

Montana Agricultural and Industrial Expo

# 2016 KMON M.A.G.I.E.

Montana ExpoPark/Four Seasons Arena -- Great Falls, Montana

*Official Exhibit Services, Freight & Electrical Contractor:*

## **K&J Convention Services, LLC**

Phone: 406-442-3238 | Fax: 406-458-3265 | Email: [office@kjconventions.com](mailto:office@kjconventions.com)

Exhibit Service Kit & Order Forms Online: [www.kjconventions.com/magie](http://www.kjconventions.com/magie)

### Booth Structure:

**Pipe & Drape Booths.** 8' high backwall and 3' high side dividers.

**Show/Drape Colors:** RoyalBlue with a Silver Center Stripe



### Booth Furnishings:

**TABLES, CHAIRS, CARPET AND OTHER BOOTH FURNISHINGS  
ARE NOT INCLUDED IN YOUR BOOTH FEE, PLEASE ORDER FROM K&J.**

We offer affordable booth furnishings for rent: skirted tables & counters (*choice of skirt color*) ♦ regular and tall chairs ♦ tall round bistro tables/with spandex ♦ flatscreen monitors ♦ booth carpet ♦ literature racks ♦ more! All rentals include delivery and installation in your booth. *Popular items sell-out fast – order soon to guarantee availability.*

### Electricity

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

500 watts is *usually* sufficient to run a laptop, monitor and standard display lighting. If you are running equipment that heats up or has a motor (cooking, crockpots, coffee pots, lots of lights, space heaters, etc) you must upgrade. If you have multiple booths you have that multiple of wattage. If you blow a breaker due to not ordering enough power, we will charge you an additional \$30 Force Upgrade Fee. Questions? Give K&J a call 406-442-3238.

### Shipping to the Show?

K&J has been contracted as the Freight Contractor for this show. K&J will **receive** your freight in advance of the show and securely **store** it, **bring** it to your booth for vendor setup, and help you **reforward** it after the show. If you choose to ship directly to the Fairgrounds and not utilize our services, you will be on your own to locate the freight, get it to your booth and get it back out after the show. **Charges apply if K&J receives/signs for or handles your freight in any manner.**

**Ordering Booth Furnishings? Electrical Upgrades? Shipping to the Show?**

## **Order by January 13 (for discount pricing)**

Some popular items sell out early. We recommend you order as soon as practical to guarantee availability. All Orders Received/Paid After January 13 will be charged the regular price. If you are mailing your order, please allow ample time for it to arrive at K&J on or before January 13 to avoid additional charges.

**Questions? Want to Place Your Order by Phone? Call us at 406-442-3238**

**QTY M.A.G.I.E. ORDER FORM**

**KMON M.A.G.I.E. | January 21-23, 2016**  
 Montana ExpoPark/Four Season's Arena - - Great Falls, Montana

**Each Booth Includes One 500w/110v (4.5amp) Power Supply**  
 TABLES - CHAIRS - BOOTH CARPET, ETC. ARE NOT INCLUDED IN YOUR BOOTH FEE - - ORDER THEM HERE!

**Company Name:** \_\_\_\_\_  
**Ordered by:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

Full Payment Due at Time of Order.  
 All pricing is for the duration of the show & includes delivery & setup

**Orders Accepted by Phone - Fax - Mail & Email!**  
 Phone: 406-442-3238 | FAX: 406-458-3265  
 Email To: pdforders@kjconventions.com  
 Order/Payment Mailing Address: PO Box 5234 - Helena, MT 59604

TOTAL DUE: \_\_\_\_\_  Check  Credit Card

**CREDIT CARD INFORMATION (VISA/AMEX/MC/DISC)**

**Number:** \_\_\_\_\_  
**Expiration Date:** \_\_\_\_\_ MM/YYYY  
**VISA/MC/DISC 3-Digit Code:** \_\_\_\_\_ **AMEX 4 Digit** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_  
**Billing Zip Code:** \_\_\_\_\_ WE EMAIL CREDIT CARD RECEIPTS

**Email Address:** \_\_\_\_\_

Complete Forms Online Tool! [www.kjconventions.com/magie](http://www.kjconventions.com/magie)



**K&J Convention Services, LLC**  
 406-442-3238 | Fax: 406-458-3265  
 EMAIL: office@kjconventions.com

QTY	M.A.G.I.E. ORDER FORM	Before Jan. 13	After Jan. 13
	Skirted TABLE: 4' Long	\$30.00	\$40.00
	Skirted TABLE: 6' Long	\$35.00	\$45.00
	Skirted TABLE: 8' Long	\$40.00	\$50.00
	Skirted 42" TALL COUNTER: 4' Long	\$35.00	\$45.00
	Skirted 42" TALL COUNTER: 6' Long	\$40.00	\$50.00
	Skirted 42" TALL COUNTER: 8' Long	\$45.00	\$55.00
	Skirt Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Hunter <input type="checkbox"/> Teal <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/> No Preference/Show (default)		
	Tall ROUND Table 30"R x 42" H/Black Spandex	\$30.00	\$35.00
	UNSKIRTED Table <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$20.00	\$30.00
	UNSKIRTED Counter <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$25.00	\$35.00
	Table Top Riser 10"x10" <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$15.00	\$20.00
	Standard Chair	\$3.50	\$5.00
	Padded Arm Chair (Standard Height)	\$15.00	\$20.00
	Tall Bar Height Chair (Tall Chair)	\$20.00	\$25.00
	Wastebasket	\$5.00	\$5.00
	Freestanding Literature Rack	\$25.00	\$35.00
	2-Arm Bag Rack / Garment Rack	\$20.00	\$30.00
	3-Tier Aluminum Easel	\$10.00	\$15.00
	DVD Player	\$25.00	\$30.00
	Flatscreen Monitor (includes tall round bistro "stand") <input type="checkbox"/> 32" \$125 <input type="checkbox"/> 37" \$200 <input type="checkbox"/> 42" \$300 <input type="checkbox"/> 46" \$350		
	BOOTH CARPET (per 10x10) ***	\$70.00	\$80.00
	Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> No Preference/default if not marked		
	Carpet Pad (per 10x10 carpet rented)	\$35.00	\$40.00
	<b>NEW!! *** Daily vacuum of booth carpet included with carpet rental</b>		
	Electrical Upgrade: +600watt/5amps	\$15.00	\$25.00
	Electrical Upgrade: +1200watt/10amps	\$25.00	\$40.00
	Electrical Upgrade: +1800watt/15amps	\$30.00	\$45.00
	Electrical Upgrade: +3000watt/25amps	\$40.00	\$50.00



**K&J Convention Services, LLC**

Phone: 406-442-3238

Fax: 406-458-3265

# Cancellation, Refund & Payment Policy

---

**Full payment is due at time of order.**

**We accept payment by check or credit card. Sorry, we do not Invoice.**

---

## **Discount Deadline: January 13**

---

All orders must be received and paid by January 13 to Qualify for Discount Pricing. K&J discount pricing is based on the date **received**, not the postmarked date. If you mail your order in, be sure to allow enough time for it to arrive in our mailbox before the January 13 discount deadline.

All orders received or paid after January 13 will be processed at the regular price.

K&J is not responsible for delays due to fax machine malfunction or delays in the mail, or delays in email. If you submit your order via email, watch for your confirmation to be sure we received it.

**CALL IN ORDERS: 406-442-3238**

**EMAIL ORDERS TO: [pdforders@kjconventions.com](mailto:pdforders@kjconventions.com)**

Email Orders will receive an instant confirmation your order was received.

If you don't receive our auto-generated confirmation, we didn't receive your order.

**FAX ORDERS TO: 406-458-3265**

K&J is not responsible for delays due to fax machine malfunction or delays in the mail or email.

*If you must cancel or change your order:*

### **Cancellation/Refund Policy:**

No refund will be made for cancellations or changes that are received by K&J after January 13 for that show. Cancellations/Changes made prior to January 13 will be charged a \$30 processing fee.

All cancellations/requests for refund must be made in writing and received by K&J prior to January 13. Email, mail or fax your request for a refund, telephone requests will not be honored.

### **At the Show:**

If you get to the show and change your mind about your order, you will not receive a refund or exchange credit. **All rentals are final after January 13.**

All rentals made on the show floor are final once delivered – even if you “bring it back to us”. There is no credit or refund once delivered.

If you arrive at the show and don't find your order in your booth, you must contact a K&J representative at the Exhibit Service Desk at least one hour prior to show opening to correct the problem. No credit or refund will be available after the show, so be sure to contact us immediately while you are at the show.

***Your cancelled check is your receipt. If you are paying by credit card, please provide us with an email address if you want a receipt. A \$30 return payment fee will be assessed for all returned checks or credit card chargebacks. .***



## K&J Convention Services

Phone: 406-442-3238

Fax: 406-458-3265

# Electrical Upgrade Guidelines

**Each booth includes One 500 Watt/110v power connection and one single-plug outlet/source.**

**If you are plugging in more than one device, use this guide to help you determine how much extra power you need. As a general rule, 500 watts is usually sufficient to run a laptop and simple display lights.**

**If you need more than one outlet for multiple devices, please bring your own powerstrip or extension cord.**

### Check Label on Your Equipment for Power Requirements

		Before January 13	After January 13
<b>600 Watt / 5 Amps</b> TV/VCR, Computer, Display Lights, ¼ HP Motor, etc.		<b>\$15.00</b>	<b>\$25.00</b>
<b>1200 Watt / 10 Amps</b> Hair Dryer, Vacuum Cleaner, Small Crock Pot, ½ HP Motor		<b>\$25.00</b>	<b>\$40.00</b>
<b>1800 Watt / 15 Amps</b> Frying Pan, Large Kitchen Appliances, ¾ HP Motor		<b>\$30.00</b>	<b>\$45.00</b>
<b>3000 Watt / 25 Amps</b> Commercial Cooking Equipment, Multiple Kitchen Appliances		<b>\$40.00</b>	<b>\$50.00</b>

All Prices are for the Duration of the Show

### **Discount Deadline: January 13**

Electrical Upgrades Ordered At The Show Or After January 13 Are Subject To Availability.

**— All Additional Power Must Be Paid in Full Before Connection —**

# Instructions for Completing Shipping/Drayage/Reforwarding Forms

## Complete the Shipping/Drayage/Reforwarding Order Forms as complete as possible and submit to us by January 13 to Qualify for Discount Pricing

If you do not have your tracking numbers on January 13, send us this paperwork as complete as possible, estimating weights and number of boxes, etc. as necessary. If you are uncertain of your weights, we will charge you the minimum immediately, and charge any balances when the freight is received. You may send us your tracking information via email or fax when it is actually shipped. Email: [kjd@bresnan.net](mailto:kjd@bresnan.net)

If a forklift or pallet jack is required, additional charges will apply. If your freight arrives without advance paperwork/order (this form) you will be charged \$.50/lb or \$100/min. and a delivery fee of \$50.00, which must be paid prior to delivery.

### Shipping Address

The fairgrounds has not been contracted to receive or store your freight. Please ship directly to our Advance Warehouse for arrival on or before January 18. If you cannot ship to our Advance Warehouse for arrival on or before January 18 please give us a call, and we will help you figure it out. Freight arriving at our Advance Warehouse after January 18 and/or without advance paperwork or agreement will incur additional delivery fees.

Be sure you keep your tracking numbers. K&J will not notify you when your freight is received at the Warehouse. It is the customers' responsibility to keep tracking numbers.

### Reforwarding After the Show

All Outbound Freight will be shipped out on Monday, January 28. Please keep this in mind when you select your outbound carriers Service Type. Please remember to include prepaid shipping labels in your boxes. K&J will coordinate all UPS and Fedex shipments - please do not call for a pickup. If you are using a private carrier (ABF/Yellow/OLD etc.) please contact us for pickup details.

If you are shipping to Great Falls, but will not be shipping back out after the show, please submit the Reforwarding Order and write "NO OUTBOUND" across the top. This will alert our Show Foreman **not** to pick up crates or boxes from your booth after the show.

**Credit Card Required for all Freight Orders**



# K&J Convention Services

Phone: 406-442-3238

Fax: 406-458-3265

# Shipping & Drayage

**YOU MUST ALSO SUBMIT  
RE-FOWARDING ORDER FORM**

Show Name: MAGIE  
 Show Location (City) Great Falls, Montana  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

## Our Freight/Shipping Service

### K & J Convention Services will:

- receive, store up to 15 days in advance and deliver shipments to your booth;
- will pick up your crates or boxes and store them until after the show and return them to your booth for repackaging; and
- handle the reshipping to a new destination.

## Advance Order Rates & Payment Information

_____ If Your Freight Weighs	_____ You Pay:
0 – 200 pounds	\$80.00
Greater than 200 Pounds:	\$0.40 per pound (\$40.00 per CWT)
<i>After January 13: Add \$.10 per pound or \$20, whichever is greater</i>	

### Compute your cost HERE (Estimate When Necessary)

Shipment Weight (200 # Minimum): \_\_\_\_\_ x \$.40 = \_\_\_\_\_

Additional Fees: (due to late orders or multiple shipments \*\*) \_\_\_\_\_

**\$80  
MINIMUM**

- **ALL SHIPPING SERVICES MUST BE PREPAID & ORDERED IN ADVANCE**  
If paperwork is not received by January 10, an additional \$.10 per pound or \$20, whichever is greater) will be added to your bill.
- Collect Shipments will not be accepted.
- **DO NOT ship to the fairgrounds – they are not contracted to receive your freight.**
- Use the Labeling Format on the next page when shipping your materials.  
Be certain your company name is clearly marked on all boxes/freight.

### All Freight Must be Received at the Warehouse by January 18

Please provide as much information as possible about your shipment. If you do not have tracking numbers at January 13, please email tracking information upon shipping. Please keep your tracking information – we will not notify you when your shipment arrives at the warehouse. It is the customers responsibility to locate/track freight that does not show up.

Shipped From (City) _____	Carrier _____
Date Shipped _____	Tracking Number: _____
Approx. Arrival Date _____	Estimated Weight _____
# of Shipments ** _____	Total # of Pieces _____
Booth Rep Name: _____	Telephone Number (____) _____

If a forklift or pallet jack is required, additional charges will apply. If your freight arrives without advance paperwork/order (this form) you will be charged \$.50/lb or \$100/min. and a delivery fee of \$50.00, which must be paid prior to delivery.

# GREAT FALLS

## Freight/Shipping Label Instructions

Make Sure Your Labels and/or Boxes Contain the Following Information  
Make Sure the SHOW NAME/Acronym  
And your COMPANY Name is on all boxes!

FOR: \_\_\_\_\_  
COMPANY Name

**SHOW NAME: MAGIE**

To: **K & J Convention Services (406/442-3238)**  
**c/o Suhr Transport**  
**1 Huffman Court**  
**Great Falls, MT 59404**

**All Freight Must Arrive at the  
Warehouse on or before January 18.**

(If you are shipping from another show and need your freight to arrive  
after January 18, please call us for arrangements)

If You Do Not Have Your Tracking Numbers on January 13, Send Us This  
Paperwork As Complete As Possible, estimating weights as necessary. If you are  
uncertain of your weights, we will charge you the minimum immediately, and charge  
any balances when the freight is received. You may send us your tracking information  
via email or fax when it is actually shipped. Email: [kjd@bresnan.net](mailto:kjd@bresnan.net)

**Credit Card Required for all Freight Orders**



# K&J Convention Services

Phone: 406-442-3238

Fax: 406-458-3265

## Re-forwarding Instructions At Close of Show

**IF YOU HAVE ANY OUTBOUND FREIGHT, REGARDLESS OF THE CARRIER, THIS FORM IS REQUIRED**

Your Booth Representative is responsible for completing the proper bills of lading and labeling your outbound freight. **We recommend that you pack return labels with your shipment & keep your tracking numbers!**

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.

Company Name: \_\_\_\_\_

Payment Method (check one)  Pre-Paid  Collect  Other: \_\_\_\_\_

Shipment Method (check one)  Motor Freight  Air Freight  Van Lines

Shipping Carrier: \_\_\_\_\_ (Fedex, UPS, Airways, Etc)

Type of Service \_\_\_\_\_ (ground, overnight, 3day, etc)

SHIP TO:	_____	_____
	_____	_____
	_____	YOUR ACCOUNT NUMBER w/ CARRIER
	_____	

**IF YOU ARE USING FEDEX OR UPS (STANDARD, EXPRESS, 3DAY) FOR OUTBOUND SHIPPING, DO NOT CONTACT UPS OR FEDEX FOR A PICKUP. WE WILL COORDINATE IT.**

### CUSTOMERS OF PRIVATE CARRIERS

#### POST SHOW PICKUP INSTRUCTIONS:

If you are using a carrier other than Fedex/UPS (such as Fedex Freight, UPS Freight, Yellow/Rodeway/ABF /MTS, etc) you must contact your carrier and make pickup arrangements. Call Us for details.



**K&J Convention Services, LLC**

Phone: 406-442-3238

Fax: 406-458-3265

# Display Installation Order Form

If booth labor or setup assistance is required for incoming freight shipments, please advise time required, number of persons required, and any pertinent information or instructions necessary for proper set-up/dismantling of your booth or materials.

Event/Show Name: **MAGIE**

Exhibitor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

	<b>Date</b>	<b>Time</b>	<b># of Persons</b>	<b>Est. Hours</b>
<b>Setup</b>				
<b>Dismantle</b>				

Comments/Tell Us What We Are Setting Up!

**Booth Labor Charge: \$30/hour per person**

**Minimum Setup Charge - - 1 person / 1 hour (\$30)**

**Minimum Dismantle Charge - - 1 person / 1 hour (\$30)**

**Please submit a photo, sketch or set-up instructions to expedite your order. Your booth will be ready at the start of the show's Vendor Setup time. Sorry, we cannot guarantee "early setups".**

**Credit Card Authorization Required For All Labor Orders**

# Need a Flatscreen Monitor??

*Why Ship One from Home When You Can Affordably Rent One From US?!?*

32" Flatscreen/Monitor/TV: \$125

37" Flatscreen/Monitor/TV: \$200

42" Flatscreen/Monitor/TV: \$300

46" Flatscreen/Monitor/TV: \$350

DVD Player: \$25

Flatscreen Monitors & TVs are Limited to Stock on Hand and Must be Ordered in Advance. Call for Availability. Price includes delivery, setup and repackaging and is for the duration of the show.

**You must bring (*and connect*) your own PC computer/laptop.**

Apple/Macs are only compatible if you bring your own cord -  
Call for details.

*Sorry! K&J does not offer Technical Support!  
We recommend that you bring your computer's user manual or know how to "send" your desktop to the monitor.*

***K&J is not responsible for technical difficulties***

# Need a Portable Display?

**We have High Quality, Affordable Floor Models and Table Top Portable Displays For Rent!**

<b>Floor Models</b>	<b>Table Tops</b>
8' Popup Curve 10' Popup Curve 10-Panel Displays 10-Panel Display w/Peninsula 12-Panel Display	6' x40" Popup Curve 6' x 63" Popup Curve 8' Popup Curve 4-Panel Folding 5-Panel Folding 6-panel Folding
<p>See Pictures and Pricing On Our Website <a href="http://www.kjconventions.com">www.kjconventions.com</a></p>	

Renting a display is oftentimes more economical and time saving than shipping and handling your own display - - especially if you have to travel long-distances.

Whether you need to rent a display for in-town, out-of-town, or out-of-state, we've got the models and colors you are looking for! If you rent a display to use at this show, your shipping, install & dismantle is included in the price. If we have to ship to another show destination, shipping is additional. We offer multi-show discounts in case you need the rental for more than one show! Call for details and pricing.

## **Got Graphics?**

All of our rental units feature velcro-compatible panels that make placing and changing graphics easy. Plus, all units come with a halogen light to illuminate your display.

---

# K&J Convention Services

406/442-3238

Email: [kjd@bresnan.net](mailto:kjd@bresnan.net)    ▪    [www.kjconventions.com](http://www.kjconventions.com)

# ***When Planning Your Booth Design . . .***

**We'll provide you with as many "S" Hooks as you need to hang your items in your booth.**

**Do Not  
STAPLE, PIN, TAPE, ZIPTIE,  
**OR PUT HOLES IN THE  
DRAPES IN YOUR BOOTH****

-- Even if you are "careful", these actions damage our inventory--

Drapes which are damaged, stapled, pinned, taped or found to have holes punched in them will be charged back to the exhibitor immediately at full replacement value.

***If you need suggestions on how to hang something, give us a call.***

**Hanging weight limit: 20 pounds.**

**Call if you will be hanging items which weigh more than 20 pounds**



**K&J Convention Services, LLC**  
**406/442-3238**  
**[www.kjconventions.com](http://www.kjconventions.com)**