a motor** you must upgrade; --- even if your appliance uses a "standard household" plug-in.

This includes cooking/warming, microwaves, crockpots, fans, vacuums, coffeepots, electric kettles, lots of "non-LED" lights, space heaters ...

Official Made in Montana Show Rules and Schedule

Schedule and Reminders -- Booth Info -- FAQ - Photos -- Official Show Rules and Regulations

All those details like Move-In time, Move Out Time, WIFI, parking, load-in, awards, food samples, security

Official Details and Show Rules can be found at the Montana Department of Commerce Official Website: <https://commerce.mt.gov>

The stated exhibitor load in/load out schedule and Exhibit Floor hours will be enforced.

Ordering Something?? Order/Payment Must be Received at K&J on or before March 3
Pricing Automatically Increases by 25% for orders received or paid on or after March 4.

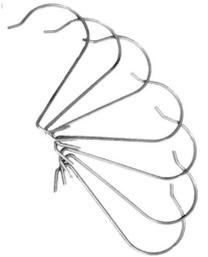
**A picture is worth a thousand words! Check out our inventory online at:
www.kjconventions.com/catalog**

Poster/Pro-Panel System & Portable Display Rentals

If you have maps or other photos to display, you may want to consider renting a ProPanel/Poster Display Board System. Minimum order is 2 boards, but they can be expanded by adding additional hinged sections. We provide the boards and some hangers, you provide any additional lighting.

Hanging Items in Your Booth: K&J will provide you with as many S-Hooks as you need to hang your items; we have them waiting for you at the Exhibit Service Desk during Exhibitor Setup. Do not affix or attach signage, banners or other materials directly to the drapes or the skirting in the booth. **(All)Tape, staples, pins (of any type), velcro, paperclips, zipties, similar items of any kind are prohibited, and damage our inventory.**

K&J reserves the right to remove items in violation of this policy, and the exhibitor will be subject to damages and fees.



Moving in your Supplies/Load-In /Load-Out/Exhibit Hall Closures/Parking

EXHIBIT Setup is Thursday 7am - 6 pm. All booths must be finalized and ready by 6 pm and all exhibitors must exit the building at 6 pm. Exhibitors will not be allowed to remain in the building from 6 pm - 7 am on Thursday and Friday. Plan your arrival/setup accordingly (no exceptions to this policy).

- Bring your own carts/dollies/wagons to haul items in and out. (K&J's will not be available.)
- Exhibitors may only move in/move out using the doors on the East Side of the building.
- Be sure you park on the **East Side of the Building throughout setup and the show.**
- For security and safety issues, the West side doors of the Exhibit Hall are not accessible. No Entry/Exit.

Trash Handling and Cleaning

TRASH: Exhibitor must dispose of their packaging and trash in exterior dumpsters outside the building during setup days, throughout the show, and teardown. Trash removal service is not provided as part of the exhibit fee. Exhibitor will not leave trash/debris in aisles, around or in indoor garbage bins, or leave garbage items in the booth space after setup or teardown. Exhibitor shall break down all boxes and dispose of items in a manner indicated as correct for the type of debris/material.

SAFETY /BOOTH CLEANING: Exhibitor must bring your own hand sanitizer and cleaning wipes for any high-touch surfaces in your booth. K&J, The Fairgrounds or the MIM Program does not supply cleaning supplies.

Lost & Found / Disposal of Items

Exhibitor will remove all exhibits, equipment, inventory/product and trash/debris from the contracted booth space/the premises no later than 7:00 PM Saturday, March 14, 2026. If something is left behind after 7:00 PM it will likely be disposed and recovery not guaranteed. This includes but is not limited to banners, exhibitor-owned property, electronics, and leftover product.

In all circumstances, K&J, the LC-Fairgrounds and/or the Made in Montana Program is not liable for any damage or loss due to property damaged, lost or forgotten, or left behind.

DISCOUNT PRICING EXPIRES MARCH 3

All rental/upgrade/service prices listed on the order form are discounted pricing.

Order must be received and paid on or before March 3 to qualify for the discounted price. Effective March 4, all pricing/rentals increase by 25% to our standard pricing

Be sure you order and payment is at K&J on or before March 3 or you'll have to pay more!

See the order form for details. (we do not adjust pricing due to postmarks)

Electricity Upgrades

Each booth is furnished with one 500_w/4.5_{AMP} of 110_v power and includes one single standard outlet.

500 watts is *usually* sufficient to power a laptop, monitor and display lighting

Even if you are using equipment that can "PLUG INTO A STANDARD HOUSEHOLD" outlet, the wattage still matters. If the booth exceeds 500_w/4.5_{AMP} you will be required to upgrade your power.
If you have more than one item to plug in, rent or bring a power strip

Items that most-likely require a power upgrade:

crockpot - space heater - electric kettle - coffee pot - microwave - heat light/warmer
- motor(s)- vacuum - laser printer - lights that are not LED etc.

Rule of Thumb: ANYTHING that heats or cools needs a power upgrade, *EVEN IF YOU CAN PLUG IT IN AT HOME*

- ◆ Electrical upgrade information/pricing is on the show order form.
- ◆ Check your equipment labels for correct amperage and/or wattages.
- ◆ Each booth is allotted 500w/4.5amp on our circuit. You will be charged additional fees if you don't order enough power and "blow" a breaker or circuit. If your power goes out (or you blow your neighbor's out by using too much wattage), it will take time to get our team on-site, fixed and get you back up and running. Don't chance losing power during the show or paying for an on-site visit.
- ◆ If we have questions about your power or what you are plugging in, we will contact you prior to the show.
- ◆ **Questions? Email us! stacey@kjconventions.com**

General Guidelines:

+ 500 watts/4.5 amp: Typically sufficient For: cellphone, tablet charging, regular size (32" Flatscreen) TV, DVD Player, Laptop Computer, 2 (100w) Standard (non-LED) Light , ¼ HP Motor, etc.

+ 1,200 Watts/10 amp: Typically Sufficient For: Small Appliance, Vacuum Cleaner, Small Crock Pot, 37" Flatscreen TV, Standard Computer, 1/2 HP motors etc.

+ 1,800 Watts/15 amp: Typically Sufficient For: ¾ HP Motor, >42" flatscreen, cooking appliance, coffeepot or anything that will heat or cool

+ 3,000 Watts/25 amp: Typically used with high-end diagnostic and cooking equipment, heater, elements, large pump and specifically labeled equipment

Formula: AMP x 120 = Watts or Watts / 120 = AMP

OFFICIAL SHOW RENTAL ORDER FORM

BOOTH INCLUDES: (1) 6' Black-Skirted Table + (1) 500w/110v Electrical + 2 Chairs.

UPGRADE TABLE Length	to <input type="checkbox"/> 4' <input type="checkbox"/> 8'	\$20.00
UPGRADE TO TALL COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$25.00
UPGRADE SKIRT COLOR	to other than BLACK	\$25.00
+ ADD SKIRTED Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.00
+ ADD SKIRTED COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$52.00
Skirt Color	<input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> WINE <input type="checkbox"/> GOLD/YELLOW <input type="checkbox"/> Seafoam TEAL	
K&J DOES NOT RENT SKIRTS OR COVERS ALA-CARTE FOR PERSONAL TABLES OR NON-KJ TABLES		
+ Add "PLAIN/NoSkirt" Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$30.00
+ Add "PLAIN/NoSkirt COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$35.00
Bistro Table	42"H x 32"Round/Black Spandex	\$35.00
Bar-Height Tall Chair Rental	with back and padded seat	\$25.00
Padded Arm Chair	Standard Height, padded back and seat	\$25.00
Standard Chair	2 per booth are included. Order if you need more!	\$5.00
2-Arm Bag Rack/Garment Rack	<input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00
Clothes/Coat Rack		\$35.00
Small Wastebasket	(2 Liners) (self-serve trash removal)	\$10.00
Flatscreen TV	<input type="checkbox"/> 32"@\$200 <input type="checkbox"/> 40"@\$225 <input type="checkbox"/> 49"@\$325	
ProPanel Display	<input type="checkbox"/> 8'Gridwall Min. Order 2	\$40.00
Booth Carpet + PAD	PRICED PER Booth SINGLEBooth=1	\$125.00
Booth Carpet Only (NO PAD)	DOUBLEBooth=2	\$ 85.00
COLOR	<input type="checkbox"/> Pepper DEFAULT <input type="checkbox"/> BlueJay <input type="checkbox"/> RUBYRed <input type="checkbox"/> Gray	
Electrical :	+600w@\$25 +1200w@\$30 +1800w@\$40 +3000w@\$50	
<small>Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts</small>		
PowerStrip	Not a Surge Protector \$10	<input type="checkbox"/> Extension Cord \$10
+220v - Standard NEMA Connection	Availability /Location Limited	\$125 ea

Total Amount Due

**Discount Prices are listed and expire March 3
K&J will automatically add 25% to all orders received March 4 or later**

2026 Made in Montana TradeShow

DISCOUNT PRICING ENDS March 3, 2026

COMPANY _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____

We Email Credit Card Receipts

Payment Due at Time of Order. We do not Invoice.

Email: stacey@kjconventions.com | FAX 406-458-3265

Phone: 406-442-3238 Our Office Is Only Open Limited Hours & is Based on Current Show Schedules

Official Exhibit Services Contractor of the Made in Montana TradeShow:

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

Credit Card Authorization:

K&J will not call you for credit card information.
(Company Policy)

Full Credit Card Number _____

EXP: _____
Month / Year

CVV _____
3Digit M|V|D| 4Digit-AMEX

CARDHOLDER NAME _____

BILLING ZIP CODE: _____

Order submission acknowledges K&J Order/Cancellation/Refund Policy. No refunds, credit or exchanges (for any reason) March 4 or later. Cardholder authorizes K&J to keep the card information in a secure file for future orders related to MIM or future events. Our email is securely encrypted end-to-end; our fax is old-school/secure. **K&J will not process orders that do not include payment. Due to new processing & security rules, K&J will not call you for your credit card number.**

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 or reserve equipment without payment.

Rental items **sell-out** quickly -- we recommend you order as soon as possible.

Please do not wait until the discount deadline - you may be disappointed, or if you try to call, you may not be able to reach us before the deadline.

Email - Mail - Fax in your order, All orders must be received at K&J on or before March 3 to qualify for discount pricing. (regardless of postmark).

CANCELLATION / REFUND POLICY:

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

No special circumstances waivers apply for cancellation due to "No-Shows", non-attendance, weather, illness or exposure to illness, etc. This policy applies to cancellations /postponement made by the Exhibitor, Producer, Venue or Government Entity. If you cannot attend the show last minute, we recommend that you send someone else in your place.

DISCOUNT DEADLINE: March 3, 2026

- No refund for cancellation, for any reason, March 4 or later.
- No refund or exchange credit if you change your mind about your order March 4 or later.
- No refund or exchange credit if you change your mind when you get to the show
- No refund or exchange credit 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 unless otherwise noted on your receipt.

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

When you arrive at the show, the 6' included table and 500w power, as well as any special furnishings will be in your booth. Standard Chairs will be near the tunnel and available on a self-serve basis. If you rent additional chairs, those will be in your booth when you arrive for setup. Please do not grab chairs from other booths.