



KICC

**KENTUCKY INTERNATIONAL
CONVENTION CENTER**



KENTUCKY INTERNATIONAL CONVENTION CENTER

Exhibitor Services Information



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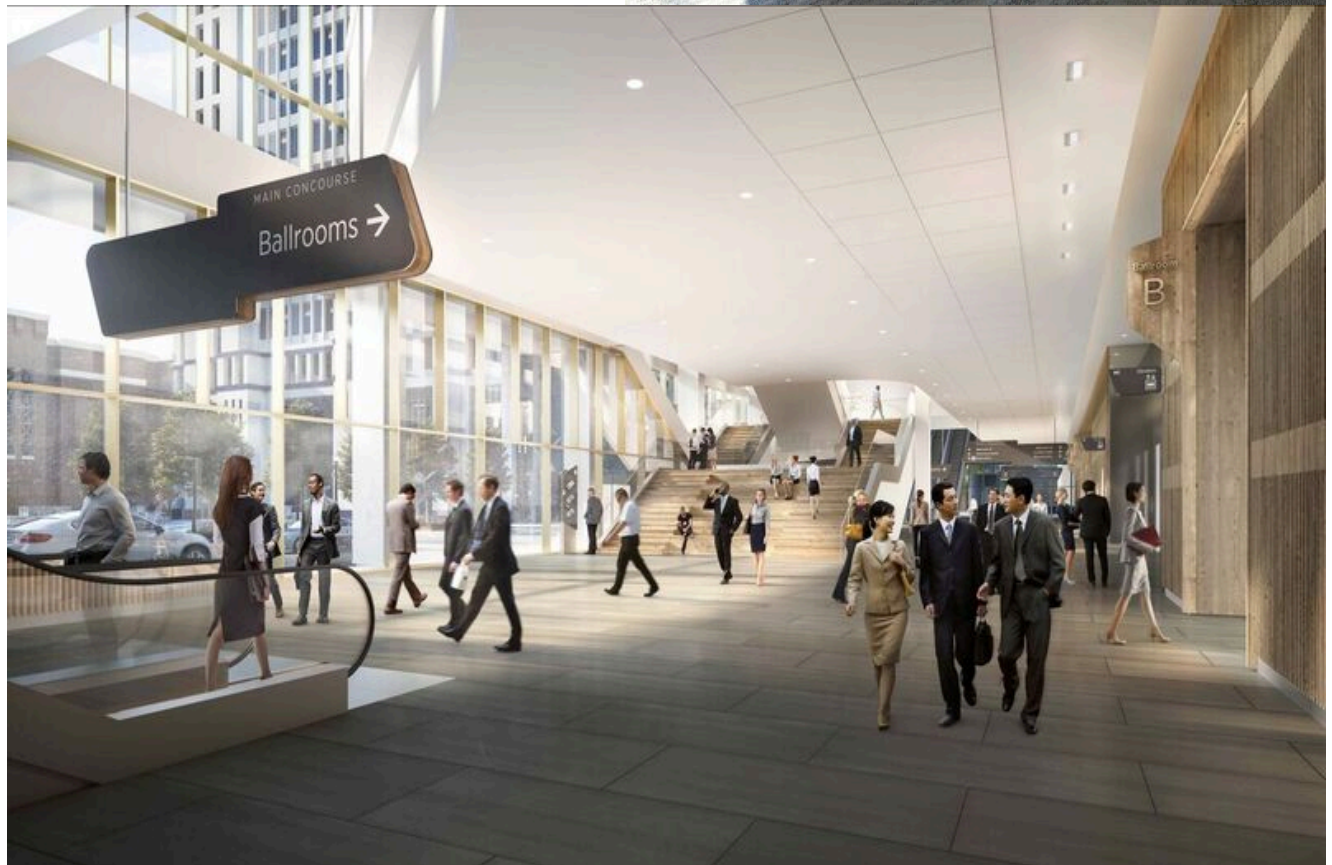
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Exhibitor Services Information

WELCOME

Thank you for choosing Louisville for your upcoming event. And thank you for choosing the Kentucky International Convention Center (KICC). The success of your event is as important to us as it is to you. Our commitment is to make it easy to plan and execute an unforgivable event.

Your assigned event manager will be your point-of-contact at the Kentucky International Convention Center for all questions and logistical planning in regards to your event set-up.

I will be happy to set up a site visit at your convenience to go over specifics of your event including floor plans, move-in/out instructions, permits, etc. I will also take care of any show related electrical or telecommunications orders that you may require. Below is a list of contacts that will be useful in your planning process.

LEVY Restaurants:

Our onsite caterer, is as our exclusive food/beverage provider. Levy leverages unbridled creativity, custom strategies, impeccable service, and true love for great food to create unforgettable experiences. LEVY will be contacting you closer to your event date to discuss any food and beverage needs you may require. If you would like to contact the sales department with LEVY, you may reach them at 502-630-4398.

Prestige AV & Creative Services:

Is our preferred and recommended Audio Visual provider and is happy to discuss your audiovisual and rigging needs. You may reach the sales department at 502-715-4872.

Venue Staffing:

We are proud to have our own in-house venue services staff. They are specifically trained in our facility to meet your needs. You won't find better skilled or value priced staff to for all of your needs including overnight security, dock managers or badge checkers. Joseph Humphrey with Venue Services can assist you with all of your needs. He may be reached at joseph.humphrey@kyvenues.com

Please also note that upon the conclusion of your event you will receive a customer satisfaction survey. The information that you provide will be sent directly to our General Manager, Blake Henry. Our team reviews each evaluation to make certain that our customers' expectations are being exceeded.

I look forward to meeting with you and discussing the details of your event! Please feel free to contact me if you have any questions or concerns.

We look forward to serving you,

Team KICC

Exhibitor Services Information

FIRST AID POLICY

First Aid is **required** for all events that is anticipating a total attendance of 1500 or more. Please send the following information to your event manager when you place your first aid order:

- Event Name:
- Event Contact:
- Billing Address:
- Email Address:
- First Aid Schedule:

Once the order is placed, an estimate will be sent to you, from your event manager. There is a (4) hour minimum for all first aid orders.

Contacting First Aid:

- Go directly to the first aid station for assistance
- Call Security Office 502-595-4362 to get first aid to your location
- Call your event manager to get first aid to the proper location

Post Event, the final bill will be sent from the Red Cross directly.

Estimated Attendance	Required Coverage
0 - 1500	Single team of Louisville Red Cross Paramedics Recommended
1500 - 3000	Single team of Louisville Red Cross Paramedics Required
3000 - 7500	Two teams of Louisville Red Cross Paramedics Required
7500+	See Event Manger for Custom Event Staffing
All Contracted Athletic Events	Louisville Metro EMS / Paramedic team with Ambulance

	Louisville Metro EMS	Louisville Red Cross Paramedics
Staff Member Rate	\$130/hr (Team of 2 + Ambulance)	\$67/hr (Team of 2)
Minimum Hours	4 Hours	4 Hours

Exhibitor Services Information

LOADING DOCKS

KICC offers (2) separate loading docks for exhibitor / decorator move-in and move-out purposes.

- **Second Street Loading Dock:**
Located on Second Street between Market Street and Jefferson Street on the East side of the building. Assigned dock slips will be based on the availability and other events in house
- **Third Street Loading Dock:**
Located on Third Street between Market Street and Jefferson Street. Please note there is only one slip in this location. Assigned dock slips will be based on the availability and other events in house

If you need to use KICC staffing and fork lift in regards to unloading the needs to be prescheduled to ensure availability. Show or exhibitor provided forklifts must be operated by a certified driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. Only hand-carried items may be brought in through the front public entrances. Please use the freight elevator for movement of the freight from level to level. Passenger elevators and escalators are not to be used. Damage to the facility will be charged to the responsible party or event.

The loading dock is permitted for loading and unloading only and is time limited for all Personal Vehicles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to be moved, and may be towed if not moved.

The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials subject to safety policies established by KICC. However, shows which have contracted with a decorator may be bound by the terms of that contract. In addition, there may be certain instances where the KICC labor may be required.

The loading dock is not for exhibitor or truck parking. See the Parking section for where you may park personal and business vehicles, trucks, and/or trailers.

Exhibitor Services Information

Directions to Second Street Loading Dock

From Cincinnati:

• I-71 to I-65 South to Jefferson Street/Downtown exit, Exit #136C. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Indianapolis:

• I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Lexington:

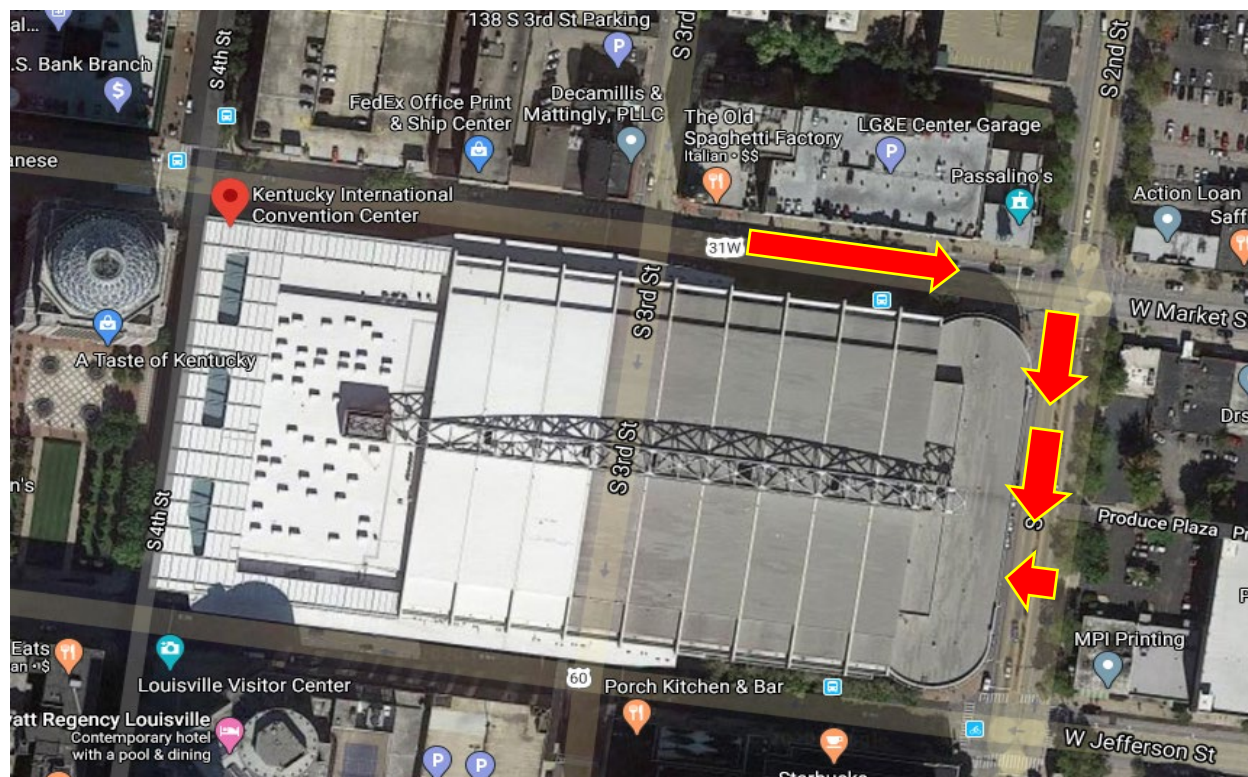
• I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Nashville:

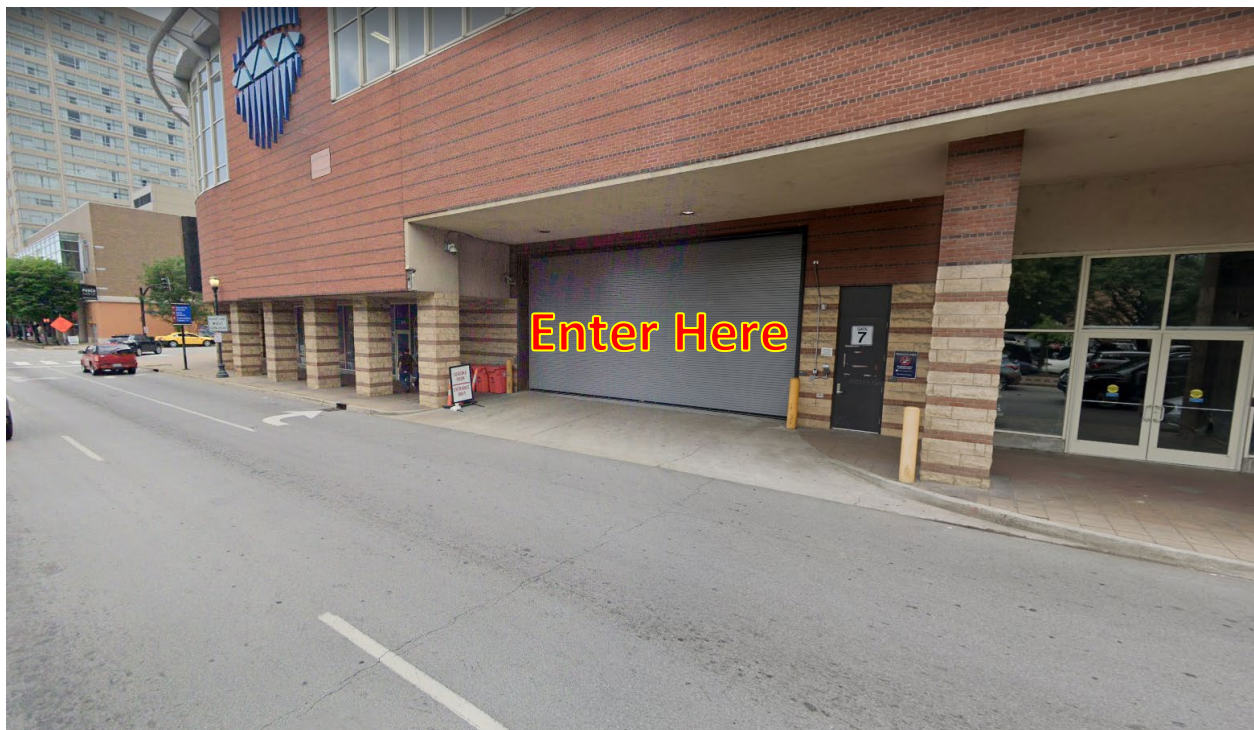
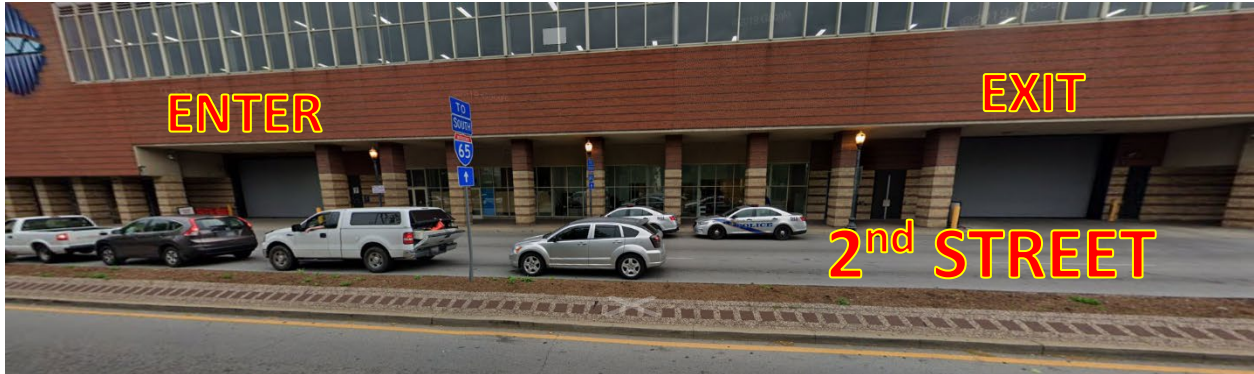
• I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second, Southernmost roll-down door (closest to Jefferson Street)

From St. Louis:

• I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at end of exit ramp – you will be on Market Street. From Market Street turn right on Second Street, loading dock entrance is second roll-down door (closest to Jefferson Street)



Exhibitor Services Information



Exhibitor Services Information

Directions to Third Street Loading Dock

From Cincinnati:

- I-71 to I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From Indianapolis:

- I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From Lexington:

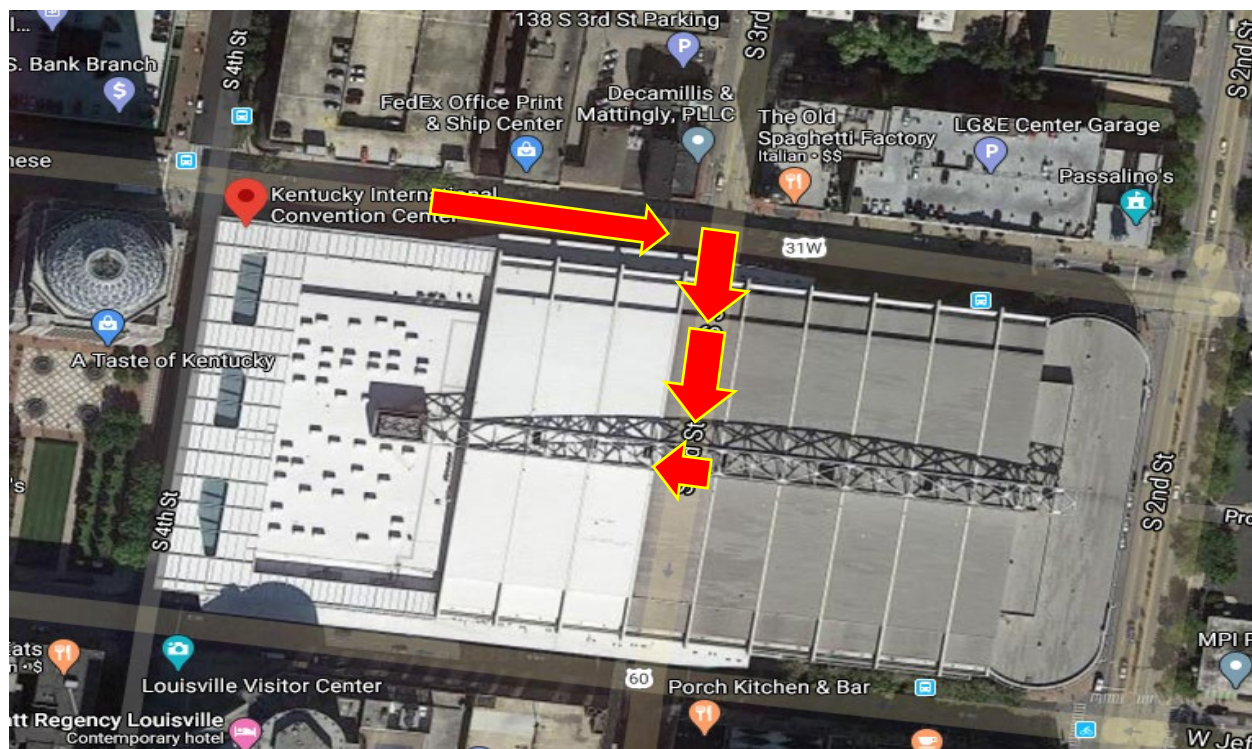
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go through three lights. Entrance is the overhead door on the right between Market and Jefferson.

From Nashville:

- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From St. Louis:

- I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at end of exit ramp – you will be on Market Street. From Market Street turn right on Third Street, loading dock entrance is the overhead door on the right between Market and Jefferson.



Exhibitor Services Information



Exhibitor Services Information

PARKING

Kentucky International Convention Center offers two parking garages. Cowger garage and Commonwealth garage with a total of 28 ADA compliant parking spaces. Availability of parking is first come first serve basis. Please see the below parking maps to where exhibitors and attendees are permitted to park.

Rates:

\$2 — 0 min to 1 hour

\$4 — 1 hour to 2 hours

\$6 — 2 Hours to 3 Hours

\$8 — 3 Hours to 8 Hours

\$10 — 8 Hours to 24 Hours

A lost parking ticket will result in a \$20 charge per day. For more information please contact the parking office at (502) 595-3550.

Please keep in mind, the loading dock are permitted for loading and unloading only and is time limited for all Personal Vechiles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to be moved, and may be towed if not moved.

Directions:

Cowger Garage is located at 4th & Market Street (next to FedEx).

Commonwealth Garage is located on Jefferson Street (middle of block on left hand side) between 3rd & 4th Streets and connected to Hyatt Regency.



Exhibitor Services Information



Exhibitor Services Information

WATER FILLS & DRAINS

Tanks, drums, barrels, and other containers requiring water fill and drain must be filled and drained by KICC Staff and are subject to the water fill fee listed on the Service Order Form. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks.

Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to drain any container that shows sign of leakage or is otherwise deemed inadequate by staff. Containers showing signs of leakage will be drained without notice.

Exhibitors assume responsibility for any damage to KICC facilities caused by faulty exhibitor equipment or negligent operation of equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than our trained staff.

**EXHIBITOR
FORMS ARE
ON THE
FOLLOWING
PAGES**

EXHIBITOR SERVICES FORM

EQUIPMENT ORDER FORM

Kentucky International Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION			
Event Name		Event Date(s)	
Company Name		Booth Number	
Contact Person			
Mailing Address			
City		State	Zip
Phone		Email	

ITEM	ADVANCE RATE	QTY	TOTAL
Stage 6' x 8' section (12"H, 16"H) 8' x 8' section (40"H up to 60"H)	\$1.25 sq.ft	_____	\$ _____
SEATING			
Banquet Chair	\$11.50	_____	\$ _____
Boardroom Chair	\$25	_____	\$ _____
Bleachers	Call	_____	\$ _____
TABLES			
5' Round	\$30	_____	\$ _____
6' Round	\$30	_____	\$ _____
30" Round (Cocktail)	\$20	_____	\$ _____
30" Round (Tall Boy)	\$20	_____	\$ _____
8' x 30" Rectangle	\$20	_____	\$ _____
8' x 18" Rectangle	\$20	_____	\$ _____
TABLE LINEN			
8' x 30" Table Linen	\$8	_____	\$ _____
Round Table Linen	\$10	_____	\$ _____
Spandex Table Cover	\$19.50	_____	\$ _____
8' x 30" Table Skirted	\$25	_____	\$ _____
MISCELLANEOUS			
American Flag	\$17	_____	\$ _____
State Flag	\$17	_____	\$ _____
Extension Cord	\$25	_____	\$ _____
Easel	\$10	_____	\$ _____
Copies	\$0.40	_____	\$ _____
Tensa Barrier	\$10	_____	\$ _____
Cable Ramps	\$25	_____	\$ _____
Fire Extinguisher (rental)	\$40	_____	\$ _____
Garment Rack w/hangers	\$25	_____	\$ _____
Garbage Compactor	\$80/Ton	_____	\$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
FREIGHT & HANDLING			
Small Package Delivery 1-49lbs.	\$20	_____	\$ _____
Small Package Delivery 50-100lbs.	\$45	_____	\$ _____
Freight - Drayage per pound after 100lbs.	\$65	_____	\$ _____
Shrink Wrap Skid/Item	\$60	_____	\$ _____
Banding per Skid/Item	\$75	_____	\$ _____
GENERAL LABOR			
Badge Checker	\$16.50/hr	_____	\$ _____
Coat Check Attendant	\$18.50/hr	_____	\$ _____
Concierge (Info Booth)	\$18.50/hr	_____	\$ _____
Ticket Taker	\$16.50/hr	_____	\$ _____
Greeters/Ushers	\$16.50/hr	_____	\$ _____
Banner Hanging	\$40/hr	_____	\$ _____
Dock Master	\$19.50/hr	_____	\$ _____
T-Shirt Security	\$18.50/hr	_____	\$ _____
LMPD (Uniformed, armed off-duty Police)	\$38 & Up/hr	_____	\$ _____
EMT team (2) (with Ambulance)	\$105/hr	_____	\$ _____
First aid team (2)	\$67/hr	_____	\$ _____
Electrician (1hr min)	\$70/hr	_____	\$ _____
Plumber (1hr min.)	\$70/hr	_____	\$ _____
GRAND TOTAL \$			_____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

SERVING YOUR GUESTS AT KICC



Venue Services offers the best staffing for sports, concerts, tradeshows and family events. Each staff member is carefully selected and trained to provide customer services to our visitors at the Kentucky International Convention Center.



SERVICES WE OFFER

TICKETING SERVICES

Computerized ticketing, event marketing, groups and ticket sellers.

GUEST SERVICES

Security, ushers, ticket takers, coat check, booth attendants and badge checkers.

REGISTRATION SERVICES

Concierge services, data entry, room monitors and VIP Hosting.

RATES*

SERVICE	ADVANCE	< 14 DAYS
EVENT STAFF Includes: Coat Check, Ticket Takers, Ushers, Badge Checkers, Booth Attendants	\$19	\$27
REGISTRATION STAFF Includes: Concierge Services, Data Entry, Room Monitors, VIP Hosting	\$19	\$27
EVENT SECURITY Includes: Guards, Overnight, Booth Security, Dock Management	\$21	\$30
EVENT TEAM LEADER Required for 4+ Hired Staff	\$24	\$34
EVENT SUPERVISOR Required for 30+ Hired Staff	\$30	\$43
OFF-DUTY OFFICERS/FIRE WATCH Depends on Event	\$45+	\$65+

*Rates are per hour with a 4-hour minimum requirement.

CONTACT US NOW

VENUE SERVICES

(502) 367-5022

VenueServices@kyvenues.com



EXHIBITOR SERVICES FORM

COMPRESSED AIR/WATER/DRAINAGE

Kentucky International Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
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Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

COMPRESSED AIR: 125lbs PSI	ADVANCED RATE (If received 14 days prior)	FLOOR RATE
_____ Service Charge for each line run from main line to booth	\$150.00 X _____	\$200.00 _____
_____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)	\$100.00 x _____	\$125.00 _____ Plus KY sales tax

Circle size of connections required - 1/4" 1/2" 3/4" - Circle location of connection(s) - Left Rear Right
CFM Required _____ PSI Required _____

NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Service is only available in Exhibit Halls

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$150.00 X _____	\$200.00 X _____
_____ Each additional connection	\$110.00 X _____	\$ 130.00 X _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$120.00 X _____	\$150.00 X _____
_____ Each additional connection	\$ 90.00 X _____	\$100.00 X _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:	ADVANCED RATE	FLOOR RATE
Order Rate	\$ 80.00 _____	\$125.00 X _____
Overtime Rate	\$125.00 X _____	\$172.50 X _____

GRAND TOTAL _____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM

FORK LIFT ORDER FORM

Kentucky International Convention Center
 221 South Fourth Street
 Louisville, Kentucky 40202
 kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

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CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

Labor and equipment service for lessee/exhibitors of the Kentucky Convention Center shall be charged the following:

Date Needed	Number Needed	Work Required	Hours Worked	Advance Order Rate	Floor Order Rate	Total Amount
		Bobcat or 6,000-8,000lb Forklift with KSFB Operator		\$110.00	\$160.00	
		JLG Hy-Lift with KSFB Operator		\$200.00	\$300.00	
		Scissor Lift with KSFB Operator		\$180.00	\$270.00	

Starting Time _____ Work Accepted _____

Stopping Time _____ Date _____ Total _____

All charges are based on a one-hour minimum. Prices are subject to change without notice.

Straight time is Monday through Friday, 7:30am-4:00pm.

Overtime is all other hours including weekends. Holidays are double time.

For information regarding services, please call **(502) 595-4367**.

For information regarding our payment procedures, please call **(502) 367-5227**.

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233



INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
Routers Prohibited			
Broadband Internet Service (1.5 Mbps)	\$650	\$900	\$ _____
Broadband Internet Service (up to 10 Mbps)	\$900	\$1,150	\$ _____
Additional devices for Broadband Service, per device up to 4	\$140	\$200	\$ _____
Routers Supported			
Dedicated 3Mbps	\$3,000	\$4,300	\$ _____
Dedicated 6Mbps	\$4,900	\$6,900	\$ _____
Dedicated 10Mbps	\$6,700	\$9,400	\$ _____
Upgrade to 29 Public Static IP Addresses	Call	Call	\$ _____
Equipment & Labor			
Switch Rental - up to 24 ports	\$150	\$200	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor work (Fee per Hour)	\$90	\$110	\$ _____
Fiber Optic Dry Pair	\$800	\$800	\$ _____
VLAN Setup & Configuration	\$2,500	\$2,500	\$ _____
Internal Networking Room-to-Room, per connection	\$250	\$350	\$ _____
Change/Move Fee (Moving connection once installed)	\$100	\$150	\$ _____
Voice Services			
Single Line	\$200	\$300	\$ _____
Speaker Phone w/PolyCom Unit	\$300	\$425	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$300	\$350	\$ _____
ISDN Lines, 3rd Party Circuits	Call	Call	\$ _____
Special Quote - Please attach a Statement of Work	Call	Call	\$ _____
Wi-Fi			
1.5 Mbs to 3 Mbps			
24 hours	\$14.95	\$14.95	\$ _____
3 Days	\$44.95	\$44.95	\$ _____
5 Days	\$75	\$75	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
GRAND TOTAL			\$ _____

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Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM

ELECTRICAL SERVICES

Kentucky International Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

Conditions & Regulations

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky International Convention Center (KICC) for a service order shall remain KICC's property and shall be removed only by KICC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KICC electrician. However, a KICC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KICC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
13. All power subject to booth location.

Standard Electrical Service

208/120 Volt AC single phase or three phase
480/277 Volt AC single phase or three phase (where available)

Electrician Labor

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

For information regarding services, please call **(502) 595-4367**.
For information regarding payment procedures, please call **(502) 367-5227**.

ELECTRIC SERVICES				
QTY	DESCRIPTION	ADVANCE	FLOOR	COST
	20 AMP	\$120	\$180	\$
208 SINGLE PHASE				
	208v/30amp	\$260	\$400	\$
	208v/60amp	\$430	\$630	\$
	208v/100amp	\$530	\$750	\$
208 THREE PHASE				
	208v/30amp	\$330	\$480	\$
	208v/60amp	\$540	\$840	\$
	208v/100amp	\$780	\$1000	\$
	208v/200amp	\$1200	\$1600	\$
480 THREE PHASE				
	480v/30amp	\$560	\$840	\$
	480v/60amp	\$750	\$1100	\$
	480v/100amp	\$1400	\$2200	\$
LABOR				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$70	\$115	\$
	Electrician Helper	\$50	\$90	\$
GRAND TOTAL \$ _____				

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM

OUTLET and DISTRIBUTION LOCATION GRID

Kentucky International
Convention Center
 221 South Fourth Street
 Louisville, Kentucky 40202
kyconvention.com



Please email completed form to exhibitor.services@kyvenues.com.

Company Name	
Show Name	
Booth Number	Booth Size

1. Either write the measurements or use the boxes as the scale for outlet locations.
 Each square = _____ feet.

2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

Information regarding services: **(502) 595-4367**
 Information regarding payment procedures: **(502) 367-5227**



MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

A **Method of Payment Form** must accompany a service order form to be considered complete – **no exceptions**. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made online or postmarked after the designated advance date will be charged the floor rate – **no exceptions**.

Event Name: _____ Event Date(s): _____
Company Name: _____ Booth #: _____
Contact: _____
Address: _____ City/State/Zip : _____
Phone: _____ Email: _____

Please read the Shipping and Material Handling Instructions on the following page before proceeding with your order.

MATERIAL HANDLING AND FREIGHT SERVICE

CATEGORY	DESCRIPTION	RATE PER CWT
A	Advanced Warehouse* – received two weeks prior to first move-in date	\$57.00
B	Targeted/On-site Shipments – received during move-in	\$53.00
C	Uncrated Advanced* – Non-palletized/non-rolling/loose shipments that require special handling that is received two weeks prior to first move-in date	\$74.00
D	Uncrated Targeted – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$69.00
E	Small Package Deliveries – UPS and FedEx: 1-49 lbs. 50-100 lbs.	\$20.00 \$45.00

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

* Freight that is received before the **Advanced Warehouse and/or Uncrated Advanced** date(s) will be charged an additional **\$7.00 per CWT**.

ESTIMATED MATERIAL HANDLING CALCULATION

	CATEGORY	# OF PIECES	CWT WEIGHT	CWT RATE	ESTIMATED TOTAL
Shipment 1	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____

GRAND TOTAL

Mobile Spotter Fee – Assistance with clearing aisles and moving rolling equipment. **\$110.00 Flat Fee**

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SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.
UNCRATED OR UNMARKED SHIPMENTS WILL **NOT** BE RECEIVED.

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KICC.
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- All shipments must arrive prepaid and have a bill of lading attached. Bill of lading should contain the following information: the number of pieces, type of merchandise, certified weight, show name and booth number.
- Drayage is based on incoming weight only.
- KICC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KICC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KICC will not be responsible for shipments after they have been placed in the booth.

EMPTY CONTAINER STORAGE AND RETURN

- KICC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KICC will remove and store the empty crates during the show.
- KICC will return all empty containers at the end of the show.

OUTBOUND SHIPPING

- KICC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KICC will move shipments from exhibitors' booth onto the outbound carrier.
- KICC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will **NOT** pick-up uncrated shipments. KICC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

GENERAL CONDITIONS

- KICC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KICC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KICC will **NOT** be responsible for items after tendered to common carrier.
- **All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.**

Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.

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