

# EXHIBIT SERVICES KIT

EVENT DATE: **May 7, 2026**  
Helena, Montana

## Montana Optometric Association 2026 MOA Annual Conference

### STANDARD BOOTH SPECS:

The MOA Booth Package is installed in every booth:

- (1) 8x8 Pipe & Drape Booth Structure A LIMITED NUMBER OF BOOTHS ARE 10'x8'. Refer to Floorplan
- (1) 6' Skirted Table + 2 Standard Chairs
- (1) 500w/110v Basic Power Source (back of booth)
- (1) Company Name Booth ID Sign

**Internet:** Shared bandwidth, managed by hotel. If you need more wifi, bring your own hotspot

**Floor Covering:** Permanent Hotel Carpet

**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  
I & D Labor: Page 8

### SHIPPING DETAILS

**DO NOT ship directly to the Hotel. The hotel is not contracted to receive, handle, or store shipments.**

Additional fees are charged for shipments sent to the hotel or for shipments that arrive at advance warehouse after the shipment delivery cutoff. **Shipping labels on Page 5**

#### ADVANCE WAREHOUSE SHIPPING

**ADDRESS:** Exhibitor Name + MOA  
K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue | Helena, MT 59601

### 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](mailto:stacey@kjconventions.com)

[www.kjconventions.com/moa](http://www.kjconventions.com/moa)

[www.kjconventions.com/mteyes](http://www.kjconventions.com/mteyes)

## DISCOUNT DEADLINE

SUBMIT ORDER FORMS & PAYMENT BEFORE:

**Thursday April 29**

ORDER FORMS RECEIVED OR PAID APRIL 30 OR LATER WILL NOT QUALIFY FOR DISCOUNT PRICING.

## SHIPMENT DELIVERY CUTOFF

ACTUAL SHIPMENTS MUST ARRIVE ON OR BEFORE:

**Monday, May 4**

SHIP TO ADVANCE WAREHOUSE

STARTING APRIL 3

SUBMIT MH ORDER FORM & PAYMENT

ON OR BEFORE MAY 7

## EXHIBITOR SCHEDULE

### MOVE IN:

Thursday, May 7: 1-5pm

### SHOW HOURS:

Thursday, May 7: 5-9 pm

### BOOTH TEARDOWN:

Thursday, May 7: 9:00pm  
Immediately after show close

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

Have questions about registration, name badges, agendas, prizes and advertising, fee details or other attendee information? The 2026 MOA Annual Conference is produced by the Montana Optometric Association. (406) 443-1160



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 not contact you for payment information. & accepts orders payment Ado eSign**

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

PRINT LEGIBLY or TYPE

<b>Exhibitor/Company Name</b>					
<b>CONTACT NAME</b>					
<b>PHONE NUMBER</b>	<b>DIRECT:</b>		<b>CELL:</b>		
<b>EMAIL</b>					
Receipt Email (IF DIFFERENT)					
<b>Card Issuer:</b>	<input type="checkbox"/>	<b>VISA</b>	<input type="checkbox"/>	<b>MasterCard</b>	<input type="checkbox"/>
		<input type="checkbox"/>		<b>Discover</b>	<input type="checkbox"/>
				<b>AMEX</b>	
<b>Cardholder Name</b> <small>(AS SHOWN ONCARD):</small>		<b>DO NOT LEAVE THIS AREA BLANK</b> Due to security regulations and company policy, K&J will not call you for credit card information.			
<b>Card Number :</b>					
<small>16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER</small>		<small>(or)</small>		<small>15-DIGIT NUMBER: AMEX</small>	
<b>Expiration Date</b>	<input type="text"/>		<b>C.V.V.</b>	<input type="text"/>	
	<small>(MM / YY)</small>		<small>4-DIGIT: AMEX</small>		
			<small>3-DIGIT: MC   VISA   DISCOVER</small>		
<b>Card Billing Address:</b>	<small>STREET OR PO BOX</small>		<small>CITY</small>	<small>STATE/PROVINCE</small>	
<b>Card Billing ZIP/Postal Code:</b>					
<b>Cardholder or Authorized Signature</b>				<b>Date</b>	
Client authorizes <u>K&amp;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.

Fedex/UPS are the most common carriers used by exhibitors at this show.

# Materials Handling Instructions

2026 MOA

INBOUND (preshow)

ANNUAL CONFERENCE

**All Order Forms and Payment Must be Submitted to K&J on or before April 29, 2026**

**All Shipment(s) must arrive at Advance Warehouse on or before May 4, 2026**

1. Be sure your company name and MOA 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 Hotel are subject to additional fees

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

ADVANCE WAREHOUSE ADDRESS

K&J Convention Services / MOA + "Company Name"  
% Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, Montana 59601

-- 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](mailto: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, May 11 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 hotel for pickup later.

**AFTER SHOW/ Helena Pickup Warehouse for Private/LTL Shipments: Monday, May 11 : 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](mailto: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 April 29 to qualify for discount pricing

# MATERIALS HANDLING ORDER FORM

2026 MOA Annual Conference

Company Name: \_\_\_\_\_  
 Onsite Booth Rep: \_\_\_\_\_  
 Name & CellPhone Number: \_\_\_\_\_

Shipments May Arrive: APRIL 3 - MAY 4  
**ORDERDISCOUNT DEADLINE :APRIL 29**

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

## 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:  UPS  Fedex  Other (LTL/Freight)  
-----Generally most used-----  
 Carrier: \_\_\_\_\_

Carrier:  UPS  Fedex  Other  
-----Generally most used----- Private/LTL (complete lower section)

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 \_\_\_\_\_

City Shipped From \_\_\_\_\_

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

Estimated Arrival @ Warehouse: \_\_\_\_\_ Must Arrive On Or Before May 4

### OTHER Carrier/ LTL / MotorFreight Carrier Information:

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

Carrier Name: \_\_\_\_\_

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

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 Any number of pieces in one shipment. Total Weight: Less than 200 Pounds	\$100 Minimum Order
Single Shipment /201pounds+ Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more	Est Weight: 50¢ per pound (\$100 min order)
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 <i>Warning: The Showsite is not contracted to receive or store freight.</i>	

**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 April 30 or later

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

TOTAL DUE \$

ALL Shipments Must Arrive On or Before:  
**Monday, May 4** (drop dead date)

K&J receives all shipments: crates/skids/envelopes/totes/boxes  
 MOA and Exhibitor Name Must be Marked on All Pieces  
 Collect Shipments Will not be accepted  
 Extra Fees apply for Off-Target Delivery/ arriving May 5 or later

### ADVANCE WAREHOUSE SHIP-TO ADDRESS

TO: EXHIBIT MATERIALS: MOA + Company  
**K&J Convention Services 406-431-8295**  
 c/o Capital Transfer & Storage  
 1316 Bozeman Avenue  
 Helena, MT 59601

# ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE SHIPMENT



**K & J  
CONVENTION  
SERVICES, LLC**

## ADVANCE WAREHOUSE

FOR: \_\_\_\_\_  
(Exhibiting Company Name- Required)

#: \_\_\_ of \_\_\_ Pieces **BOOTH#NOT REQUIRED**

**SHOW: MOA**

**K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601**

**MUST ARRIVE BY:  
Monday, May 4**

ADVANCE SHIPMENT



**K & J  
CONVENTION  
SERVICES, LLC**

## ADVANCE WAREHOUSE

FOR: \_\_\_\_\_  
(Exhibiting Company Name-Required)

#: \_\_\_ of \_\_\_ Pieces **BOOTH#NOT REQUIRED**

**SHOW:MOA**

**K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601**

**MUST ARRIVE BY:  
Monday, May 4**

ADVANCE SHIPMENT



**K & J  
CONVENTION  
SERVICES, LLC**

## ADVANCE WAREHOUSE

FOR: \_\_\_\_\_  
(Exhibiting Company Name- REQUIRED)

#: \_\_\_ of \_\_\_ Pieces **BOOTH#NOT REQUIRED**

**SHOW: MOA**

**K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601**

**MUST ARRIVE BY:  
Monday, May 4**

ADVANCE SHIPMENT



**K & J  
CONVENTION  
SERVICES, LLC**

## ADVANCE WAREHOUSE

FOR: \_\_\_\_\_  
(Exhibiting Company Name- REQUIRED)

#: \_\_\_ of \_\_\_ Pieces **BOOTH#NOT REQUIRED**

**SHOW: MOA**

**K&J Convention Services  
c/o Capital Transfer & Storage  
1316 Bozeman Avenue  
Helena, MT 59601**

**MUST ARRIVE BY:  
Monday, May 4**

**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: April 29**

**CANCELLATION  
&  
REFUND  
POLICY**

- No refund or exchange credit for **cancellation (for any reason)** on or after April 29;
- No refund or exchange credit if you **change your mind** about your order **April 30** 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 (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. secure payment submission is also available at www.kjconventions.com/paynow**



**COMPANY NAME:** \_\_\_\_\_

# EXHIBIT FURNISHINGS ORDER FORM

## 2026 MOA Annual CONFERENCE

**Discount Deadline:**  
April 29, 2026

Add 25% to list pricing for orders received or paid April 30 or later.

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

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	8' LONG	\$25.00		
	+ ADD SKIRTED Table 30"H	Choose skirt color for additional tables ordered. Default is Black	4' LONG	6' LONG	8' LONG	\$47.00		
	+ ADD SKIRTED COUNTER 42"H		4' LONG	6' LONG	8' LONG	\$52.00		
	<b>Skirts</b>	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> HunterGrn <input type="checkbox"/> Gold/Yellow						
<i>K&amp;J Does Not Rent Skirts or Covering for Personal Tables Brought Into the Show/or NON-KJ Tables</i>								
	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		Price Each	TOTAL Due
	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	

All booths are located on Hotel Ballroom Carpet. Alternate flooring options not available.

QTY	RACKS & SPECIAL FURNISHINGS RENTAL		Price Each	TOTAL Due
	2-Arm Bag & Garment Rack	<input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00	
	A-Frame Coat 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)	<input type="checkbox"/> 4'L <input type="checkbox"/> 6'L <input type="checkbox"/> 8'L	\$20.00	
	FLA TSCREEN "SMART TV"	<input type="checkbox"/> 32" \$200 <input type="checkbox"/> 40" \$225 <input type="checkbox"/> 49" \$325		
	Display Options (min order 2 pc)	<input type="checkbox"/> ProPanel <input type="checkbox"/> Gridwall: 6'H <input type="checkbox"/> Gridwall: 8'H	\$45.00pc	
	Floor or TableTop Display Unit See website for pricing and model#			

### ELECTRICITY & UTILITIES

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

Power Accessories	<input type="checkbox"/> Extension Cord \$10ea	<input type="checkbox"/> Power Strip (not a surge protector) \$10ea	
110v 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 \$50.00

### EXHIBITOR SERVICES

Materials Handling -- attach form	Attach Forms	
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*Standard Pricing (List +25%) Applies for Order Forms Received or Paid April 30 or Later*



**K&J Automatically ADD 25% of Order if order form(s) are received April 30 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 co

**INSTALL / DISMANTLE -- LABOR REQUEST**

**2026 MOA Annual Conference**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Installation & Dismantle Labor Service Details**

*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 April 29

**Regular Pricing: \$75 Per Man/Per Hour**  
 If Ordered & paid April 29 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 Reservation Required. Limited Availability**  
**Submit the Materials Handling Form (page4)**  
**Shipments Must arrive on or before May 4.**  
**We will not guarantee "early setup"**

**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 April 30 or later.

**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 pickup 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 sub-rogation 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.