

# OFFICIAL EXHIBIT SERVICE KIT

## 2022 Made in Montana Trade Show for Food & Gifts

March 11-12, 2022 | Helena, MT

### Exhibit Services, Freight & Electrical Contractor:



K&J Convention Services, LLC  
PO Box 5234 | Helena, MT 59604  
Phone: 406-442-3238 | Fax: 406-458-3265

Email: Office@kjconventions.com  
Website: www.kjconventions.com  
Office Hours: Please Email Us. Thank You.

Due to "COVID Event Restrictions" in 2020/spring 2021, K&J was force-closed for over a year. We survived - and are open - but can't yet fully staff our office. We hope to be back to "more normal" hours in August.

**Until we are fully back up, please EMAIL us for faster service.** If you feel you need to call, please leave a message if we don't answer.

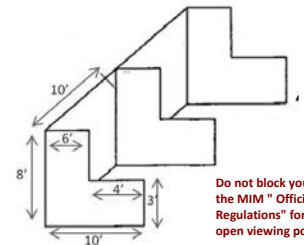
### The Show Furnishes Each Booth With:

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

Backwall: 8' high black pipe & drape backwall

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

Booth contents cannot extend into aiseways or onto aisle carpet



Do not block your neighbors. See the MIM " Official Rules & Regulations" for right-of-way and open viewing policy.

**Maximum Booth Height: 8'**

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

### Booth Furnishings

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

TABLE UPGRADES AVAILABLE. CHANGE YOUR TABLE SIZE TO:

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

Upgrades are available in Black Skirts Only.  
Upgrades must be ordered in advance.  
Upgrades are not available after February 28

### Electricity

**EACH BOOTH IS FURNISHED WITH 500WATTS/110V POWER AND ONE SINGLE PLUG OUTLET.**

500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you are plugging in more than one device, rent or bring a powerstrip. 220v is limited, and needs to be ordered in advance @ additional charge.

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

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

**Ordering Something?? Order/Payment Must be Received at K&J on or before February 28**  
Pricing Increases March 1

## Poster/Pro-Panel System & Portable Display Rentals

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

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



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

**EXHIBIT Setup is Thursday, September 9**

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

## Trash Handling and Cleaning

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

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

## Lost & Found / Disposal of Items

Exhibitor will remove all exhibits, equipment, inventory/product and trash/debris from the contracted booth space/the premises no later than 7:00 PM Saturday, March 12 2022. Any and all items left in booth spaces or the premises after 7:00 PM are subject to disposal and recovery is not guaranteed. This includes but is not limited to banners, exhibitor-owned property, electronics, and leftover product.

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

## Materials Handling/Drayage/Shipping Materials

**Materials Handling/Drayage and Reforwarding Services are coordinated by K&J.**

**Do Not Ship directly to the Fairgrounds.** The Fairgrounds has not been contracted to receive or store freight. If you need to ship your display or product to the show, please contact K&J by February 28 for shipping information and deadlines.

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**Questions? Don't see what you need?**

**Call or Email us!**

**406-442-3238 | [office@kjconventions.com](mailto:office@kjconventions.com)**

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## Each booth is furnished with one 500w/4.5amp of 110v power and one single-plug-in outlet.

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

Even if you are using equipment that can plug into a "standard/household" outlet, if it exceeds 500watts/4.5 amps you will be required to upgrade your power.

EXAMPLE of items that most-likely require a power upgrade: crockpot, space heater, electric kettle, coffee pot, microwave, heat light/warmer, motors, vacuum, laser printer, "non-LED" lights - basically anything that heats or cools - needs and upgrade.

**If you have more than one item to plug in, rent or bring a power strip.**

- ◆ Electrical upgrade information/pricing is on the show order form.
- ◆ Check your equipment labels for correct amperage and/or wattages.
- ◆ Each booth is allotted 600w/5amp on our circuit. You will be charged additional fees if you don't order enough power and "blow" a breaker or circuit. If your power goes out (or you blow your neighbor's out by using too much wattage) it will take time to get our team onsite, fixed and get you back up and running. Don't chance losing power during the show .
- ◆ If we have questions about your power, or what you are plugging in, we will contact you prior to the show.
- ◆ **Contact us if you don't know how much power your equipment requires.**
- ◆ General Guidelines and what's generally powered by the standard electricity provided in your booth is below:

### General Guidelines:

**+ 600 watts/5 amp:** Typically sufficient For: cellphone, tablet charging, regular size (32" Flatscreen) TV, DVD Player, Laptop Computer, 2 (100w) Standard (non-LED) Light , ¼ HP Motor, etc.

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

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

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

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

# # OFFICIAL MIM SHOW RENTAL ORDER FORM

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

	UPGRADE TABLE Length	to <input type="checkbox"/> 4' <input type="checkbox"/> 8'	\$15.00
	UPGRADE TO TALL COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$20.00
	UPGRADE SKIRT COLOR to other than BLACK		\$10.00
	+ ADD SKIRTED Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.00
	+ ADD SKIRTED COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$52.00
Skirt Color	<input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> WINE <input type="checkbox"/> GOLD/YELLOW <input type="checkbox"/> Seafoam TEAL <small>K&amp;J DOES NOT RENT SKIRTS OR COVERS ALA-CARTE FOR EXHIBITOR'S PERSONAL TABLES OR NON-KJ TABLES</small>		
	+ ADD "Plain-NoSkirt" Table	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$30.00
	+ ADD "Plain-NoSkirt" COUNTER	<input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$35.00
	Tall ROUND Bistro Table	42"H x 32"Round/Black Spandex	\$35.00
	Bar-Height Tall Chair Rental	with back and padded seat	\$22.00
	Padded Arm Chair	Standard Height, padded back and seat	\$22.00
	Standard Chair	2 are already included. Order if you need more!	\$10.00
	2-Arm Bag Rack/Garment Rack	<input type="checkbox"/> Straight Arm <input type="checkbox"/> Waterfall Arm	\$35.00
	A-Frame Clothes/Coat Rack	(5' WIDE)	\$35.00
	Small Wastebasket	(2 Liners) (self-serve trash removal)	\$10.00
	Flatscreen TV	<input type="checkbox"/> 32"@\$200 <input type="checkbox"/> 40"@\$225 <input type="checkbox"/> 49"@\$325	
	ProPanel Display Rental /Charcoal	Min. Order 2	\$35.00
	Booth Carpet Rental	PER EACH BOOTH SPACE (10x10)	\$75.00
	Color	<input type="checkbox"/> Black <input type="checkbox"/> Pepper <input type="checkbox"/> Blue <input type="checkbox"/> BlueJay <input type="checkbox"/> RUBYRed <input type="checkbox"/> Gray	
	Carpet Pad	PER EACH BOOTH SPACE (10x10) must rent carpet,too	\$35.00
	Electrical :	+600w@\$20 +1200w@\$25 +1800w@\$30 +3000w@\$40 <small>Each Booth Includes 500w. Upgrade if you use non-LED Lighting or pull more than 500 watts</small>	
	<input type="checkbox"/> PowerStrip	Not a Surge Protector \$10 <input type="checkbox"/> Extension Cord \$10	
	+220v - Standard NEMA Connection	Availability /Location Limited	\$110 ea
<b>Sub Total</b>			
<b>Discount Prices are listed and expire February 28</b> Add 25% to orders received -or- paid March 1 or later		+25%	March 1/Later
<b>Total Amount Due</b>			USD

# Made in Montana TradeShow

Helena, Montana | March 11-12, 2022

COMPANY \_\_\_\_\_

ORDERED BY \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

We Email Credit Card Receipts

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

Orders Accepted via EMAIL - MAIL - FAX

Email: [Office@kjconventions.com](mailto:Office@kjconventions.com) | FAX 406-458-3265

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

Official Exhibit Services Contractor of the Made in Montana TradeShow:



## Credit Card Authorization:

Full 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. No refunds or credit March 1 or later. Cardholder authorizes K&J to keep the card information in a secure file for future orders related to MIM or future events.

# Order Payment, Cancellation and Refund Policy

**Full payment is due at time of order. We accept payment by check or credit card. Sorry, we do not invoice or reserve equipment without payment.**

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

We are still recovering from the pandemic closure of 2020/21 -- our office hours vary, so please email your order, or fax it in. Thanks.

## CANCELLATION / REFUND POLICY:

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

**No special circumstances waivers apply for cancellation due to "No-Shows", non-attendance, weather, illness or exposure to illness, etc.** This policy applies to cancellations /postponement made by the Exhibitor, Producer, Venue or Government Entity.

**PROPanel Rentals are final at time of order. No cancellations, extensions or credit/refund for any reason.**

## DISCOUNT DEADLINE: **February 28, 2022**

<b>EXHIBITOR CANCELS -- OR -- CHANGES ORDER</b>	<b>BEFORE Discount Deadline:</b>	Refund 50% of original order amount; less 10% processing fee
	<b>AFTER Discount Deadline:</b>	All Orders are Final. No refund or Exchange Credit
	<b>At Setup or Showsite:</b>	All Orders are Final. No refund or Exchange Credit
<b>SHOW RESCHEDULED BY Producer</b>	<b>Same Calendar Year:</b>	K&J will hold your order and payment until the rescheduled date.
	<b>Different Calendar Year:</b>	Show Canceled by Producer Policy Applies
	<b>EXHIBITOR Not Attending</b>	K&J Refunds 50% of original order amount
<b>SHOW CANCELED by Producer/Government/Venue</b>	<b>BEFORE K&amp;J has Setup</b>	
	- Credit Card Orders:	K&J will refund all but 10% of order amount (\$20 min)
	- Orders Paid by Check:	K&J will refund original amount less \$10 Check Not Cashd Yet: K&J will SHRED check. No fees
	<b>AFTER K&amp;J has Setup:</b>	Refund 50% of Order
	<b>AFTER <u>Show</u> has OPENED:</b>	No Refund

- No refund for cancellation (for any reason) March 1 or later except as provided in our policy
- No refund or exchange credit if you change your mind about your order March 1 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.

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