

Montana Livestock Expo 2024

OFFICIAL EXHIBIT DETAILS

April 17, 2024

Exhibit Services Contractor:

Exhibit Services, Furnishings, Electrical



OFFICE HOURS ARE LIMITED.
FOR BEST SERVICE PLEASE EMAIL US :
office@kjconventions.com

Discount Deadline: April 5, 2024

The Expo Furnishes Each Booth With:

Pipe & Drape Booth Structure

2 Chairs (provided by venue/self-service)

One 8' Unskirted Table (upgrade & skirting is available)

One 500w/110v electrical source (4.5amp) (upgrades available)

Booths are a standard pipe & drape structure, consisting of an 8' high back wall and 3' high side dividers.

Booth Size Increments: 10x10 Show is on a cement floor. Carpet is available for rental.

Booth Furnishings

8' Tables are unskirted, and only include a basic white topper.

We recommend that you upgrade to a skirted table or bring your own covering.

SELECT TABLE UPGRADES AVAILABLE

- Change table **HEIGHT** to 42" tall counter (unskirted)
- Change table **LENGTH** to 6' Long or 4' Long
- Tables are **UNSKIRTED**. Upgrade your order to include a skirt or bring your own covering.

Only the table included in your booth is eligible for upgrade. Additional tables/counters are at an additional fee. Upgrades must be ordered on or before April 5. No upgrades April 6 or later.

Electricity

Each booth is standard with 500watts of 110v power (4.5 amp) 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 or have large equipment that requires more than 500watts/4.5 amp.

Materials Handling/Shipping

K&J will receive your shipments at the advance warehouse, store and transfer them to your booth.

Complete Pages 3 & 5 from this kit and return on or before April 5.

All shipments must arrive at the ADVANCE WAREHOUSE: On or before April 12, 2024.

If you wish to not hire K&J for materials handling services and handle your own freight, please contact the Fairgrounds for arrangements to ship to the showsite directly. K&J will not handle shipments sent to the showsite. Fairgrounds/Montana ExpoPark: 406-727-8900

DISCOUNT DEADLINE TO ORDER ALL SERVICES: APRIL 5, 2024

Hanging Banners/Signs in Your Booth

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, zip-ties, 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 not included in booths. The Show Floor is cement. *We rent custom color carpet in RubyRed, BlueJay, BlackPepper and Gray. With or without pad. See the order form to order.*

Booth Furnishings:

All booth equipment furnished by K&J will be installed in your booth and ready for you at exhibit setup. Any additional booth furnishings ordered in advance, 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** at our standard pricing, availability is not guaranteed. We recommend that you plan ahead and order on or before April 5 to ensure availability and to get the lowest pricing.

A picture is worth a thousand words

-- check out our online catalog-photobook of our equipment!

<http://www.kjconventions.com/catalog>

Email US for Faster Service:

office@kjconventions.com

2024 MT Livestock 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 you own. Show Floor: Cement Standard Chairs are Supplied by the Fairgrounds. 2 Per Booth -- Self-Service

RENTAL FURNISHINGS ORDER FORM

QTY

- Order & Pay on or before April 5

Rental
Price (EACH)

UPGRADE OPTIONS:

Add Skirt to Included or Upgraded Table \$25.00

TABLE SIZE UPGRADE: Change 8' Table to ☐ 4' ☐ 6' \$20.00

UPGRADE TO COUNTER: Change 8' Table to Unsk. Counter \$30.00

+ ADD SKIRTED Table 30" high ☐ 4' ☐ 6' ☐ 8' \$47.00

+ ADD SKIRTED COUNTER 42" high ☐ 4' ☐ 6' ☐ 8' \$52.00

Skirt Color: ☐ BLACK ☐ SILVER ☐ BLUE ☐ RED ☐ GREEN ☐ Gold/Yellow BlackSkirt if not
K&J DOES NOT RENT SKIRTS /COVERINGS ALA-CARTE FOR NON KJ TABLES BROUGHT INTO SHOW marked

+ ADD UNSKIRTED Table ☐ 4' ☐ 6' ☐ 8' \$30.00

+ ADD UNSKIRTED COUNTER ☐ 4' ☐ 6' ☐ 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: ☐ BlueJay ☐ BlackPepper ☐ RubyRed ☐ Gray

+ Carpet Pad PER EACH BOOTH SPACE (10x10) Carpet Rental Required \$44.00

☐ Extension Cord \$10 ☐ PowerStrip Not a Surge Protector \$10

Electrical Upgrade: ☐ +600W/5Amp ☐ +1200W/10amp ☐ +1800W/15amp ☐ +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.

All reservations/guarantees require payment at time of order.

Order Total USD

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 or 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: _____

Billing Zip/POSTAL CODE _____ We Email Credit Card Receipts

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 Instructions

2024 MT LIVESTOCK

INBOUND (preshow)

**All Order Forms and Payment
Must be Submitted to K&J on or
before April 5, 2024**

**All Shipment(s) must arrive at
Advance Warehouse on or
before April 12, 2024**

If you wish to ship to SHOWSITE and handle your own shipments, please contact the Fairgrounds for arrangements to ship to the showsite directly. K&J will not handle shipments sent directly to Showsite CONTACT: Fairgrounds/Montana ExpoPark: 406-727-8900

1. Be sure your company name and LIVESTOCK is on all pieces. WE DO NOT REQUIRE BOOTH NUMBER

2. Use the label format provided or use your own UPS/Fedex Labels

2. K&J will not manage or handle shipments sent directly to showsite

Advance Warehouse Hours: Monday-Friday 8:30-4 pm (excluding holidays)

ADVANCE
WAREHOUSE
ADDRESS

TO: **K&J Convention Services / LIVESTOCK + "Company Name"**
c/o Suhr Transport
1 Huffman Court
Great Falls, MT 59404

Be sure to submit the materials handling order form to
K&J by April 5, 2024 if you ship to the advance warehouse.
Additional fees if we don't receive your order.

Exhibitor is responsible for all shipping fees and taxes.

After-The Show instructions only apply to exhibitors that hired K&J for materials handling.

AFTER-THE-SHOW INSTRUCTIONS

(for CUSTOMERS OF FEDEX or UPS)

*HINT: FedEx & UPS are
traditionally the most utilized
carrier at this show.*

1. Send prepaid labels to be used for after show return/forwarding inside your shipment,
with your booth rep. or email them to K&J: office@kjconventions.com

2. **DO NOT Schedule a Pickup by Fedex or UPS.** K&J will coordinate transfer to those carriers
after the show. (ground, regular, 2/3day, saver or express shipments).

3. **DO NOT create "Standard UPS/Fedex RETURN Tag" or "CALL Tag" for your shipment.**

PRIVATE & LTL CARRIERS -

Fedex-FREIGHT or UPS-FREIGHT are
considered "private carriers"

1. Customer must schedule a pickup at the Showsite with the carrier.

2. If you shipped to our advance warehouse Contact K&J for pickup address and appointment instructions

3. Bring or Email a PREPAID BILL OF LADING to K&J

4. K&J is not a customs broker. If you are shipping outside of the USA, contact your shipping
company regarding a customs broker and related required documents.

5. Private carriers must show up when **scheduled**. Freight will not be left at the showsite for pickup later.
ADDITIONAL FEES WILL BE CHARGED FOR NO-SHOWS, LATE PICKUP OR FORCE FREIGHT

Exhibitor (or carrier) must contact K&J to arrange an appointment for pickup
K&J Convention Services - 406-442-3238 | Send BOL to: office@kjconventions.com

IF YOU ARE SHIPPING TO THE SHOW, PLEASE COMPLETE AND RETURN:

Page 3: Payment/Credit Card Authorization

Page 5: Materials Handling Order Form

MATERIALS HANDLING ORDER FORM

MT Livestock Expo 2024

Company Name:

DISCOUNT DEADLINE

Onsite Booth Rep: Name & CellPhone Number:

April 5, 2024

INCOMING SHIPMENT(S):
Where is it coming from / when it will arrive

AFTER-SHOW / REFORWARDING
Where is it going / how is it getting there
(after show handling is included in your rate)

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 #)

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

OR
OR

Single Shipment/Minimum Order		\$100 Minimum Order
Any number of pieces in one shipment. Total Weight: Less than 200 Pounds		
Single Shipment /201pounds+	Est Weight:	\$.50 per pound
Any number of pieces in one shipment. TOTAL WEIGHT: 201 Pounds or more		
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

2024 Livestock Expo

ADVANCE WAREHOUSE ADDRESS

Make Sure Your Labels and/or Boxes Contain "Livestock"

and your "Exhibiting Company"

on all items!

BOOTH NUMBER IS NOT REQUIRED!!

FOR: _____

Exhibiting Company Name

SHOW NAME: LIVESTOCK

**K&J Convention Services
c/o Suhr Transport
#1 Huffman Court
Great Falls, MT 59404**

406-442-3238

**All Shipment(s)
Must Arrive at the Advance
Warehouse on or before
April 12, 2024**

Credit Card Required for all Materials Handling Orders

Shipments received without an order or payment on file will incur additional fees and delivery delays

For your security, K&J Team will not contact you for credit card information

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 run out quickly -- we recommend you order as soon as possible.

DISCOUNT DEADLINE: April 5

Orders received April 6 or later will be charged an additional 25%

CANCELLATION / REFUND POLICY:

This policy will apply to all rental orders & exhibitor services order cancellations regardless of cause.

All orders are final on April 8 - no refund due to illness, suspected illness or anticipated illness.

This policy also applies to cancellations due to postponement by the show Producer, Venue or a Government Entity.

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

ALL ORDERS ARE FINAL ON APRIL 5, 2024.

- No refund for cancellation (for any reason) April 6 or later except as provided in our policy (above).
- No refund or exchange credit if you change your mind or cancel attendance April 6 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.