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**Please forward this information to your booth representatives – shipping department – exhibit warehouse**

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**Housekeeping Notes:**

- Attached is the **Exhibit Service Kit** for this show.
- Our website is being re-configured, so at this point our site is unreachable.
- And, finally, we were completely closed March 2020 through the end of May thanks to the pandemic. We are not yet able to support normal office hours; so if you need to reach us, please email and we will get back to you. [OFFICE@KJCONVENTIONS.COM](mailto:OFFICE@KJCONVENTIONS.COM)

**Montana Independent Bankers  
Annual Meeting & Convention  
July 22-24, 2021 | Billings, Montana**

**MIB Furnishes Each booth with:**

One 6' Skirted Table/2 Chairs | Booth ID Sign | Electrical Source | All booths are carpeted.

**If you need additional furnishings, table upgrades or are shipping to the show, please use the Exhibit Service Kit Attached.**

Booth Size: 8' wide x 6' deep pipe & drape booth structure

**★★ Shipping – Do not ship directly to the hotel.** The hotel is not contracted to receive or store your freight it may become lost or misdirected. Shipping instructions are on pages 7-9 of the Exhibit Service Kit. Ship your materials anytime to arrive at K&J on or before July 21.

**PLEASE Submit PAGES 5, 8 and 9 on or before July 16**

**The shipping address is on page 9**

**DISCOUNT PRICING DEADLINE: Friday, July 16**

Order must be received and paid on or before July 16 or regular pricing will be applied.

**SHIPPING ARRIVAL DEADLINE: Wednesday, July 21**

Additional fees for shipments that arrive July 22 or later.

Shipments that arrive without a M/H Order form and payment will incur additional feed.

**EXHIBITOR SETUP: Friday, July 23: 9am – 5 pm**

See you at the show!

**K&J Convention Services, LLC**

PO Box 5234, Helena, MT 59604

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

**PLEASE EMAIL US! [office@kjconventions.com](mailto:office@kjconventions.com)**

**CLOSED JULY 1 – 6**

# EXHIBIT SERVICE KIT

## Montana Independent Bankers 2021 MIB Annual Convention & Trade Show

July 22-24, 2021 | Billings, Montana

### General Services Contractor:

Exhibit Services, Furnishings, Electrical, Materials Handling & Labor



### K&J Convention Services, LLC

PO Box 5234, Helena, MT 59604 *(not a shipping address)*

Phone: 406-442-3238

Email:

Office@kjconventions.com

Website:

www.kjconventions.com

Due to "COVID Event Restrictions", K&J was force-closed for over a year. We survived - and are open - but can't yet support normal office hours. **Please email us for faster service.** If you feel you need to call, please be sure to leave a message if we don't answer.

### MIB Furnishes Each Booth With:

8'w x 6' d Pipe & Drape Booth Structure

One Booth ID Sign

One 6' Skirted Table & 2 Chairs

One 500w/110v electrical source

### Booth Furnishings

Need additional furnishings? Our rentals include table upgrades • additional tables & counters • tall chairs • specialty chairs • tall round bistro tables • TV/monitors • Carpet • and more!

### Need a table longer than 6'? or a tall counter-height? Table Upgrades Available

Change table **LENGTH** --- 4' and 8' lengths available **-OR-**

Change table **HEIGHT** to 42" tall skirted counter --- 4', 6' or 8' lengths available

Upgrades must be ordered on or before July 16. Sorry, we cannot upgrade once the show is setup.

### Shipping to the Show / Materials Handling

**ALL Materials Handling/Drayage and Re-forwarding Services are provided by K&J:**

- K&J will receive your materials up to 30 days in advance of the show;
- K&J will securely store -- transfer to showsite -- and place in your booth; and
- K&J will transfer back out to your carrier after the show.

**DO NOT SHIP DIRECTLY TO THE HOTEL. The hotel has not been contracted to handle materials.** K&J reserves the right to charge the Exhibitor for all calculated weights at show-site pricing if shipments are sent directly to the hotel instead of to K&J; and payment will be due prior to delivery to the show and release.

### Exhibitor Schedule

Exhibitor Setup: Friday, July 23: 9am - 5 pm

Exhibitor Teardown: Saturday, July 24: 8:30 - 9:30 am (immediately after breakfast)

### Discount Deadline: July 16

All orders received or paid July 17 or later will be charged standard pricing.

## Electricity

Each booth is standard with 500watts of 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 power-strip. Call for 220v or if you are cooking or warming.

## Portable Display Rentals

K&J offers a large selection of high quality tabletop and floor model displays available for rental. Just bring your graphics. Visit [www.kjconventions.com](http://www.kjconventions.com) and click on "Display Rentals and Sales" for more information and to see pictures and pricing.

## Hanging Items in Your Booth

Exhibitors are prohibited from affixing or attaching 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 items of any kind. K&J will provide you with as many S-Hooks as you need to hang your items.

**Exhibit Hall Carpet:** Carpet is included in all booths. *Custom color carpet may be ordered by the exhibitor and will be placed on TOP of the existing facility floor surface.*

**Booth Furnishings:** All booth equipment furnished by MIB will be installed in your booth and ready for you at exhibit setup.

- Any additional booth furnishings ordered in advance, as well as freight sent to K&J, electrical orders, etc will be waiting in your booth when you arrive for setup.
- A very limited number of additional furnishings will be available for on-site rental, availability is not guaranteed. We recommend ordering on or before July 16 to ensure availability and to get the lowest pricing. Table upgrades are not available onsite.

**Questions? Don't See What You Need? *Call or Email Us!***  
**406-442-3238 | [office@kjconventions.com](mailto:office@kjconventions.com)**

# Shipping Information At-A-Glance

**AT A MINIMUM, Complete and Return these pages on or before July 16:**

**Page 5: Payment Summary/Method.** Credit Card is required for all Materials Handling Orders

**Page 8: Materials Handling Order Form**

**Page 9: After-The Show Transfer Instructions**

Exhibiting "Company Name" is required on all packages. **Booth Number is NOT Required**

## All Materials Must Arrive At K&J Advance Warehouse On or Before July 21

If you are shipping freight from another show, call us for details if your freight will arrive July 22 or later.

Shipments arriving July 22 or later will incur "Off Target" delivery and special courier fees.

K&J will accept all shipments and freight June 23 - July 21.

**Warehouse Receiving Hours: Monday through Friday between the hours of 8:30 AM - 4 PM .**

### Be Sure To Submit Your Order Forms & Payment On or Before July 16

Materials arriving at the Advance Warehouse (or the hotel or without pages 5, 8, 9 on file at K&J will be charged the regular price, plus a special delivery charge.

**The Hotel has not been contracted to receive your freight;** if you are shipping from another show and absolutely cannot get it to the Advance Warehouse on or before July 21, PLEASE CALL US FOR ARRANGEMENTS

**K&J is the official exhibit service and materials handling/freight contractor for this show.** K&J will charge the Exhibitor for all calculated weights at show-site pricing if shipments/materials for the show are sent directly to the Hotel. Payment will be due from Exhibitor prior to delivery to the show and release.

## After-The-Show / Outbound Shipping / Re-forwarding

Post-Show Materials Handling/Transfer is included in your Materials Handling Fee

### UPS and FEDEX Customers (standard, ground and express)

- K&J coordinates all post-show shipping.
- UPS and FEDEX will be transferred to the carrier on Monday, July 26.
- **Exhibitors:** Do not contact UPS or FEDEX independently to schedule a pickup.
- Prepaid Labels are required.

### Customers of Private or LTL Carriers: (FEDEX Freight, UPS Freight, YRC, Pilot, etc):

- K&J will not leave freight at the show site unattended for a carrier to pick up at a later date.
- Exhibitor must make arrangements with private carriers for pickup in accordance with After Show Materials Transfer Instructions (on page 9)
- Additional Charges will apply if your carrier does not show up as scheduled.
- Prepaid Bill of Lading and other legal documents are required to be furnished by the Exhibitor.

**SUBMIT ORDER FORMS by DISCOUNT DEADLINE TO QUALIFY FOR LOWER PRICING**

**DISCOUNT DEADLINE July 16**

**Questions? Call or Email us!**

**406-442-3238 | office@kjconventions.com**

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

500 watts is *usually* sufficient to run laptops, monitors and display lighting. If you need more than 500 watts/4.5 amp, you must upgrade.

If you are plugging in more than one device, rent or bring a power-strip.

- To order electrical upgrades, use the **Order Form / Order Summary** Sheet.
- Please check your equipment labels for correct amperage and/or wattages.
- Additional charges apply if an exhibitor does not order enough power and “blows” a breaker or circuit.
- 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 will be cooking, heating or cooling anything.

### General Guidelines:

**+ 600 watts/5 amp:** Typically sufficient For: Cell phone, Tablet, Regular TV, 32” Flat-screen, DVD Player, Laptop Computer, Standard Display (non-LED) Light (2-100w) , ¼ HP Motor, etc.

**+1,200 Watts/10 amp:** Typically Sufficient For: Small Appliance, Vacuum Cleaner, Small Crock Pot, 37” Flat-screen TV, Standard Computer, ½ HP Motors, etc.

**+1,800 Watts/15 amp:** Typically Sufficient For: ¾ HP Motor, >42” flat-screen, 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

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

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K&amp;J Convention Services, LLC

PO Box 5234

Helena, MT 59604

Office@kjconventions.com

Email Orders to: OFFICE@kjconventions.com

Each Booth Includes: 6' Skirted Table, 2 chairs,  
500w power source, booth ID sign

Use this form to order additional equipment or upgrades!

## 2021 MIB (Montana) Trade Show

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

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

PHONE: \_\_\_\_\_

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

RECEIPT EMAIL:  
(if different)

**DISCOUNT DEADLINE: July 16**

**Orders Accepted by Phone — Fax — Email — Online PDF**

All Orders must be received and paid on or before July 16 to qualify for discount pricing.

All orders received or paid July 17 or later will be charged regular price. Payment due at time of order.

**TOTAL DUE: \$** \_\_\_\_\_

**SELECT PAYMENT METHOD:** \_\_\_\_\_ Check \_\_\_\_\_ Credit Card

### TO PAY BY CHECK

**Full payment must be submitted with your order(s). WE DO NOT INVOICE.**

**Make checks payable to: K&J Convention Services, LLC | PO Box 5234 | Helena, MT 59604**

Include "US FUNDS" on all checks drawn outside of the US. If a credit card is not on file, any additional orders, or orders made by your contact or booth reps onsite will require advance payment by them prior to service or delivery.

**Credit card required for materials handling and I&D labor orders.**

We do not invoice or accept "e-checks"; we do email detailed receipts after your order & payment are processed.

### TO PAY BY CREDIT CARD

*Credit Card is the preferred payment method. Complete the information below and return with your order(s). Any additional orders made by your contact or booth reps onsite will be charged to this card, including any shipping charges and Labor. **Sorry, we do not invoice; but we do email detailed receipts after your order and payment is processed.***

**We Accept:**

**American Express  
Mastercard**

**VISA  
Discover**

**Full Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ (MM/YY) **CVV:** \_\_\_\_\_ (3 digits back of MC/VISA or 4 digits front of AMEX)  
(required)

**CARDHOLDER NAME:** \_\_\_\_\_

**ZIP CODE / POSTAL CODE ASSOCIATED WITH CARD:** \_\_\_\_\_

**CARDHOLDER SIGNATURE:** \_\_\_\_\_ (or other authorized person)

ORDERS OR PAYMENTS RECEIVED July 17 or later WILL BE CHARGED OUR STANDARD PRICE. No exceptions. This includes orders received late due to mail delays, fax or email malfunction, or "declined cards or funds". All orders must be received and paid on or before July 16 to qualify for discount pricing. No refund will be made for freight services ordered, but were not shipped/arrived in time. If you submit a materials handling order and then do not ship (or change your mind), no refund will be processed after July 16. By submitting this form, you acknowledge K&J's Cancellation/ Refund policy and agree to be bound by the Service Terms and Conditions in the Exhibit Service Kit.

**For Your (and Our) Security: K&J Staff will not call you or email you for a credit card number. If you submit an order without this page, or if it is blank, you must initiate the call to K&J with your credit card number.**

**Orders without payment will not be processed or qualify for the discounted rates.**

Payment Summary / Method

## 2021 MIB (Montana) Trade Show

## ORDER FORM: FURNISHINGS — MATERIALS HANDLING/DRAYAGE — ELECTRICAL

COMPANYNAME:

PHONE:

CONTACTNAME:

EMAIL:

	Select QTY	DESCRIPTION	Order & Pay		Enter Total Due
			on or before July 16	on or after July 17	
		<b>UPGRADE TABLE</b> to: <u>    </u> 4' or <u>    </u> 8' Table	\$15.00	\$20.00	
		<b>UPGRADE TABLE</b> to 42" h Counter: <u>    </u> 4' <u>    </u> 6' <u>    </u> 8'	\$20.00	\$30.00	
	NOTE: Upgrades are not available for ordering at the showsite. No choice of skirt color on upgrades; show colors only				
Add Additional Standard Tables		+ 4' Table - 30" High, Skirted with White Top	\$37.00	\$42.00	
		+ 6' Table - 30" High, Skirted with White Top	\$42.00	\$47.00	
		+ 8' Table - 30" High, Skirted with White Top	\$47.00	\$52.00	
	SELECT SKIRT COLOR: <u>    </u> Black <u>    </u> Red <u>    </u> Blue <u>    </u> Silver <u>    </u> Gold/Yellow <u>    </u> Hunter Green <u>    </u> Teal/Seafoam <u>    </u> Burgundy <u>    </u> No Preference				
ADD 42" Tall Tables/Counters		<b>SHORT Café</b> 30" Round x 30" high - incl BlackSpandex	\$32.00	\$37.00	
		+ 4' Tall Table/Counter - 42" High, Skirted with White Top	\$42.00	\$52.00	
		+ 6' Tall Table/Counter - 42" High, Skirted with White Top	\$47.00	\$57.00	
		+ 8' Tall Table/Counter - 42" High, Skirted with White Top	\$52.00	\$62.00	
SELECT SKIRT COLOR: <u>    </u> Black <u>    </u> Red <u>    </u> Blue <u>    </u> Silver <u>    </u> Gold/Yellow <u>    </u> Hunter Green <u>    </u> Teal/Seafoam <u>    </u> Burgundy <u>    </u> No Preference					
General Furnishings		<b>TALL Bistro:</b> 30" Round x 42" high - incl BlackSpandex	\$30.00	\$35.00	
		+ADDITIONAL Standard Chair (2 are included per booth - additional chairs are self-service/onsite)			
		Standard Arm Chair (Table Height - w/padded arms, seat, back)	\$18.00	\$23.00	
		Bar /Tall Director-Height Chair (Counter Height)	\$22.00	\$27.00	
		Free-Standing 6 Pocket Literature Rack	\$45.00	\$55.00	
		Free Standing Glass Display Case 5'h x 14"w x 17" deep	\$125.00	\$160.00	
		3 Tier "Tripod" Aluminum Easel	\$10.00	\$15.00	
		TableTop Riser <small>10"x10" sits on top of table</small> <u>    </u> 4' <u>    </u> 6' <u>    </u> 8'	\$15.00	\$20.00	
		DVD Player	\$25.00	\$30.00	
		32" Flatscreen Smart TV/Monitor	\$150.00	\$175.00	
		40" Flatscreen Smart TV/Monitor	\$225.00	\$250.00	
		49" Flatscreen Smart TV/Monitor	\$325.00	\$350.00	
		Small Wastebasket	\$10.00	\$10.00	
		Custom Booth Carpet (sits on top of Conference Center Carpeting)	\$75.00	\$85.00	
	SELECT CARPET COLOR: <u>    </u> BlueJay <u>    </u> PepperBlack <u>    </u> Granite <u>    </u> RubyRed				
Power		Power Strip (not a surge protector)	\$ 10.00	\$ 10.00	
		Extension Cord	\$ 10.00	\$ 10.00	
		Electrical Upgrade: +600 watts/5 amp	\$20.00	\$25.00	
		Electrical Upgrade: +1200 watts/10 amp	\$25.00	\$35.00	
		Electrical Upgrade: +1800 watts/15 amp	\$30.00	\$45.00	
		Electrical Upgrade: +3000 watts/25 amp	\$40.00	\$50.00	
	Labor/ Install & Dismantle Services	Attach Order Form			
	Materials handling	Attach Order Form			

Return Order Forms &amp; Payment to:

K&amp;J Convention Services, LLC

PO Box 5234 | Helena, MT 59604

PHONE: 406-442-3238 Fax: 406-458-3265

Email: office@kjconventions.com

**TOTAL DUE**

# Instructions for Completing Material Handling & After-The Show Instructions


**AT A MINIMUM, Complete and Return these pages on or before July 16:**

**Page 5: Payment Summary/Method.** Credit Card is required for all Materials Handling Orders

**Page 8: Materials Handling Order Form**

**Page 9: After-The Show Transfer Instructions**

## Preparing Your Shipment and Order:

- Send us your paperwork as complete as possible, estimating weights and number of boxes, etc. as necessary. If you don't have a tracking number, send us your order anyway.  
*If you are uncertain of your weights, we will charge you the minimum immediately, and charge any balances when the freight is received. Credit Card Required.*
- Be sure you submit your Order Forms and Payments on or before July 16
- Keep your tracking numbers and related information. K&J will not notify you when freight is received at the K&J advance warehouse or show-site. Keep your tracking numbers or sign up with your carrier for updates; **Please forward K&J a copy of your tracking numbers as well.**
- Be sure you complete the Shipment Details on the order form. Please be sure to let us know if a pallet jack lift-gate is required. Forklifts are not allowed inside the hotel.
- Collect shipments will not be accepted.  
 **"Shipment" means:** "Any number of pieces received on the same day, from the same shipper and delivered by the same carrier". If you send multiple shipments on different days or from different locations, each is considered a separate shipment if it arrives on different days or from different carriers. (example: your display warehouse sends a shipment and your headquarters sends a shipment). We recommend you consolidate your shipments (to save yourself money).

## After the Show: Transferring it to your carrier:

- **Outbound / Re-forwarding Services are included in your materials handling fees.**  
We receive it before the show; deliver to your booth, and assist you in transferring the shipment out to your carrier after the show.
- Pre-printed, pre-paid shipping labels, bills of lading, and other required forms should be packed inside your inbound shipment.
- Exhibitor is responsible for preparing/boxing/labeling freight
- Exhibitor is responsible for all shipping costs.
- **UPS and FEDEX (ground, express and standard)**- - do not call for a pickup.
- **Private carrier pickups: Exhibitor is responsible for scheduling pickup.**  
*Private carriers include UPS Freight, Fedex Freight, YRC, Pilot, AirExpress, etc.*
- Bill of Lading /other required forms are required to be at K&J for Private Carrier Pickups.
- If you do not include a BOL inside your shipment, you may email them to us.  
*Email all Bills of Lading to: office@kjconventions.com*

**Credit Card Required For All Material Handling / Freight & Drayage / Re-forwarding Services**



# K&J Convention Services

Phone: 406-442-3238

Fax: 406-458-3265

# Materials Handling Order Form

**Be sure to submit Page 9 as well!**

## Show: 2021 MIB (Montana) Trade Show

COMPANY NAME:	
CONTACT NAME:	
CONTACT TELEPHONE	

Complete the information below. Estimate weights as necessary if not known.

We will charge the minimum now; upon receipt of your shipment, we will charge you the difference.

City Shipped From:	Carrier:
Est. Ship Date:	Tracking #(s):
Est. Arrival Date: (All materials should arrive on or before July 21)	
# of Shipments	
Est. Weight Per Shipment:	Booth Rep Name:
Est. Total # Pieces:	Rep Cell Phone#:

## Standard Rates & Payment Information

If Your Freight Weighs	Materials Handling Order Forms Received on or before July 16 You Pay Discount Rate:	Materials Handling Order Forms Received July 17 or later: You Pay Standard Rate:
0 – 200 pounds	\$90.00 **	\$110.00 **
Greater than 200 Pounds:	45¢ per pound (45.00 per CWT) **	55¢ per pound (55.00 per CWT) **

**\*\*DISCOUNT PRICING:** All order forms received by K&J on or before July 16 pay 45¢/pound or \$90 Minimum per shipment

### All Materials Handling Services must be prepaid and ordered in advance.

- Materials that arrive without payment or the Materials Handling Order Form will be charged Standard Rate
- A \$50 special handling fee applies for all shipments received that do not have payment on file at K&J
- Collect shipments will not be accepted.
- DO NOT ship directly to the Hotel – the Hotel is not contracted to receive your freight.**
  - Standard Rate + \$50 Special Handling fee per item applies to all shipments sent directly to the hotel.
- Call K&J for arrangements if you think your shipment(s) will not arrive at the advance warehouse on or before July 21. Additional charges may apply.

It is our experience that most exhibitors submit their order forms on or before the discount deadline to qualify for the discounted rates.

**Don't know weight? We will charge the minimum now; upon receipt of your shipment, we will charge you any difference later.**

<b>Shipment #1:</b> Weight (200 # Minimum): _____ x 45¢/pound = _\$ _____	
<b>Shipment #2:</b> Weight (200 # Minimum): _____ x 45¢/pound = \$ _____	
or \$90 whichever is greater	
<b>Add 10¢ per pound (\$20 Minimum) if your OrderForm or Payment is submitted July 17 or later: \$ _____</b>	
<b>Add lines A+B+C (transfer this total to your payment form)</b>	

**\$90.00  
Minimum  
Charge  
Per Shipment**

**All Shipments Must Arrive at Advance Warehouse on or before July 21**

**ADVANCE WAREHOUSE SHIPPING ADDRESS ON PAGE 10**



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

# After-the-Show Instructions

## Materials/Shipping/Freight

### THIS FORM IS REQUIRED

IF YOU HAVE **ANY** OUTBOUND SHIPMENT (s) GOING OUT AFTER THE SHOW, REGARDLESS OF THE CARRIER.

AFTER SHOW MATERIALS HANDLING IS INCLUDED IN THE MATERIALS HANDLING FEE

## 2021 MIB (Montana) Trade Show

**YOUR COMPANY NAME**

**SHIPPING CARRIER**

(Fedex/UPS/Airways/Etc)

**TYPE OF SERVICE**

(Ground, Overnight, 3 day, Etc)

**PAYMENT**

**METHOD**

**PREPAID PREPRINTED LABELS**

Include labels (and Bills of Lading if sending via a private carrier): inside your incoming shipment; with your booth rep, or email to office@kjconventions.com on or before July 22

**SHIPPING TO:**

**CITY / STATE**

(for cross reference purposes -- so we know the right box has the right label)

- Booth Rep is responsible for completing the proper bills of lading and labeling your outbound freight.
- Preprint your UPS/Fedex Label -- Do not use handwritten labels.

Helpful Hint: For "Shipper Name" ALWAYS use your HQ Address (not K&J), *that way, if anything happens during transit with the carrier it will always come back to you, not Montana*

- **Keep your tracking numbers!** K&J does not track items once we have transferred it to your carrier. K&J will not accept responsibility for misdirected or lost freight. K&J reserves the right to re-route when carriers are not present, fail to show, or expedite the move due to conflicts in scheduling. No liability will be assumed as a result of such rerouting.

## FEDEX and UPS Customers: (Ground, Express, 2/3 Day, Overnight, etc)

- Do not Call UPS/Fedex for a Pickup. DO NOT drop it at the hotel front desk.
- K&J will pick it up from your booth during show strike and transfer to carriers on Monday, July 26

## CUSTOMERS OF PRIVATE CARRIERS or LTL CARRIERS:

Private LTL Carriers Include: Fedex Freight, UPS Freight, YRC, Rodeway, Pilot, MTS, etc.

Exhibitor must make pickup arrangements with the carrier for pickup on Monday, July 26:

**Preferred**

**PICKUP DATE:** Monday July 26

**DESIGNATED PICKUP TIME:** 11 am - 4:30 pm

**PICKUP LOCATION:**

(MIB show freight  
will be transferred on  
Monday from K&J Helena)

**K&J Convention Services, LLC**

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

### Optional -- Private Carrier Pickup on Saturday at Showsite:

If you wish to have your show materials/freight picked up by your private carrier on Saturday from the showsite, please contact K&J for specific Instructions and assigned pickup time.

K&J will not leave freight or materials at the hotel for pickup at a later time or date.

All freight force-transferred due to no-show of carriers will result in additional charges.

Client will pay labor charges if carrier arrives 31 minutes or later after the assigned pickup time.

## 2021 MIB (Montana) Trade Show

# ADVANCE WAREHOUSE ADDRESS

Make Sure Your Labels and/or Boxes Contain the Following Information

Make Sure "MIB" and your "Exhibiting Company" name is on all boxes!

**BOOTH NUMBER IS NOT REQUIRED!!**

FOR: \_\_\_\_\_

Exhibiting Company Name

**SHOW NAME: MIB**

**TO: K&J Convention Services (Phone: 406-442-3238)**

**c/o Baker Transfer & Storage**

**706 Daniel St.**

**Billings, MT 59101**

**All Shipment(s) Must Arrive at the  
Advance Warehouse  
on or before July 21**

(If you are shipping from another show and need your freight to arrive July 22 or later please contact us for instructions and arrangements; additional charges apply for "off target" arrivals.

**Credit Card Required for all Freight Orders**



**K&J Convention Services, LLC**  
 PO Box 5234 - Helena, MT 59604  
**Office@kjconventions.com**  
 Email Orders to: OFFICE@kjconventions.com

## 2021 MIB (Montana) Trade Show

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

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

PHONE: \_\_\_\_\_

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

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

### Installation & Dismantle Labor Service Details

Need help? K&J will install your display in your booth prior to Exhibitor Setup. *Sorry, we cannot guarantee early setup!*

One Hour Per Person Minimum. Thereafter labor is charged in 1/2 Hour Increments

**Please include special instructions and setup/photo of your display. Tell us what we are setting up!**

If K&J is dismantling or packing your outbound freight, call for instructions and pickup schedule.

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.

### Pricing

**DISCOUNT PRICING: \$40 Per Hour**

Must be ordered and paid by July 16

**Regular Pricing: \$50 Per Hour**

If Ordered or paid July 17 or later

### Select Labor Services & Calculate Cost:

\_\_\_ **INSTALL** (will be completed prior to Exhibitor setup at K&J discretion)

# of People: \_\_\_\_\_ x Approx Hours per Person: \_\_\_\_\_ = Total Hours: \_\_\_\_\_ (One Hour Min.)

\_\_\_ **DISMANTLE**

# of People: \_\_\_\_\_ x Approx Hours per Person: \_\_\_\_\_ = Total Hours: \_\_\_\_\_ (One Hour Min.)

Total Hours \_\_\_\_\_ x \$40.00 / hour (@Discount pricing) = \$ \_\_\_\_\_ **ESTIMATED TOTAL COST**

Must be ordered and paid on or before July 16

Total Hours \_\_\_\_\_ x \$50.00 / hour (@regular pricing) = \$ \_\_\_\_\_ **ESTIMATED TOTAL COST**

If ordered or paid July 17 or later

### PLEASE TELL US HOW YOUR BOOTH DISPLAY/EXHIBIT WILL ARRIVE:

\_\_\_ Exhibit will be shipped to advance warehouse

\_\_\_ Exhibit will be hand carried into show by Rep

### SPECIAL INSTRUCTIONS/COMMENTS

**REQUIRED: Tell us what we are setting up or taking down. Include drawings or photographs**

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Submission of this form is acknowledgement and acceptance of the Service Terms and Conditions, detailed in the Exhibit Service Kit

**Credit Card Required for All Labor Services**

**Install & Dismantle Services**

# 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 without payment.**

It's a balancing act. K&J is committed to being human with a heart and compassion but we are also a business that has to stay afloat in these uncharted waters. The financial and emotional impact of COVID-19 has been significant and unlike anything K&J (or our community) has ever experienced. We feel blessed that we didn't have to close permanently, and will hopefully recover. We also understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their businesses. Due to these unprecedented circumstances, we have temporarily revised our policy. This policy will apply to individual booth furnishings & exhibitor services order cancellations or postponement by the show Producer, Venue or Government Entity.

**All equipment and service orders are priced per event, not per day.**

**No refund if entire show or portion thereof is canceled after show opening.**

**SHOW CANCELED before K&J Setup:**

- Credit Card Orders: K&J will refund all but 10% of the order amount (\$20 minimum)

- Orders paid by Check: If K&J has cashed your check: We refund original order amount less \$10  
If K&J has NOT cashed your check: K&J will SHRED the check. No fees.

**SHOW CANCELED** after K&J has Setup: K&J refunds 50% of the order amount

**SHOW CANCELED** after show has opened: No refund

**EXHIBITOR CANCELS after Discount Deadline:** K&J refunds 50% of the original order amount

**EXHIBITOR CANCELS 0 - 48 hours prior to Exhibitor Setup Schedule:** No refund or exchange credit

**EXHIBITOR CHANGES/CANCELS order at Setup/Showsite:** No refund or exchange credit.  
All orders are final upon delivery.

**EXHIBITOR CANCELS before Discount Deadline:** K&J refunds all but 10% of credit card orders/\$20 min.  
Payment made by check will be refunded less \$10.

**SHOW RESCHEDULED Prior to K&J Setup:** K&J will hold your order and payment until the rescheduled date (within the same year). If rescheduled show is not within the same calendar year, K&J will treat the order/payment the same as for Show Cancellation by Producer (see Below).

Show is **RESCHEDULED** but **Exhibitor** not participating: K&J will refund 50% of the order amount

## Frequently Asked Questions

- **HOW DO I CANCEL MY ORDER?** As soon as we are informed that an Exhibitor, Producer, Government or Venue has cancelled an event, we will begin working through cancelling orders. You will be emailed a final email showing any applicable charges and/or credits/refunds. Please allow up to 30 days for refunds.
- **IF I JUST SENT IN MY ORDER, WILL IT BE PROCESSED RIGHT AWAY?** If we have been notified by the event producer, Venue, or Government Entity that the event has been cancelled, we will not process the payment. We will process orders based on pricing the date it was received, but hold the payment in a secure vault until after the discount deadline, or longer if we have reason to believe there may be a last minute entire show cancellation. Our intention is if we can hold off charging a card or cashing a check as long as possible, there's more opportunity to provide customers with a full refund.

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

# SERVICE TERMS and CONDITIONS

These Service Terms and Conditions limit your possible recovery in case of loss or damage. They will not be edited or changed.

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 WILLFUL NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall K&J be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of K&J or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if K&J has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

**12. JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MONTANA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT

JURISDICTION IN LEWIS & CLARK COUNTY, MONTANA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**13. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless K&J and its employees, members, managers, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out 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 any 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.