



EXHIBIT SERVICE KIT
TownSquare Media / Great Falls
The Women's Expo 2026

EACH BOOTH SPACE INCLUDES

- **Pipe & Drape Booth Structure - 8' high backwall and 3'h side dividers between exhibitors**
ALL BOOTHS ARE 10'W x 10'D unless otherwise noted. Multiple booths are in multiples of 10x10.
Each 10x10 Space is considered one booth space 2=double; 3=triple, etc.
If you have signed up for more than one 10x10 space (double booth/triple booth etc), you will receive that multiple tables, chairs, and power. All Booth displays and items must fit within the booth footprint and cannot extend out into the aisleways.
- **One 500w/110v electrical power source located at the back of each booth.**
Rent or bring powerstrips and extension cords if you have multiple items to plug in.
- **One 6' Black Skirted Table + 2* standard expopark chairs**
** Chairs are first come, first serve and selfservice when you arrive at setup.
- A Word About WiFi -- Bring your own hotspot and be prepared to supply your own internet service. WIFI, if available, is shared and while it's generally good for checking emails, etc. it may impact your presentation if used as part of your display.

EQUIPMENT / FURNISHINGS

UPGRADE YOUR 6' SKIRTED TABLE!

UPGRADE TO DIFFERENT **LENGTH** -OR-
UPGRADE TO SKIRTED **COUNTER!**

NO TABLE UPGRADES SEPTEMBER 26 OR LATER

Other Items available for rental:

Tall Round Bistros
Skirted Tables 4' 6' and 8' L
Skirted 42"H Counters - 4' - 6' - and 8'L
Tall Comfortable Chairs & standard height comfy Padded Arm Chairs
Booth Carpet
Privacy Panels/8' Drape Sections or ProPanels
6' and 8' gridwall
Electrical Upgrades
Various Racks
More standard chairs if you need more than what you get with your booth

ORDER FURNISHINGS, UPGRADES and OTHER SERVICES

on or before
September 25

All pricing automatically increases
by +25% on September 26

For best service, please EMAIL your order
or FAX your order in. We are frequently
out of the office due to the fall show
schedule and are hard to catch by phone.

Sorry, we cannot extend discount pricing September 26
or later, for any reason.

A Picture is Worth A Thousand Words!

View Photos of Rental Equipment at: www.kjconventions.com/catalog

Official Exhibit Services & Electrical Contractor

K&J Convention Services, LLC | Email: mtshows@kjconventions.com

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

The K&J Office is open by appointment only. Our office hours vary due to show schedules.

Please EMAIL or FAX us for best service. We will get back to you as soon as we can. Please
include your name, "26WEXPO" and your cellphone number on all correspondence.

Exhibit Service Contractor:

K&J Convention Services, LLC

Email: mtshows@kjconventions.com

Phone: 406-442-3238

Website: www.kjconventions.com/wexpo

**Discount Deadline to
Order All Services:
September 25**

Payment due at time of order.
K&J will automatically add +25% to all
payment and/or order forms submitted
and/or paid September 26 or later.

Sorry. We do not invoice.

Exhibit Hall Carpet

The Exhibit Hall is located on cement. **For comfort, order carpet!**

Hanging Items in Your Booth

K&J will provide you with as many S-Hooks as you need to hang your items. Please do not affix or attach signage, banners or other materials to the drapes or skirting in the booth through the use of tape, staples, pins (of any type), velcro, paperclips, zipties, or similar fasteners of any kind. We recommend standard office binder clips (small size) if you need to attach anything. We also recommend that you use banners with "grommet holes".

GRIDWALL: We now offer a limited number of black free-standing Gridwall for rent. Minimum order is 2 gridwall, but they can be extended by adding additional sections.

PROPANEL DISPLAY: If you have maps or other photos to display, you may want to consider renting a free-standing ProPanel/Poster Display Board System - - they are quick and easy, as well as double sided, and velcro, tack and pin compatible professional boards. Minimum order is 2 boards, but they can be expanded by adding additional hinging sections. Email us for more information.

A Picture is Worth A Thousand Words!

View Photos of Rental Equipment at: www.kjconventions.com/catalog

**EACH BOOTH IS FURNISHED WITH ONE 500w/110v POWER SOURCE
IN THE BACK OF EACH BOOTH**

Check Label on Your Equipment for Power Requirements

500w/4.5amp is usually sufficient to charge a laptop, cellphone, some lighting.
Check your equipment labels (or the internet) and upgrade if you need to.

Each power source offers one-single receptical (one plug in)
If you need to plug in multiple devices, bring or rent extension cords and power strips.

If your booth exceeds 500w/4.5amp and blows a circuit it won't be just your booth that goes dark.
You will be charged a call-out fee plus the upgrade to reconnect all affected booths. It's also highly likely your booth neighbors will be cranky with you. Don't be "that exhibitor". Please exhibit responsibly.

+ 600 Watt / 5 Amps

TV/VCR, Computer, Display Lights, ¼ HP Motor, etc.

+ 1200 Watt / 10 Amps

Hair Dryer, Vacuum Cleaner, Small Crock Pot, ½ HP Motor

+ 1800 Watt / 15 Amps

Frying Pan, Large Kitchen Appliances, ¾ HP Motor

+ 3000 Watt / 25 Amps

Commercial Cooking Equipment, Multiple Kitchen Appliances

220v- Extremely Limited. Call for Availability/Guarantee

WIFI, if available, is open and shared.

Connectivity, speed and reliabiity is not guaranteed.

Bring your own hotspot and be prepared to supply your own internet service.

K&J DOES NOT COORDINATE OR MANAGE WIFI/INTERNET

Contact the radio station or the fairgrounds for details.

Order (and Pay) on or before September 25! PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON September 26

THE WOMEN'S EXPO 2026 RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION

QTY		Price	Total
	UPGRADE 6' Table to: ☐ 4' ☐ 8'	\$20.00	
	UPGRADE 6' Table to Counter ☐ 4' ☐ 6' ☐ 8'	\$25.00	
	+ ADD SKIRTED Table ☐ 4' ☐ 6' ☐ 8'	\$47.00	
	+ ADD SKIRTED COUNTER ☐ 4' ☐ 6' ☐ 8'	\$52.00	
Skirt Color	☐ BLACK ☐ SILVER ☐ BLUE ☐ RED ☐ GREEN ☐ WINE ☐ GOLD/YELLOW ☐ Seafoam TEAL		
K&J DOES NOT RENT SKIRTS OR COVERS A LA CARTE FOR EXHIBITOR'S PERSONAL TABLES OR NON-KJ TABLES			
	+ ADD "Plain-NoSkirt" Table	\$30.00	
	+ ADD "Plain-NoSkirt" COUNTER ☐ 4' ☐ 6' ☐ 8'	\$35.00	
	Tall ROUND Bistro Table 42"H x 32"Round/Black Spandex	\$35.00	
	Bar-Height TALL Chair with back and padded seat	\$25.00	
	Padded Arm Chair Standard Height, padded back and seat	\$25.00	
	Standard Chair 2 ARE INCLUDED. If you need more, order here	\$5.00	
	Racks ☐ Rolling Coat/Garment ☐ Straight Arm ☐ Waterfall Arm	\$35.00	
	Black Gridwall _____ 2'w x 6'T _____ 2'w x 8'T	\$30.00	
	Literature Rack - FreeStanding (6 POCKET)	\$45.00	
	Small Wastebasket (2 Liners) (self-serve trash removal)	\$10.00	
	Tabletop Riser 10"x10" Sits on TOP of Table ☐ 4'L ☐ 6'L ☐ 8'L	\$20.00	
	Flatscreen TV (Smart/USB/HDMI) ☐ 32"@ \$200 ☐ 40"@ \$250		
	Booth Carpet & PAD PER EACH 10x10 BOOTH SPACE	\$125.00	
	Booth Carpet Only (no pad) DAILY VACUUM NOT INCLUDED	\$ 85.00	
	Choose Carpet Color ☐ BlueJay ☐ Pepper ☐ Red ☐ Gray ☐ Black ☐ Blue default show color solid black & blue are retiring		
	Tall Section (Privacy Panel/Changing Area) 8'H Drape 6'-10' wide (adj) priced per section	\$30.00	
	ProPanel Display~ Charcoal Min Order: 2 Panels HARDSIDES 38" WIDE X 7' TALL	\$40.00	
	Electrical : +600w@\$20 +1200w@\$25 +1800w@\$30 +3000w@\$40 Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts		
	☐ Extension Cord \$10 ☐ PowerStrip (not surge) \$10		
Discount Prices listed. K&J will automatically add 25% to all orders RECEIVED or PAID September 26 or later.		Total USD	

10x10 Booth Includes: (1) 6' BlackSkirted Table | One 500w/110v Power Source
Standard/Plain chairs available (2 per booth) when you arrive at the show.
* Table Upgrades: Include Black Skirt Only

PLEASE PRINT LEGIBLY

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____

We Email Credit Card Receipts

DISCOUNT DEADLINE: September 25, 2026

Orders received September 26 or later will be charged higher rates

--sorry no extensions--

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

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

Email: mtshows@kjconventions.com

FOR BEST SERVICE, PLEASE ORDER BY EMAIL OR FAX

FOR SECURITY, K&J STAFF WILL
NO LONGER CALL YOU FOR
CREDIT CARD INFORMATION

CREDIT CARD NUMBER _____

EXP: _____ CVV: _____

Month / Year

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

CARDHOLDER NAME _____

BILLING ZIP/POSTAL CODE _____

Order submission acknowledges K&J Order/Cancellation/Refund Policy. Client authorizes K&J to keep the card information securely on file.

PROPANEL RENTALS ARE FINAL AND NON-REFUNDABLE EVEN IF YOU CANCEL YOUR ATTENDANCE at the Show.



K&J CONVENTION SERVICES, LLC

PO BOX 5234, Helena, MT 59604

EMAIL: mtshows@kjconventions.com

Payment Due at Time of Order - Use This Form. Sorry, we do not Invoice.

K&J Convention Services, LLC

PO Box 5234 | Helena, MT 59604
406-442-3238 | 406-458-3265fax
mtshows@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.

We do not process orders or reserve/hold equipment without payment.

CANCELLATION / REFUND POLICY:

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

This policy applies to cancellations for any reason

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: September 25,2026

- No refund or exchange credit for **cancellation (for any reason)** on or after September 26 ;
- No refund or exchange credit if you **change your mind** about your order September 26 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.
- Applicable refunds must be requested in writing, and will be processed after the show, less applicable fees.

Submission or Order to K&J for booth furnishings, services or equipment, customer agrees to and acknowledges payment, refund and credit terms.

K&J team will not call you for credit card information.

Payment Due at time of order.

You may email orders and payment directly to us , or use fax.

Our email is end-to-end encrypted.

EMAIL ORDERS: mtshows@kjconventions.com | FAX ORDERS: 406-458-3265

We will email you a confirmation when we receive your order; and a receipt after processing.

If you wish to submit this order via Adobe Sign, please email mtshows@kjconventions.com for instructions. Standard pricing (no discounts) applies to orders that require additional/other/specialized handling for passwords, etc.