



*Montana Livestock Expo • 400-3rd Street NW
Great Falls, Montana 59404*

4th Annual Montana Livestock Expo

WEDNESDAY, APRIL 17TH, 2024

Montana Expo Park • Great Falls, Montana

Managed by: Cramer Expo Management; www.cramereventmanagement.com
Doug Cramer: (306) 520-3553 or cramerexpomgmt@gmail.com

Exhibitor Information

REGULAR PRICE (USD)

10' x 10' \$610.00

10' x 20' \$1,090.00

10' x 30' \$1,510.00

EXHIBITOR SPACE INCLUSIONS

Each 10' display space receives:

- One (1) 8ft table
- Two (2) chairs
- Electricity
- Wi-Fi
- Pipe & Drape

Please note: All exhibitors must bring the following:

- Extension cord
- Table cloth

EXHIBITOR SET UP: April 16th, 2024

Set-Up Hours: 8:00am to 7:30pm

All displays must be ready by 7:30pm on April 16th No Exceptions.

SHOW HOURS: April 17th, 2024

8:30am to 5:30pm

TEAR DOWN HOURS: April 17th

6:00 pm – 11:00pm

All displays must be removed by 11:00pm

TRADE SHOW RENTAL AND DELIVERY SERVICES:

K & J Convention Services in Helena, MT
Contact Chris 1-406-442-3238
www.kjconventions.com

I, hereby apply for exhibitor space to the Montana Livestock Expo on April 17th, 2024 at Montana Expo Park. I have read the exhibitor information application package and agree to the rules and regulations. I understand that this is an application and that final approval rests with show management of the Montana Livestock Expo.

Signature of Applicant:

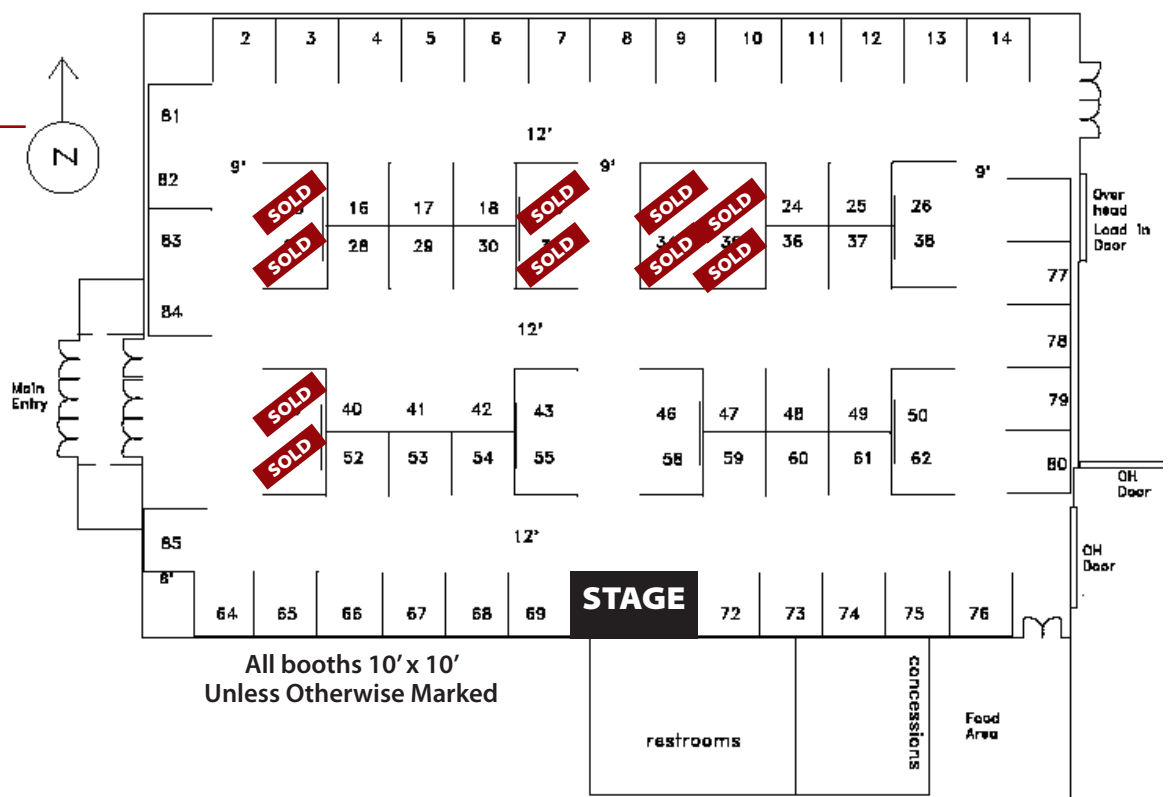
Montana Livestock Expo

**GREAT FALLS
FAIRGROUNDS
EXPO HALL**

Important Information

REGISTRATION PROCESS:

1. Fill out registration form.
(STEP ONE)
2. Include your booth choices and we will do the best to accommodate your requests.
(1st come 1st serve)
3. YOU MUST email your registration form to cramerexpomgmt@gmail.com to Register and guarantee booth preferences. **(STEP TWO)**
4. PAYMENT – Your payment must be mailed with a copy of your registration form as instructed on the registration form, check or credit card accepted.
(STEP THREE)
5. Full Payment will guarantee you, your spot and registration form alone will not hold your booth space.



Application Form

Company Name: _____

Company Contact First & Last Name: _____

Type of Product Displayed: _____

Name Badges (give the names of all persons who will be in attendance; please print clearly):

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Signature: _____

Booth # Choices 1st _____ 2nd _____ 3rd _____

Exhibit Space: 10ft x _____

Total = \$ _____ USD

Sponsorship _____ Total = \$ _____ USD

Total Balance Owning = \$ _____ USD

Credit Card No. ____/____/____/____/ **Expiry Date** ____/____ **CVV** _____

Name of card holder _____

- **Payment by checks** (please make check payable to **Cramer Ag Expo**)

Cramer Ag Expo
Box 38
Bulyea, Saskatchewan Canada
S0G0L0

Sponsorship Opportunities

Company Name: _____

Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

- Platinum Sponsor (TBA) **(1 AVAILABLE)**
- **Tradeshow Street Sign @ \$500.00 each**
- Coffee Break area @ \$400.00 each *(Only 2 available)*
- Lanyard Sponsorship @ \$500.00 each (only 1 available) **(SOLD)**
- Refreshment/Milk Break \$400.00
- General Show Sponsor \$500.00
- Nest Run Egg Competition Sponsor \$400.00
- Nest Run Organic Egg Competition Sponsor \$400.00
- Pie Baking Competition Sponsor \$300.00
- Charity Auction Donation – One Charity will be Chosen By Colony Participants
- Championship Auction - All Funds Raised - The Champions will Choose One Charity “of choice” to receive all Auction proceeds.

Signature: _____ Date: _____

2024 MT Livestock Expo

Expo | Great Falls, Montana

Each Booth Includes:

One 8' UNSKIRTED TABLE and One 500w/110v Power Source.
If you need a table skirt pre-order upgrade or bring your own. Show Floor: Cement
Standard Chairs are Supplied by the Fairgrounds. 2 Per Booth -- Self-Service

RENTAL FURNISHINGS ORDER FORM										
- Order & Pay on or before April 5										
QTY	RENTAL FURNISHINGS ORDER FORM								Rental Price (EACH)	
UPGRADE OPTIONS:										
	Add Skirt to Included or Upgraded Table								\$25.00	
	TABLE SIZE UPGRADE: Change 8' Table to <input type="checkbox"/> 4' <input type="checkbox"/> 6'								\$20.00	
	UPGRADE TO COUNTER: Change 8' Table to Unsk. Counter								\$30.00	
	+ ADD SKIRTED Table		30" high	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'			\$47.00	
	+ ADD SKIRTED COUNTER		42" high	<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"/> Gold/Yellow <input type="checkbox"/> BlackSkirt if not K&J DOES NOT RENT SKIRTS /COVERINGS ALA-CARTE FOR NON KJ TABLES BROUGHT INTO SHOW marked									
	+ ADD UNSKIRTED Table			<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'			\$30.00	
	+ ADD UNSKIRTED COUNTER			<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'			\$35.00	
	+ ADD Tall ROUND Bistro		42"H x 32R /BLACK SPANDEX COVER							\$35.00
	Padded Arm Chair			Tall Chair						\$25.00
	Small Wastebasket (2 liners)									\$10.00
	Standard Aluminum Easel		Standard Height							\$10.00
	Booth Carpet		PER EACH BOOTH SPACE (10x10)							\$85.00
	Color Choice: <input type="checkbox"/> BlueJay <input type="checkbox"/> BlackPepper <input type="checkbox"/> RubyRed <input type="checkbox"/> Gray									
	+ Carpet Pad		PER EACH BOOTH SPACE (10x10)		Carpet Rental Required		Not a Surge Protector		\$44.00	
	Extension Cord \$10		<input type="checkbox"/> PowerStrip		\$10					
	Electrical Upgrade: <input type="checkbox"/> +600W/5Amp <input type="checkbox"/> +1200W/10amp <input type="checkbox"/> +1800W/15amp <input type="checkbox"/> +3000W/25amp									
	500W per booth included		\$20.00	\$25.00	\$30.00	\$40.00				
	+220V --- NEMA 14-50 Recepticles		(One Cord per each 220v circuit)							\$125.00
	Payment Due at Time of Order. We do not Invoice. Order Total USD									
	All reservations/guarantees require payment at time of order.									
	Discount Pricing Listed. Standard Pricing Applies to all Orders Received or Paid April 6 or later: ADD 25% After 4/6									
	TOTAL AMOUNT DUE USD									

ORDER FORM & CREDIT CARD AUTHORIZATION

Please Print All Information

Exhibitor/Booth Company: _____

Ordered by: _____

Phone Number: _____

Full Payment Due at Time of Order. We do not invoice.

Order & Pay on or before April 5, 2024

(Add 25% for orders received or paid April 6 ir later)

Orders may not be accepted onsite - order in advance

FAX ORDER TO : 406-458-3265

EMAIL: office@kjconventions.com

US Mail: PO Box 5234 | Helena, MT 59604

ALL orders must be received at K&J on or before April 5

We recommend you not wait until the last minute to order.

CREDIT CARD AUTHORIZATION (VISA / AMEX / MC / DISC)

Number: _____ FULL CARD NUMBER REQUIRED: FIFTEEN (AMEX) - or - SIXTEEN (MC/VISA/DISC)

Expiration Date: _____ MM/YYYY

CVV CODE: VISA/MC/DISC _____ 3DIGIT AMEX _____ 4DIGIT

Cardholder Name: _____ We Email Credit Card Receipts

Billing Zip/POSTAL CODE _____

Email Address _____

Order submission acknowledges K&J Order/Cancellation/Refund Policy. Client authorizes K&J to keep the card in a secure file in case of future orders related to future events.



K&J Convention Services, LLC | 406-442-3238

For Best Service -- **Email Us** or **FAX** your order to us

406-458-3265 FAX | office@kjconventions.com

MATERIALS HANDLING ORDER FORM

MT Livestock Expo 2024

Company Name:

DISCOUNT DEADLINE

Onsite Booth Rep: Name & CellPhone Number:

April 5, 2024

----- COMPLETE BOTH SECTIONS AND RETURN TO K&J -----

INCOMING SHIPMENT(S):

Where is it coming from / when it will arrive

Carrier: FedEx & UPS are the most utilized carrier at this show.

☐ UPS ☐ Fedex ☐ Other: (LTL/Freight)

Other/LTL Carrier Name:

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 April 12

Tracking Number(s) (or LTL/Private Carrier BOL and Phone #)

AFTER-SHOW / REFORWARDING

Where is it going / how is it getting there

(after show handling is included in your rate)

Carrier: (specify if not Fedex or UPS)

☐ UPS ☐ Fedex ☐ Other (see below)

Destination (City):

Service Type:

Ground/Express/2-Day, Etc.

PREPAID labels for After-Show Fedex/UPS Required
Do Not Schedule or 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

Agent/Arranger Name/Cellphone Number

CALCULATION OF RATE - Credit Card Required to be on file for all materials handling

Single Shipment/Minimum Order

Any number of pieces in one shipment. Total Weight: Less than 200 Pounds

\$100 Minimum Order

Single Shipment /201pounds+

Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more

Est Weight:

\$.50 per pound

Multiple Shipments

\$.50 per pound/per shipment

\$100 Minimum Charge Per Shipment

Shipment #1

Est Weight:

\$.50 per pound/200# Min

Shipment #2

Est Weight:

\$.50 per pound/200# Min

Shipment #3

Est Weight:

\$.50 per pound/200#Min

SHIPMENT DEFINITION: A Shipment is " Any number of pieces received on the
SAME DAY from the SAME SHIPPER and delivered by the SAME CARRIER.

ADDITIONAL FEES / SURCHARGES

We charge Additional fees if your shipments need unexpected/additional handling

No Order Form on file when Shipment Arrives at Advance Warehouse

60¢/pound or \$120/min + \$50 special handling

No Order /No Payment on file when Shipment Arrives at Advance Warehouse

60¢/pound or \$120/min + \$75 special handling

OFF Target Arrival: Shipment Arrives at Advance Warehouse Late

\$100-\$300 depending on location/delivery hotshot

Special Handling: Tip/Drop Indicator, Pallet Jack/Forklift etc.

\$75 per shipment

Showsite Shipments are not managed/handled by K&J. Contact the Fairground/Montana Expo Park for rate, fees and instructions

There is a 200 pound minimum charge for each shipment received (0-200pounds). We understand that your calculation is only an estimate. Final charges will be based on actual weights. We reserve the right to re-weigh shipments. Adjustments will be made accordingly. Shipments received at the advance warehouse without this form and payment on file (or at the showsite) will be charged special handling. Special delivery and special handling fees are in addition to standard fees. We recommend that you consolidate multiple packages into one shipment to save money. Exhibitor is responsible for all actual shipping charges/fees.

ORDER SUB TOTAL

\$

Standard Pricing (List +25%) Applies for Order Forms Submitted or Paid April 6 or later

ADD 25% if order forms are
submitted april 6 or Later

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

TOTAL DUE

\$

**ALL Shipments Must Arrive On or Before:
Friday, April 12, 2024 (drop dead date)**

K&J receives all shipments: crates/skids/envelopes/totes/boxes

Livestock + Exhibit Company Name Must Be On All Shipments

Collect Shipments Will not be accepted

Extra Fees apply for Off-Target Delivery/ arrivals April 13 or later

ADVANCE WAREHOUSE SHIP-TO ADDRESS

TO: EXHIBIT MATERIALS: Livestock + Company

K&J Convention Services 406-431-8295

c/o Suhr Transport

#1 Huffman Court

Great Falls, MT 59404

K&J Convention Services, LLC

E: Office@kjconventions.com | P: 406.442.3238 | F: 406.458.3265