



# INTERFACE

EDUCATION • NETWORKING • SOLUTIONS

2026 EXHIBITOR **EVENT KIT:**

# MONTANA

JULY 29TH @ MONTANA STATE UNIVERSITY





YOUR EVENT OPERATIONS CONTACT:

Meg Ascher • [mega@f2fevents.com](mailto:mega@f2fevents.com)



**INTERFACE**

EDUCATION • NETWORKING • SOLUTIONS

# INTERFACE Montana

Event Date: **WEDNESDAY, JULY 29**

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 July 24 or later 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<br>(black drape) | (1) Electrical Drop<br>(we recommend you bring<br>your own power strip and<br>cord to avoid fees) |
| (1) 8' Skirted Table (black skirt)          |                                                                                                   |
| (1) Wastebasket                             |                                                                                                   |
| (2) Chairs                                  | (1) WiFi Internet Connection                                                                      |



## 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). For more information about the scanners, contact Meg Ascher

## SHIPPING INFO

Order Discount Deadline: **TUESDAY, JULY 21**

Advance Shipping Deadline: **THURSDAY, JULY 23**

K&J Convention Services: 406.442.3238

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

Last day that exhibitor freight must arrive at advance warehouse is July 23rd. 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/Company Name]

**K&J Convention Services / INTERFACE**

c/o Capital Transfer & Storage

1316 Bozeman Avenue

Helena, MT 59601

## EXHIBITOR MOVE-IN:

**TUESDAY, JULY 28 • 2:00P–5:00P**

**WEDNESDAY, JULY 29 • 7:00A–8:30A**

## CUSTOM REQUESTS

F2F Contact: **MEG ASCHER**

[mega@f2fevents.com](mailto:mega@f2fevents.com)

# OFFICIAL EXHIBITOR KIT INTERFACE Montana 2026

PDF Download: [www.kjconventions.com/interface](http://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](mailto:stacey@kjconventions.com) | 406.442.3238 | [www.kjconventions.com](http://www.kjconventions.com)

- **DISCOUNT DEADLINE to Order All Services and Furnishings: July 21** Prices listed increase on July 22
- **Materials Handling: SHIPMENT ARRIVAL DATE: July 1 - 23** Shipments that arrive July 24 or later may be refused

## Exhibitor Schedule

**Exhibit Hall Open For Setup:** Tuesday, July 28: 2-5 pm | Wednesday, July 29: 7:00 - 8:30 am

**Exhibitor Teardown:** Wednesday, July 29: 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 21

**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 21 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 21** | 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 21

**K&J Materials Handling Fee Includes:**

**ALL SHIPMENTS MUST ARRIVE JULY 1 - 23**

**"Drop-Dead-Date": THURSDAY, JULY 23**

- 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 21 for best pricing.**

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

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

**SHIPMENT ARRIVAL DEADLINE: July 23**

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 24 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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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------|--------------------------|
| <b>Exhibitor/Company Name</b>                                                                                                                                                                                                                                                                                                                                                                               |                          |                                                                                                                                            |                          |                               |                          |
| <b>CONTACT NAME</b>                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                                            |                          |                               |                          |
| <b>PHONE NUMBER</b>                                                                                                                                                                                                                                                                                                                                                                                         |                          | DIRECT:                                                                                                                                    |                          | CELL:                         |                          |
| <b>EMAIL</b>                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                                                                                                            |                          |                               |                          |
| Receipt Email (IF DIFFERENT)                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                                                                                                            |                          |                               |                          |
| Card Issuer:                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | VISA                                                                                                                                       | <input type="checkbox"/> | MasterCard                    | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | Discover                                                                                                                                   | <input type="checkbox"/> | AMEX                          |                          |
| <b>Cardholder Name</b><br>(AS SHOWN ONCARD):                                                                                                                                                                                                                                                                                                                                                                |                          | <b>DO NOT LEAVE THIS AREA BLANK.</b><br>Due to security regulations and company policy, K&J will not call you for credit card information. |                          |                               |                          |
| <b>Card Number :</b>                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                                                                                                            |                          |                               |                          |
| 16-DIGIT NUMBER: VISA / MASTERCARD / DISCOVER                                                                                                                                                                                                                                                                                                                                                               |                          |                                                                                                                                            | (or)                     | 15-DIGIT NUMBER: AMEX         |                          |
| <b>Expiration Date</b>                                                                                                                                                                                                                                                                                                                                                                                      | <input type="text"/>     |                                                                                                                                            | <b>C.V.V.</b>            | <input type="text"/>          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                             | (MM / YY)                |                                                                                                                                            | 4-DIGIT: AMEX            | 3-DIGIT: MC   VISA   DISCOVER |                          |
| Card                                                                                                                                                                                                                                                                                                                                                                                                        | STREET OR PO BOX         |                                                                                                                                            | CITY                     | STATE/PROVINCE                |                          |
| <b>Billing Address:</b>                                                                                                                                                                                                                                                                                                                                                                                     |                          |                                                                                                                                            |                          |                               |                          |
| <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, 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. Contact K&J for portal URL





# MATERIALS HANDLING ORDER FORM

2025 INTERFACE Montana  
SHIPMENT ARRIVAL DEADLINE: JULY 23  
ORDER DISCOUNT DEADLINE JULY 21

Company Name: \_\_\_\_\_  
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

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 July 23

Tracking Number(s) - You can email tracking numbers to KJ after you ship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFTER-SHOW/REFORWARDING**  
Where is it going / how is it getting there

Carrier: ☐ UPS ☐ Fedex ☐ Other (see below)  
-----Generally most used-----

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**

**OTHER Carrier/ LTL / MotorFreight Carrier Information:**

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

Telephone# \_\_\_\_\_

Service Type & Bill of Lading# \_\_\_\_\_

Physical Bill of Lading required for release to your carrier

PRO# or EAC Contact \_\_\_\_\_

## SELECT YOUR SHIPMENT TYPE

|                          |                                                                                                                      |                                                     |                                                                 |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> | <b>Single Shipment/Minimum Order</b><br>Any number of pieces in one shipment. TOTAL WEIGHT Less than 200 Pounds      | \$120 Minimum Charge Per Shipment<br>1 - 200 pounds |                                                                 |
| <input type="checkbox"/> | <b>Single Shipment - HEAVY- 201pounds+</b><br>Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more | Est Weight: 60¢ per pound (\$120 min charge)        |                                                                 |
| <input type="checkbox"/> | <b>Multiple Shipments</b>                                                                                            |                                                     |                                                                 |
| <input type="checkbox"/> | Shipment #1                                                                                                          | Est Weight: 60¢ per pound/200# Min                  | 60¢ per pound/per shipment<br>\$120 Minimum Charge Per Shipment |
| <input type="checkbox"/> | Shipment #2                                                                                                          | Est Weight: 60¢ per pound/200# Min                  |                                                                 |
| <input type="checkbox"/> | 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 at Advance Warehouse on or before July 23.

**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.

**Standard Pricing (+25%) Applies to Order/Forms Received or Paid July 22 or later**

Payment Due at Time of Order. We Do Not Invoice.  
Payment Accepted by Check or Credit Card

\$ \_\_\_\_\_

|                                                                                                                                                                                                                                                 |                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ALL Shipments Must Arrive On or Before:<br/>THURSDAY, July 23 (drop dead date)</b>                                                                                                                                                           | <b>ADVANCE WAREHOUSE SHIP-TO ADDRESS</b>                                                                                                                                   |
| K&J receives all shipments: crates/skids/envelopes/totes/boxes<br>INTERFACE and Exhibitor Name Must be Marked on All Pieces<br>Collect Shipments Will not be accepted<br>Extra Handling Fees for Off-Target Delivery/ arriving July 24 or later | TO: EXHIBIT MATERIALS: INTERFACE + Company<br><b>K&amp;J Convention Services 406-431-8295</b><br>c/o Capital Transfer & Storage<br>1316 Bozeman Avenue<br>Helena, MT 59601 |

# 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:  
THURSDAY JULY 23**

We will receive shipments between July 1 - July 23. July 24 is the drop dead date to get your shipments transferred to showsite and placed in your booth on time without additional charges. EMAIL US if you have questions

**Credit Card Required on File for all Materials Handling Orders**

# ADVANCE WAREHOUSE SHIPPING LABELS

BOOTH Number is NOT Required

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:  
THURSDAY JULY 23rd**

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:  
THURSDAY JULY 23rd**

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

2026 INTERFACE Montana

**DISCOUNT  
DEADLINE: July 21**

**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                                         |            |           |
| <b>CHAIR RENTAL</b> 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                                                       |            |           |
| <b>RACKS &amp; SPECIAL FURNISHINGS RENTAL</b>                                                                                                                                                                                                                                     |                                                                                     |            |           |
|                                                                                                                                                                                                                                                                                   | 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                                                                        |            |           |
| <b>ELECTRICITY &amp; UTILITIES</b>                                                                                                                                                                                                                                                |                                                                                     |            |           |
| 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                                                                             |            |           |
| <b>EXHIBITOR SERVICES</b>                                                                                                                                                                                                                                                         |                                                                                     |            |           |
|                                                                                                                                                                                                                                                                                   | Materials Handling -- attach form                                                   |            |           |
|                                                                                                                                                                                                                                                                                   | Install/Dismantle-- advance reservation/confirmation required. Limited Availability |            |           |



K&J Automatically Adds 25% of Order  
if order form(s) are received July 22 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 2026 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 21

**Regular Pricing: \$75 Per Man/Per Hour**  
If Ordered & paid July 22 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 23.**

### 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.

## K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

406-442-3238 | 406-458-3265fax

stacey@kjconventions.com

## Order Payment, Cancellation and Refund Policy

**Full payment is due at time of order. We accept payment by check or credit card.**

**Sorry, we do not invoice; Receipt is emailed 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.

### **CANCELLATION & REFUND POLICY**

### **DISCOUNT DEADLINE: July 21:**

- No refund or exchange credit for **cancellation (for any reason)** on or after July 22.
- No refund or exchange credit if you **change your mind** July 22 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 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.**