Order (and Pay) on or before January 12! PRICES LISTED ON THIS FORM ARE DISCOUNT PRICING AND WILL INCREASE ON JANUARY 13

2027 M.A.G.I.E RENTAL ORDER FORM & CREDIT CARD AUTHORIZATION

QTY			Price	Total
	Booth Carpet & PAD	PRICE LISTED IS PER EACH BOOTH SPACE DAILY VACUUM NOT INCLUDED	$125.00	
	Booth Carpet Only (no Pad)		$ 85.00	

Choose Carpet Color ☐ BlueJay ☐ Pepper (default show color) ☐ Red ☐ Gray ☐ Black ☐ Blue (Limited Availablity)

	+ 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

	Plain-NoSkirt" Table	☐ 4′ ☐ 6′ ☐ 8′ (customer provides cover)	$30.00	
	Plain-NoSkirt" COUNTER	☐ 4′ ☐ 6′ ☐ 8′	$35.00	
	Tall ROUND Bistro Table	42"H x 32"Round/Black Spandex	$35.00	
	Bar-Height TALLChair	with back and padded seat	$25.00	
	Padded Arm Chair	Standard Height, padded back and seat	$25.00	
	Standard Chair		$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		
	Tall BarePipe	(to hang banners above your booth) 2 Uprights | 1 Crossbar Each Section 12'Hx10w	$30.00	
	Tall Drape	(Privacy Panel/Changing Area within booth) 2 Uprights | 1 Crossbar 8'H Drape 6-10'section	$30.00	
	ProPanel Display~ Charcoal	Min Order: 2 Panels HARDSIDES 38"WIDE X 7'TALL	$40.00	
	Electrical :	+600w@$25 +1200w@$30 +1800w@$35 +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 order forms RECEIVED @K&J or PAID January 13 or later.

Total USD

Payment Due at Time of Order. We do not Invoice.
For Security, K&J can not telephone you to obtain credit card information

EACH Booth Includes: One 500w/110v Power Source in the back of each booth

TABLES, CHAIRS, OTHER FURNISHINGS ARE NOT INCLUDED IN YOUR BOOTH

PLEASE PRINT Your Order Information LEGIBLY

COMPANY NAME _____

ORDERED BY & PHONE NUMBER _____

EMAIL _____ We Email Credit Card Receipts

DISCOUNTS END: January 12, 2027

Orders or Payments received January 13-17 will be charged higher rates and availability is not guaranteed.

We are frequently out of the office at shows

FOR BEST SERVICE, ORDER BY EMAIL OR FAX

Email: mtshows@kjconventions.com
Fax: 406-458-3265 | Phone: 406-442-3238

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

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

CREDIT CARD NUMBER _____

EXP: _____ (Month / Year) CVV _____ (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.
No refund, changes or exchanges January 13 or later.
(even if you cancel your attendance at the show)

K&J CONVENTION SERVICES, LLC PO BOX 5234, Helena, MT 59604
EMAIL: mtshows@kjconventions.com

K&J CONVENTION SERVICES, LLC

ORDERING INFORMATION
2027 MAGIE
Presented by TownSquare Media / Great Falls

EACH BOOTH SPACE INCLUDES

- **Pipe & Drape Booth Structure**
  ALL BOOTHS ARE 10x8 unless otherwise noted.
  Multiple booths are in multiples of 10x8
  All Booth displays and items must fit within the booth footprint and cannot extend out into the aisle-ways.

- **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.

- **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.
  K&J does not manage internet or wifi.

EQUIPMENT / FURNISHINGS

Tables, Chairs, and Other Booth Furnishings are NOT INCLUDED in your booth fee

Must be Rented Separately Using the Order Form.

ORDER FURNISHINGS, UPGRADES and OTHER SERVICES
on or before
January 12

All pricing increases by +25% on January 13

Popular Items Include:
30"H(standard) Tables: 4' 6' 8' Lengths | Skirted or No Skirt
42"H (tall) Counters: 4' 6' 8' Lengths | Skirted or No Skirt
42" Tall Round Bistro / Cocktail Height tables
Booth Carpet: with or without pad
Chairs : Tall Chairs | Padded Arm Chairs | Standard Chairs
Privacy Panels: Add 8' Drape Sections or 7'H ProPanels
Gridwall : 6'H and 8'H
Electrical Upgrades
Various Racks: Literature | 2 Arm Racks | (rolling) Garment/Coat Rack
TableTop Risers
Small Wastebaskets
TV - various SMART sizes
Electrical Upgrades
All K&J rentals include delivery and setup in your booth | as well as after show dismantle

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 us for best service. We will get back to you as soon as we can.
Please include your name, what show you are attending 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

Discount Deadline to Order All Services:
January 12

Payment due at time of order.
Add +25% to all order forms submitted and/or paid January 13 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, skirting or booth hardware 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". S-Hooks are self-service and available at the K&J Desk at Show Setup. No reservation necessary.

SETUP SCHEDULE

Booth Setup is assigned by time. K&J does not control move-in assignments.
You will be notified by Ron or the TowneSquare Media Staff of your assigned move-in time.
If you arrive earlier than your designated time, you may have to wait. If you arrive after your designated time, you may have to wait, or you may not be able to drive in. Due to the nature of setting up a timed show on-the-fly, as hard as we try to stay on track, unexpected delays may occur with setup and /or with deliveries of your K&J order to your booth. Thank you for your consideration.

A Picture is Worth A Thousand Words!
View Photos of Rental Equipment at: www.kjconventions.com/catalog

K&J Convention Services
mtshows@kjconventions.com
Phone: 406-442-3238 | Fax: 406-458-3265

Electrical Service & WiFi / Internet

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.

The guide below is for reference only. Be sure you check your equipment operating notes for proper wattage/amperages.

+ 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

THE FINE PRINT: 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. Please don't be "that exhibitor". Please exhibit responsibly.

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 show management or the venue for details.

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 due to postponement 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: January 12

CANCELLATION & REFUND POLICY	
	- No refund or exchange credit for **cancellation (for any reason**) on or after January 13 - No refund or exchange credit if you ***change your mind*** about your order January 13 or later; - No refund for orders placed January 13 or later - No refund/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 will not call you for payment information.
Payment Due at time of order.
You may email orders and payment directly to us , or use fax.

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.

Standard pricing (no discounts) applies to orders that require additional/other/specialized handling for passwords, etc.