



NATIONAL FARM MACHINERY SHOW
**EXHIBITOR SERVICES
MANUAL**



NATIONAL FARM MACHINERY SHOW / FEBRUARY 14-17, 2018

Kentucky Exposition Center • Louisville, Kentucky • www.farmmachineryshow.org

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NATIONAL FARM MACHINERY SHOW

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General Information and Services

ATM Machines

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Audio Visual Provider

Smart City is the official preferred audio visual provider. Exhibitors requiring audio visual equipment or service should contact:

Smart City	AV Service
Karen R. Nelson	Corey Smith
502-815-6600	502-815-6607
502-815-6800 (Fax)	502-815-6601 (Fax)
krnelson@smartcity.com	corey@chavs.net

Booth/Exhibit Cleaning

The Kentucky Exposition Center provides general hall cleaning at the close of the show each day. Exhibitors are requested to place all trash and other debris in the aisles for pick-up as general cleaning personnel are not allowed to enter into an exhibit area. Additional booth cleaning, dusting and vacuuming are available from the Kentucky Exposition Center at an additional charge. Exhibitors will need to order the **Booth/Exhibit Cleaning Service** by the deadline date noted on the service form to receive the discounted rate. To order services on-line, please visit www.kyfairexpo.org/facilityServices.

Booth Decorator

Fern Expositions and Event Services is the exclusive decorator for the National Farm Machinery Show. All orders for furniture, fixtures, carpeting and drape must go through the following:

Fern Expositions and Event Services
3752 Crittenden Drive
Louisville, KY 40209
PHONE: (502) 367-0254
www.fernexpo.com

Booth Dividers

Booth dividers are 3' high pipe and drape dividing bulk areas. There will be no charge for this service if ordered in advance by completing the **Booth Divider Service**

Order Form. Charges for floor orders will be the responsibility of the Exhibitor.

Catering & Concessions

Levy Restaurant is the exclusive provider for all food and beverage at the Kentucky Exposition Center. Sampling must be approved by Levy Restaurant and is limited to 3oz. beverages and 1oz. food. **A temporary permit must be obtained from the Jefferson County Health Department in order to sample.** This does not pertain to wrapped candy giveaways. If catering is desired, all orders must go through the following:

Levy Restaurant - Robbin Chapman
P.O. Box 37130
Louisville, KY 40233
502-595-3585
rchapman@levyrestaurants.com

Compressed Air-Water-Drainage

The Kentucky Exposition Center offers water hookups and drainage services in all exhibit areas and compressed air in limited areas. To see if compressed air is located in your area, please call exhibitor services at 502-367-5321. Exhibitors will need to order the **Compressed Air-Water-Drainage Service** by the deadline date noted on the service form to receive the discounted rate.

To order services on-line, please visit www.kyfairexpo.org/facilityServices.

Drayage/Material Handling

Freight handling charges are incurred when a shipment is delivered to the Kentucky Exposition Center at our advance receiving warehouse or at the show site. KEC will receive this shipment on your behalf, store it in our warehouse, if applicable, and then deliver to your booth during show set-up. We then store your empty containers until the completion of the show, at which time we will return the empties for you to pack. Once your freight is packed and labeled, please turn in your Bill of Lading to the KEC Service Desk. Contact your outbound carrier to schedule their pick up and when your carrier arrives we will load the shipment.

Electrical Service

KEC is the exclusive provider for electrical service. Diagrams noting outlet placement should accompany the order for any booth space larger than 400 sq. ft. Exhibitors will need to order the **Electric Service** by the deadline date noted on the service form to receive the discounted rate. To order services on-line, please visit www.kyfairexpo.org/facilityServices.

Technical questions should be directed to the Exhibitor Service Department at 502-367-5321.

Employee Assistance

Personnel to assist Exhibitors in their booth during show hours are available from the following:

Venue Services
937 Phillips Lane
Louisville, KY 40209
Guestservices@ksfb.ky.gov
502-367-5022

Please fill out and submit the **Concierge or Booth Greeter Order Form**.

Exhibitor Admittance/Non-Show Hours

Booth representatives will not be permitted to enter the exhibit hall earlier than two hours before scheduled opening each day or longer than one hour after closing each night, with the exception of the final night. Entrance into the exhibit hall prior to opening and after closing will only be permitted by Security Badge (see **Exhibitor Registration - Security Badge Service Order Form**). This is to assure maximum security for the open exhibits and merchandise.

Exhibitor Lounge

An Exhibitor-Only lounge, located in South Wing C 109, sponsored by Farm Industry News, will be available for all registered Exhibitors in the show. Available in the lounge will be telephone, message center and FAX service. Other lounge areas located in South Wing B 101 and West Hall rooms 5-10 will provide complimentary business and concierge services.

Exhibitor Promotional Activities

Any Exhibitor wishing to conduct any type of drawing must complete the **Exhibitor Promotional Activity Service Order Form**. The drawings must be approved by Show Management which reserves the right to cancel the contract of any Exhibitor deemed to be guilty of any act that is against the best interests of the show.

Exhibitor Registration/Security Badge

Only registered exhibiting organizations will be issued Exhibitor/Security Badges. NO PERSONAL NAME BADGES WILL BE ISSUED. Individual 10 x 10 booths will be allotted eight (8) each. Bulk priced spaces will be allotted fifteen (15). Exhibitor/Security Badges will be available for pick-up at the Exhibitor Registration Desk in the South Wing A Lobby starting on Saturday, February 10th from 8:00 a.m. – 6:00 p.m. and daily thereafter. Additional Exhibitor/Security Badges may be purchased for \$8.00 each. Please see Exhibitor/Security Badge form for ordering extra badges in advance.

First Aid

First Aid stations are located in the South Wing B lobby 9:00 a.m. – 6:00 p.m. and in Freedom Hall Coliseum near Ramp V in the front of the coliseum until the close of the Championship Tractor Pull.

Florist/Landscaping

The following firms are available for florist and landscaping:

Minish & Potts LLC
6520 W. Hwy. 146
Crestwood, KY 40014
502-241-8422

Nanz & Kraft Florist
4450 Dixie Hwy
Louisville, KY 40216
502-447-3641

Susan's Florist Inc.
2731 Preston Hwy.
Louisville, KY 40217
502-635-6351

Hotel Accommodations

For hotel accommodations and availability please contact our Greater Louisville Convention & Visitors Bureau at (502) 584-2121 or (800) 743-3100. You may also visit their website at

www.gotolouisville.com
reservations.gotolouisville.com/6881_hotel-list.html

Insurance

Exhibitors are required to provide Show Management with a certificate of liability insurance with minimum combined limits of \$500,000 liability for bodily injury and/or property damage in any one occurrence and hold harmless the Kentucky State Fair Board, and its representatives. Please see Rules, Regulations and General Policies for complete details on requirements.

Labor and Equipment

The Kentucky Exposition Center offers general labor services to Exhibitors for set-up and dismantling. To order this service, please complete the **Labor and Equipment Service Order Form** and return with payment before the deadline to receive the discounted rate. All charges are based on a one hour minimum. Straight time is Monday-Friday 7:30 a.m. – 4 p.m. Overtime, which includes all other hours, weekends, and holidays, are double time.

Parking

There is no parking charge for Exhibitors displaying their Exhibitor Badges. Attendee parking charge is \$8.00 per vehicle.

Payments/Space Charges

Exhibit spaces available at the National Farm Machinery Show are standard 10 x 10 in-line and corner spaces or bulk spaces which are 400 sq. ft. or larger. Multiples of 10' x 10's are also available. No less than fifty percent (50%) deposit must accompany return of the space contract to guarantee the assigned exhibit space.

Balances shall be due on or before the deadline specified on the contract.

Press Room

A press room, presented by FMC Corporation, will be available throughout the show for media representatives. Exhibitors are invited to submit any press materials relating to their products to the following address:

Communications Department
Kentucky Exposition Center
P.O. Box 37130
Louisville, KY 40233

RV Parking

Please contact Access Control at (502) 367-5380 for more information.

Security

Show management provides general 24-hour security beginning the first day of move-in through and including the last day of move out. Exhibitors requiring individual exhibit security should complete the **Security Service Order Form** and return by the deadline specified on the form.

Show Hours

February 14th – 17th, 9:00 a.m. – 6:00 p.m. daily.

Signage

Exhibitors will be provided one sign per space listing company name and location. Additional signs may be contracted privately or through the Fern Expositions. Only the Company Name as it appears on the contract will be used for signage. **Two sided signs are strictly prohibited.**

PLEASE NOTE: Exhibitors wishing to have overhead signage in their booths must contact Fern Expositions to arrange hanging. All signage must be approved in advance by show management and installed by Fern

Expositions. Certain areas of KEC are restricted by load limits.

Smoking Policy

The Kentucky Exposition Center indoor facilities are designated as smoke free spaces. There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors. Smoking is permitted outdoors but must be done a minimum distance of 10' feet from building entrances. This policy applies to all exhibitors, visitors, attendees, contract personnel, and Kentucky Exposition Center employees. This policy is strictly enforced and violators are subject to removal.

Storage

Exhibitors may store show materials at the Kentucky Exposition Center for a fee. Please see the **Secured and Unsecured – Accessible Storage Form**. Company name and booth number must be indicated on the item to be stored. Empty crates and cartons may not be stored in your exhibit space during the show. If containers/crates contain old storage labels, please remove them and affix new labels.

Structural/Support Columns

Some exhibit spaces include or are adjacent to structural and/or support columns. Fire alarm boxes, fire hoses, extinguishers and Fire Department access doors on the columns may not be covered, screened, or blocked in any way at any time. Exhibitors who block access to utility service panels (telephone or electrical), fire alarm boxes, extinguishers or fire hoses, will be required to immediately correct these violations. Carpenter labor required to correct these violations will be charged to the Exhibitor.

Sides of columns (without fire, electrical, service panels or equipment) may be covered or screened and incorporated into your display. Do not staple or tack directly into the column wall.

Telecommunications/Internet/Networking

Telephone and internet service is provided by Smart City. The Kentucky Exposition Center and Fair Board have no control over the cost of service or installation. To order these services, please complete **Telecommunications /Internet/ Networking Service Order Form** and return to the address on the form.

RULES, REGULATIONS AND GENERAL POLICIES

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1. Admission/Non-Show Hours. Entry to the exhibit hall during non-show hours will be permitted by exhibitor badge only and will be limited to two hours before and one hour after show hours.

2. Amendment to Contract. Show Management, its representative, agent or employees reserves the right to amend, add to, define and decide all issues arising as a direct result of any policy or procedure. All decisions shall be final and the Exhibitor agrees to abide by such decision.

3. Cancellation.

(a.) Refunds. Refunds of deposit will be made if written notice of cancellation is received by Show Management thirty (30) days prior to the first day of the show and the space is able to be resold.

(b.) Damages. Exhibitor expressly waives any recourse for damages against Show Management in the event this agreement is revoked or cancelled for violation of any promised hereof. In case of acts of God, or conditions necessitating the cancellation of the show, Show Management may revoke this agreement and refund any monies paid in advance.

4. Cleaning. Show Management agrees to provide general hall cleaning at the close of the show each day. Exhibitors must place all trash and other debris in the aisles for pick-up. The Exhibitor Services Manual provides order forms for individual booth cleaning. See the **Booth/Exhibit Cleaning Service Order Form** for details.

5. Concessions. The serving of alcoholic or non-alcoholic beverages and/or food by the Exhibitor within the exhibit hall is prohibited unless special permission is received from Show Management.

6. Contract Procedure. Exhibit space in the National Farm Machinery Show is assigned by contract/invitation only. If several independent companies are to share the space, this must be so indicated; likewise, if subsidiaries or divisions of a company are to be listed as exhibitors, their names must be furnished on the application and on the **Exhibitor Registration/Badge Order form**. Show Management reserves the right to reject applications for space if in the best interest of the show.

Please note that all exhibit contracts are a one-year contract. Show Management has the right to renew

or not renew a contract to any Exhibitor whose conduct is deemed disruptive to the show. EXHIBITORS WHO DELAY RETURNING SIGNED CONTRACTS ARE SUBJECT TO IMMEDIATE LOSS OF THEIR LOCATION. CONTRACT DEADLINES WILL BE STRICTLY ENFORCED. NO LATE CONTRACTS WILL BE ACCEPTED AND YOUR SPACE WILL BE RESOLD WITHOUT PRIOR NOTIFICATION TO THE EXHIBITOR. Products displayed are at the discretion of Show Management and anything deemed unsuitable for the show will not be allowed.

Due to the increasing number of insufficient fund checks and declined credit cards there will be a penalty of \$35.00 per transaction charged. There will be no exceptions. Failure to pay such charges will result in the immediate loss of your location.

7. Contractor's Services. All services, including but not limited to, furniture, carpeting, labor, drapery, florists, electrical, telephone, storage and other special required services can be ordered through the Exhibitor Services. The Exhibitor Services Manual provides the proper forms for ordering such services. See **Service Order Forms** tab for details. Any service you require that is not included, please call our exhibitor services department at 502-367-5227 to make an inquiry.

8. Damages. Exhibitors will be liable for any damages caused by fastening fixtures to floors, walls, or columns of the Exposition Center and for any damages to equipment furnished by Show Management or service suppliers designated by them.

9. Display/Construction.

(a.) Standard Exhibit. (One or more exhibit units in a straight line and no deeper than ten feet). All standard exhibits will be confined to a maximum height of eight feet. All display fixtures over four feet in height and within ten feet of an adjoining booth, must be confined to that area of the Exhibitors space within five feet of the backline. Show Management must approve any exceptions.

(b.) Bulk Exhibit. (Exhibit units deeper than ten feet) All bulk exhibits will be confined to a maximum height of twelve feet in any portion of the exhibit. **Bulk exhibits may be allowed a higher height limitation with special permission by Show Management.** All display fixtures over four feet in height and within ten feet of an

adjoining booth, must be confined to that area of the Exhibitors space within five feet of the backline. Please note that no divider drapes between bulk exhibits shall exceed 3 feet in height. Taller drapes may be used for cosmetic reasons only and must be pre-approved by Show Management.

(c.) Signs. Exhibitors will be provided one sign per booth listing company name and location. Additional signs may be contracted through Fern Expositions. All privately contracted signs must be approved by Show Management. Two sided signs are strictly prohibited. All overhead signage must be approved in advance by show management and installed by Fern Expositions. Certain areas of KEC are restricted by load limits.

(d.) Character of Exhibits. Show Management reserves the right to approve the character of all displays and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit. Advertising signs and stunts which are aggressively promotional in nature, intended for use in the booths, the exhibit hall or the approaches thereto, must be submitted to Show Management for approval. Canopies, tents or overhead awnings, flammable or nonflammable, cannot be used in any manner during the show. Also, bales of untreated hay are not acceptable. Shredded mulch cannot be used in any landscaping or decorative manner. Large bark nuggets are to be used only.

(e.) Exhibitor Presence. Booths must be open and manned daily from 9:00 a.m. to 6:00 p.m. throughout the four days of the show. Failure to open & close during these times will make your booth space subject to immediate closure for the remainder of the show and non-renewal of space contract for the following year.

10. Early Equipment Drop-Off. Any early drop-off of equipment in lots designated as D (East Side) and K (West Side) before or during move-in must be pre-approved by Show Management.

11. Early Tear Down/Move-Out. Any Exhibitor found tearing down their exhibit and/or moving the exhibit out of the exhibit hall prior to 6:00 p.m. on Saturday, February 17th will be subject to non-renewal of their contract for the following year.

12. Exhibit Installation. Installation of exhibits may begin at 8:00 a.m. Saturday, February 10, 2018. All exhibits must be in place and ready for display no later than 9:00 a.m. Wednesday, February 14, 2018. No alterations to the exhibit set-up shall occur during show hours. No dismantlement shall commence before 6:00 p.m. Saturday, February 17, 2018.

13. Exhibit Move-Out. All exhibits must be removed by 6:00 p.m. Monday, February 19, 2018.

14. Exhibitor Conduct. No soliciting of registrants shall be permitted in the aisles or in other Exhibitors booths. Samples, catalogs, pamphlets, souvenirs, and other promotional items may be distributed by Exhibitors and their representatives (including models) only within the confines of their own booths. No roving vendor or solicitor, acting from a profit, non-profit, religious, or other organization, or on its behalf, shall be permitted on the grounds. **ROVING SOLICITATION IS PROHIBITED ANYWHERE ON THE GROUNDS.** No Exhibitor shall solicit outside the confines of their exhibit area. To do so could result in the closing of your exhibit space. No Exhibitor will be permitted to conduct any prize drawings or awards for signing of names and addresses without prior approval from Show Management. Please see the **Promotional Activity Form**. All signs, advertising, literature, and other promotional material must directly relate to the Exhibitors name, product, and service as set forth and approved in the Exhibitor Space Contract. Gummed labels, bumper stickers or stickers for promotion and helium balloons are strictly prohibited. Show Management will not allow argumentative, confrontational and hostile disregard for the show, the Rules & Regulations in the Exhibitor Services Manual, the Terms & Conditions of the exhibit contract, or Show Management personnel.

15. Exhibitor Information. Exhibitor shall furnish Show Management with any information in writing that may be reasonably requested by Show Management in connection with the show.

16. Exhibitor Lounge. An Exhibitor-Only lounge, located in South Wing C 109, sponsored by Farm Industry News, will be available for all registered Exhibitors in the show. Available in the lounge will be telephone, message center, and fax service. Other lounge areas located in South Wing B 101 and West Hall rooms 5-10 will provide complimentary business and concierge services.

17. Fire Marshal Requirements. The following are the State Fire Marshal's minimum fire safety

requirements and shall be applied at all shows: trade, commercial or otherwise, and shall apply whether the exhibit is open or closed to the public.

(a.) The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases, or any other item or process deemed hazardous by the State Fire Marshal must have advance approval by the State Fire Marshal's representative.

(b.) Any motor vehicles, gasoline powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps are to be sealed with tape. All such fuel tanks shall be less than one-fourth full.

(c.) Parking of any vehicle in the building without prior approval is strictly prohibited. Cars and trucks shall be removed immediately after loading or unloading.

(d.) Decorations and displays shall not block or impede access to fire protection equipment: sprinklers, exit markings, exit doors or emergency lighting equipment.

(e.) Aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency during hours of occupancy. The use of chains and locks on doors equipped with panic hardware is prohibited.

(f.) Signs approved by the representative designating exits and the direction of travel to exits shall be provided by the lessees and in place prior to the show opening.

(g.) Additional fire extinguishers may be required at the discretion of the State Fire Marshal's representative.

(h.) All electrical devices and installations shall be made in accordance with the applicable provisions of the National Electrical Code. All devices must be listed by Underwriters Laboratories.

(i.) Household type extension cords have minimal current carrying capabilities, and are subject to physical damage, which can result in electrical shock. Only heavy duty extension

cords, (those with a second covering, or those having heavier insulation) may be used.

(j.) No open flame of any type is permitted on the exhibit floor for any reason. This includes open-flame stoves and flammable or combustible items to demonstrate any product.

18. Floor Plan. Show Management may, at any time, change the size or location of the Exhibitors space or layout of the exhibition if Show Management deems it necessary for the good of the show.

19. Forklifts. Exhibitors may use their own forklifts to set-up their own display. **Any exhibitor loading or unloading for any company other than their own, will jeopardize their future participation in the show and/or lose their forklift privileges.**

All forklift operators must have certification from their employer showing they are certified to operate a forklift. A copy of your certification & insurance must be on file with the Exposition Sales Office at P.O. Box 37130 Louisville, KY 40233 to the attention of James Johnson prior to move-in.

All exhibitors are required to carry proof of liability and property insurance to cover any damage to the building, exhibitor or persons caused by the operation of the forklift.

20. Insurance/Indemnity.

(a.) Insurance. Exhibitor, for itself and on behalf of decorators, contractors, service people, or others employed by Exhibitor shall, during the entire term of the lease, secure, furnish and maintain insurance as follows:

1. Workman's Compensation Insurance in the minimum amounts required by the State of Kentucky.

2. Comprehensive General Liability Insurance with minimum combined limits of liability of \$500,000 for bodily injury and/or property damage in any one occurrence. Such insurance coverage shall name, the Fair Board, officers, agents, and employees as additional insured. Such policy shall be issued by an insurance company authorized to transact business in the State of Kentucky. Exhibitor shall furnish the Show Management with appropriate Certificates of Insurance reflecting such coverage.

(b.) Indemnity. Exhibitor, on behalf of itself, its agents, servants employees, customers, and guests, hereby agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Kentucky State Fair Board and all its members, agents and employees against claims or demands arising or resulting from the use by Exhibitor of the space provided by Show Management. This includes without limitation the claims of any employee or agent of the Exhibitor, the claims of anyone attending the exhibit, and the claims of any other person for damages for bodily injury, sickness, mental anguish or death, and claims for damages to the property of any such employee, agent or persons. Show Management shall not be liable for any loss, damage or injury to the property of the Exhibitor which is sustained during the use by Exhibitor of the space provided by Show Management.

21. Labor. All labor performed by the Fair Board service personnel including repairs and tracing malfunctions will be charged at those rates set forth on the **Labor & Equipment Service Order Form**. Orders received less than thirty-six hours prior to the show may not be installed in time for opening.

22. Landscaping. Only large nugget pine mulch is approved for use in the Kentucky Exposition Center. Shredded mulch is strictly prohibited and must be removed from the building. Bales of hay or straw must be treated with a flame retardant and are subject to testing by the Fire Marshal's representative.

23. Management. Show Management reserves the right to close any exhibit leased herein, without liability, should Exhibitor, the exhibit or any employee thereof engage in acts that are substantially disruptive and against the best interests of the show.

24. Miscellaneous.

(a.) Performance. Time is of the essence in this contract.

(b.) Choice of Law. The terms and provisions of this lease shall be governed under the laws of the State of Kentucky.

25. Noise. No band or musical group will be permitted in the exhibit area. While the operation of displayed products is encouraged, such operation must be accomplished without creating a sound

factor which could be objectionable to neighboring booths. This includes the operation of power equipment and construction work during show hours. Show Management reserves the right to cancel any exhibit space contract, without penalty, in the event that such noise becomes disruptive to the show.

26. Rules and Regulations. Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, all pertinent ordinances of Jefferson County, and all show policies adopted by the Fair Board. Said policies and items are hereby made a part of this agreement as if copied in full herein.

27. Satellite Dishes. The Kentucky Exposition Center has limited capacity for satellite dishes. Absolutely no satellite dish will be placed on the rooftop nor can any cable or wire to the dish be strung outside or on the exhibit floor. This insures safe daytime traffic and night time security by securing all pedestrians and overhead doors. Show management accepts no liability for satellite dishes used on the grounds. If you have a satellite dish you must contact Show Management prior to set-up.

28. Security. Show Management will provide general 24-hour security beginning the first day of move-in through and including the last day of move-out. No outside security personnel will be allowed in the immediate exhibit area during non-public hours unless circumstances warrant. Show Management reserves the right to reject any commercial firm provided by Exhibitor.

29. Show Promotion. Show Management agrees to provide show promotion and publicity for the show. This will include distribution of general show publicity items in reasonable quantities to exhibiting companies at no charge including press releases, logo stickers, and other literature on Louisville and the Show.

30. Sound Devices. The sound volume must be maintained at a level so as to avoid any interference with neighboring Exhibitors. When objections are noted, it may be necessary for Show Management to prohibit the use of sound devices or limit operation to short time periods. Use of sound slides, sound motion pictures, loud speakers and other sound devices is subject to the approval of Show Management. Use of motion pictures and slides will be permitted only if they are directly related to products, services, techniques, or application.

31. Space Assignments. Space assignments will be provided to Exhibitors after acceptance of the application issued by Show Management. Notice of any changes in space assignments after acceptance will be provided to Exhibitors at least one week prior to the Show. Show Management reserves the right to change such assignments in the best interest of the show.

32. Structures. No two story modular exhibits will be permitted due to height restrictions and safety regulations. Please note that canopies, tents or overhead awnings, flammable or non-flammable, cannot be used in any manner during the show. Temporary structures with tops must be approved by the Kentucky State Fire Marshall's office. Tops cannot obstruct the building's fire suppression system. Diagrams with specifications must be submitted in advance for review.

33. Subleases. The exhibiting company signing the space contract cannot sublease any portion of their exhibit area to any distributor or manufacturer unless the contract holder is the manufacturer of equipment or merchandise to be displayed in the exhibit area.

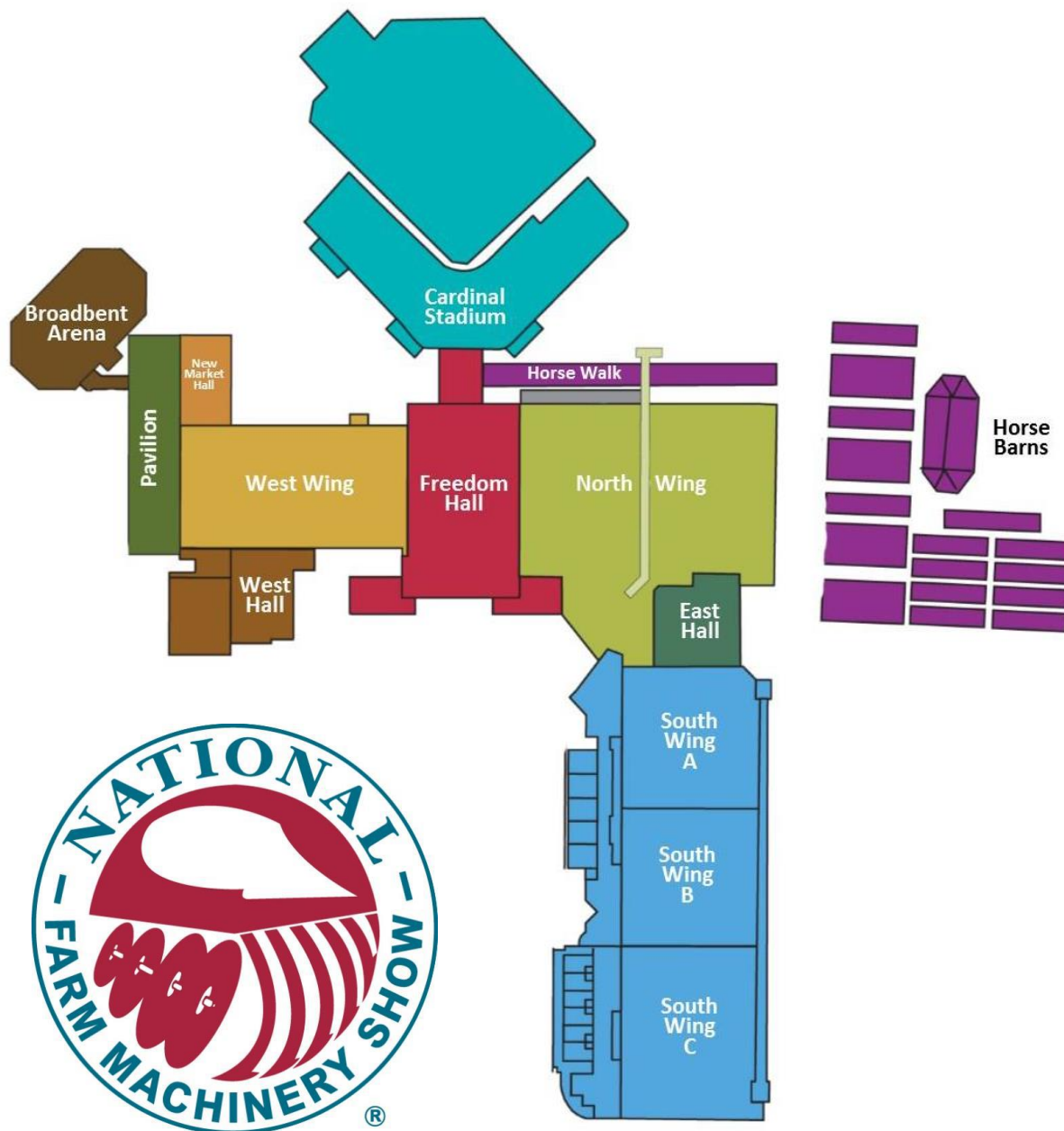
FLOOR PLAN AND FACILITY MAP

NATIONAL FARM MACHINERY SHOW
FLOOR PLAN *click the link below*

https://nfms18.mapyourshow.com/7_0/floorplan/



KENTUCKY EXPOSITION CENTER



February 14 – 17, 2018

EXHIBIT SPECIFICATIONS

Standard Booth

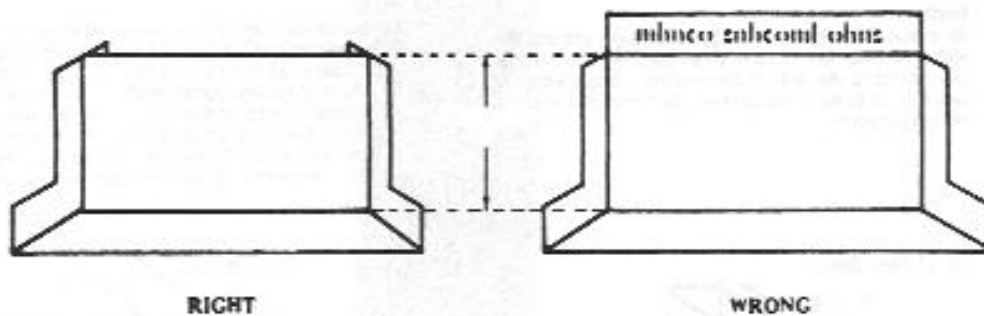
Important:

Space dimensions shown on floor plan are from center line of booth equipment such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Intent:

Any portion of an exhibit extending above the 8' high draped booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

To provide reasonable sightline from aisle to the neighboring exhibit as described in the depth section.



Height:

All booths will be confined to a maximum height of 8'.

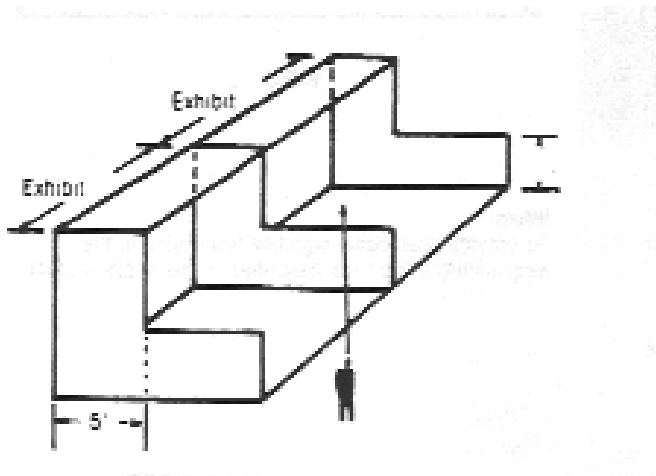
Standard Booth

Definition:

One or more standard units in a straight line.

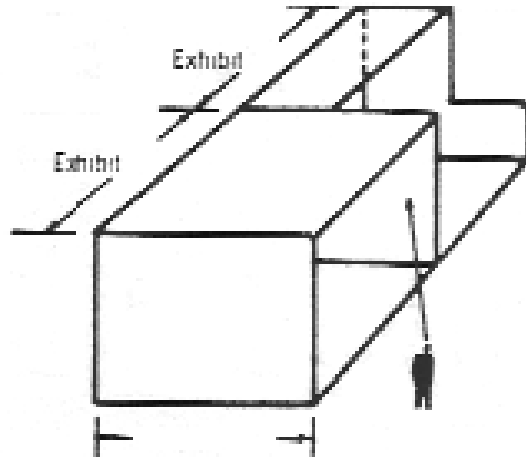
Intent:

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of his exhibit. Exhibitors with a larger space should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures is intended to accomplish both these aims.



CORRECT USE OF SPACE

INCORRECT USE OF SPACE



Peninsula Booth

Important:

Space dimensions shown on floor plan are from center line of booth equipment such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Note:

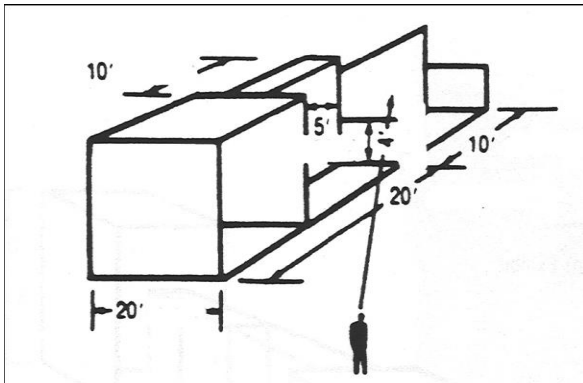
Peninsula booths are normally "faced" toward the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and not carry identification signs or other copy that would detract from the adjoining exhibit.

Depth:

All display fixtures over 4' in height and placed within 10 lineal feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

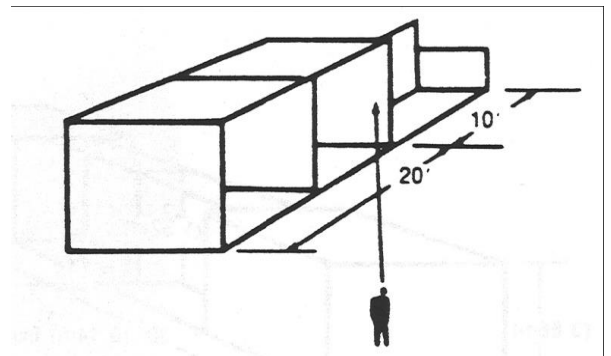
Intent:

Exhibitor's adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

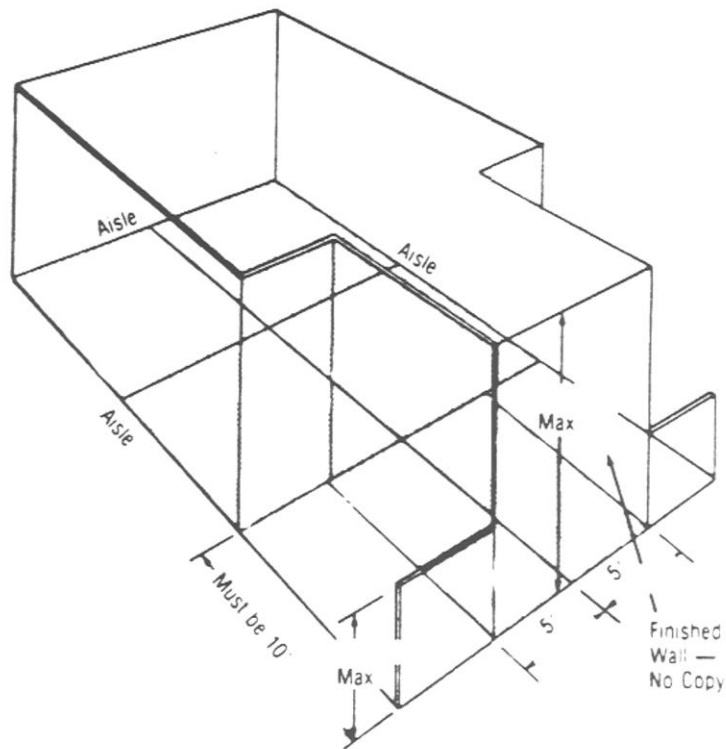


CORRECT USE OF SPACE

INCORRECT USE OF SPACE



Peninsula Booth



Definition:

Two or more standard units back to back on three sides.

Intent:

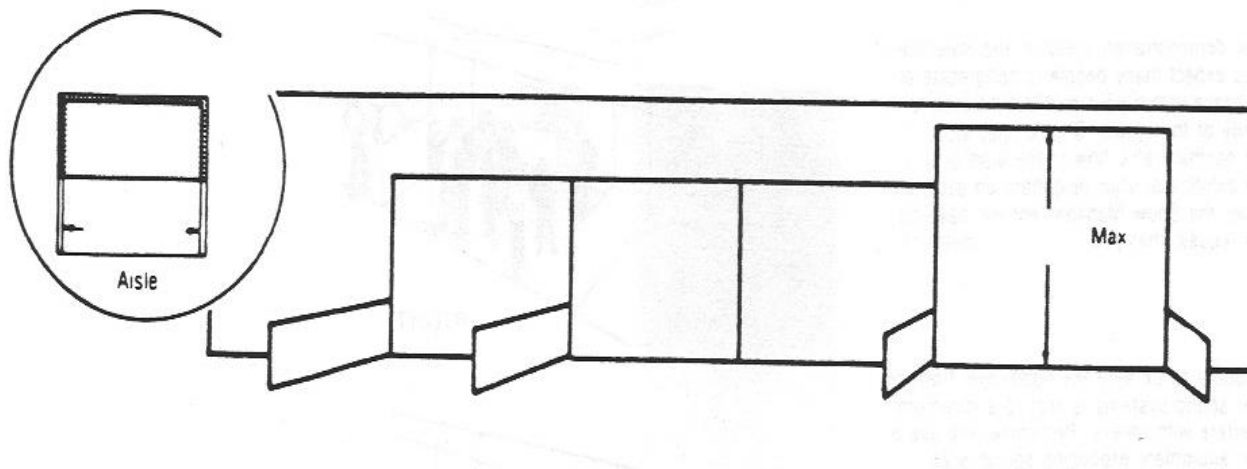
When an exhibit in a peninsula booth configuration exceeds 8', it does not interfere with other exhibitors because it does not back up against another exhibitor's back wall. The extra height is often needed to permit the open walk through approach normally used in this type of location.

Perimeter Wall

Booth

Intent:

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of his exhibit. Exhibitors with a larger space should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' and within 10 lineal feet of a neighboring exhibit is intended to accomplish both these aims.



Depth:

All display fixtures over 4' height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is within 5' of the backline.

Island Booth

Important:

Space dimensions shown on floor plan are from center line of booth equipment such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Definition:

Four or more standard units back-to-back with aisles on all 4 sides.

Intent:

The "Cubic Content" of an island space may be used. Height restrictions are determined by ceiling or beam and decorations. They vary with individual locations. Exhibitors having exhibit materials, equipment or construction that exceeds 8' must have prior approval by Show Management.

Demonstrations or Entertainment

Regulations:

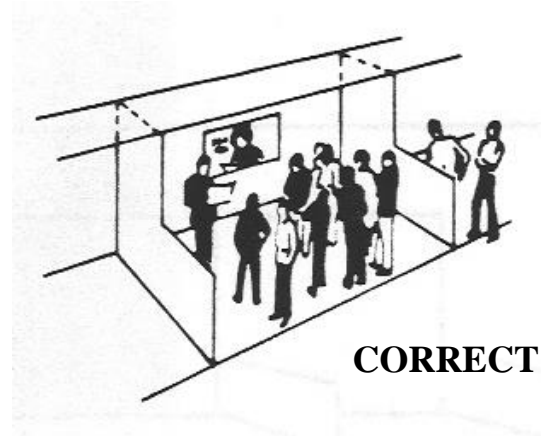
Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with the normal traffic flow in the aisle or overflow into the exhibits of your neighbors on each side or across the aisle, Show Management will have no other alternative but to request that you limit or eliminate the presentation.

Sound:

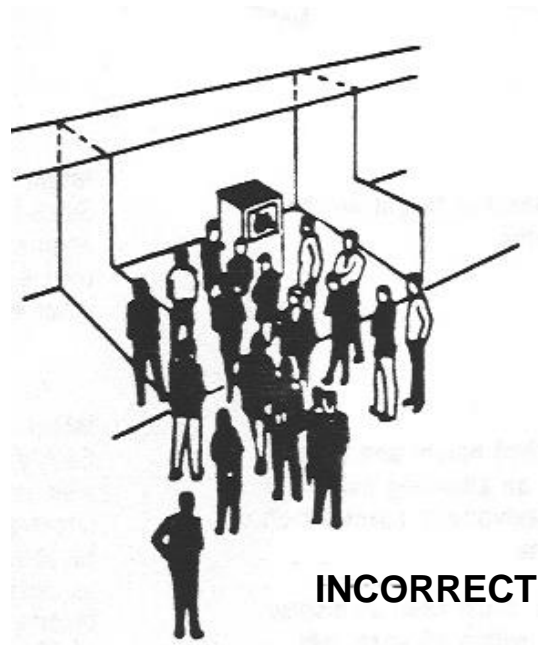
Police your own booth to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Intent:

The aisles are the property of the exhibitor's; therefore each exhibitor has the responsibility to insure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, this is an infringement on the exhibitor's rights. Aisles must not be obstructed at any time.



CORRECT



INCORRECT

SHIPPING & MATERIAL HANDLING INSTRUCTIONS



KENTUCKY EXPOSITION CENTER

MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

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.	\$20.00
F	50-100 lbs.	\$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					_____

Prices are subject to change without notice.

If you prefer to pay by check complete a service order form and submit to the address below.

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

For information regarding services and payment procedures, please call (502) 367-5227. Revised 11/10/2015



KENTUCKY EXPOSITION CENTER

SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.
UNMARKED SHIPMENTS WILL NOT BE RECEIVED.

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- 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.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC 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.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

EMPTY CONTAINER STORAGE AND RETURN

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

OUTBOUND SHIPPING

- KEC 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.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC 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. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KEC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC 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.

For information regarding services and payment, please call (502) 367-5227.

EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

SHIP TO:
NAME OF SHOW: _____ BOOTH NO. _____
COMPANY NAME: _____ PHONE (_____) _____
C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:
NAME OF SHOW: _____ BOOTH NO. _____
COMPANY NAME: _____ PHONE (_____) _____
C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:
NAME OF SHOW: _____ BOOTH NO. _____
COMPANY NAME: _____ PHONE (_____) _____
C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:
NAME OF SHOW: _____ BOOTH NO. _____
COMPANY NAME: _____ PHONE (_____) _____
C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:
NAME OF SHOW: _____ BOOTH NO. _____
COMPANY NAME: _____ PHONE (_____) _____
C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

Your official air freight and ground freight carrier ABF Freight®

National Farm Machinery Show 2018

Kentucky Exposition Center
Louisville, KY
February 14-17, 2018

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our
Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your
inbound and outbound
shipments.

Guaranteed expedited air
and ground services.

LTL ground transportation

International transportation



Trust your important trade show
shipment to the leader in exhibition
transportation services



SERVICE ORDER FORMS

Method of Payment

Credit Card Processing

Exhibitor Promotional

Booth/Exhibit Cleaning

Booth Divider

Electric Service

Exhibitor Registration – Security Badge

Labor & Equipment

Secured and Unsecured – Accessible Storage

Security (Individual Booth)

Concierge or Booth Greeter

Telecommunications/Internet/Networking

Compressed Air-Water-Drainage

Purveyor List

Forklift Usage



KENTUCKY EXPOSITION CENTER

METHOD OF PAYMENT FORM

Online Ordering Now Available at

www.kyexpo.org/facilityservices.html

Credit card information will **ONLY** be accepted online or over the phone.

Event Name: _____ Event Date(s): _____

Company Name: _____ Booth #: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone (required): _____ Email(required): _____

Please remit this form to the address below.

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

☐ **WIRE TRANSFER**

Wire info: 042 000314
Swift# FTBC US 3C

☐ **ACH TRANSFERCHECK**

Kentucky State Fair Board
Fifth Third Bank
ABA# 083 002342
ACCT: 00082195031
Receipts Account

Authorized Signature: _____ Date: _____

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

CREDIT CARD PROCESSING PROGRAM SERVICE ORDER FORM

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

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

Free equipment is provided on a first come/first served basis and quantities may be limited. To ensure that you receive the number of units you need prior to the start of the show, it is recommended that you make your request 30+ days in advance of move in.

- FREE Bluetooth Credit Card Equipment for the length of the show
- FREE Fast & Reliable coverage (avg. card approval time 6 seconds)
- EMV/Chip Card acceptance
- ApplePay & Google Wallet capabilities
- Next Day Funding
- Decals & VS/MC/DS/AX Signage provided at no cost
- Free paper during the show
- Local/Onsite Service & Support
- Potential Rebates



CREDIT CARD SERVICES

	Regular Order Rate	TOTAL
_____ Bluetooth Credit Card Machine	FREE	_____
_____ VS/MC/DS/AX ApplePay Decals/Signage	FREE	_____
_____ Bluetooth Internet Connection (for cc machine only)	FREE	_____

I agree to use the KEC merchant processing for the duration of the show. I also agree to return the loaner equipment at the end of the show in the same condition as it was received. Failure to return the equipment by the end of the show will result in a debit of up to \$749 (per terminal) from KEC to the credit card number or bank account on file.

Vendor shall maintain the right to continue using the merchant account and special pricing beyond the show on a month to month basis but must secure a permanent terminal option prior to the end of the event.

Signature: _____ Date: _____

GRAND TOTAL - FREE SERVICE

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

For information regarding services, please call 502.367.5227 Revised 3/14/2016

2018 National Farm Machinery Show

Kentucky Exposition Center
Louisville, Kentucky
February 14 - 17
FAX (502) 367-5299

James Johnson
NFMS, Exposition Sales
Kentucky Exposition Center
P.O. Box 37130
Louisville, KY 40233

Please detach pre-addressed label

Deadline Date:

January 19, 2018

Exhibitor Promotional Activity

The primary purpose of this form is to provide information that will aid the Fair Board to approve, foster and when necessary, answer public inquiries regarding responsibly represented and conducted commercial promotions involving prizes.

All drawings must be approved by the Fair Board and the Board reserves the right to reject and cancel the contract of an Exhibitor that is deemed by the Show Manager to be guilty of any act that is against the best interests of the National Farm Machinery Show. "Raffles" are prohibited on state grounds. No drawing can be conducted that states a dollar amount required. Only donations can be taken.

1. Do you intend to conduct a drawing which award prizes to winners? YES _____ NO _____
 - a. Do you request a Credit Card Number to Register? YES _____ NO _____
2. If the above question is answered "YES", please describe briefly the nature and manner in which the activity will be conducted.

3. What will the prize(s) be? _____
 - a. How many _____ Value of each _____
 - b. When and where will they be made available to winners? _____
 - c. Do winners receive their prizes free and without any obligation other than participating in the contest?
YES _____ NO _____
 - d. If the last question is answered "NO", please describe fully the conditions the winners must meet before they can receive prizes.

Exhibiting Company _____ Booth No. _____

Address _____

_____ Phone _____

Authorized By _____ Date _____

(please print)



KENTUCKY EXPOSITION CENTER

BOOTH AND EXHIBIT CLEANING SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

Discount 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 discount date will be charged the regular rate – **no exceptions**.

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

			RATE PER GROSS*		
	SQUARE FT. CLEANED	NUMBER OF TIMES	DISCOUNT SQUARE FT.	REGULAR SQUARE FT.	TOTAL AMOUNT
CARPET CLEANING – Minimum \$25.00**					
_____ Vacuum once before initial opening	_____	_____	15¢	18¢	_____
_____ Vacuum once before initial opening and daily thereafter	_____	_____	15¢	18¢	_____
DISPLAY CLEANING – Minimum \$25.00					
_____ Clean and dust display and furnishings before initial opening	_____	_____	15¢	18¢	_____
_____ Clean and dust display and furnishings before initial opening and daily thereafter	_____	_____	15¢	18¢	_____

* All rates are based on Gross Booth Area. **Prices are subject to change without notice.**

** There will be an additional charge for cleaning carpets that are subject to excessive wear and tear such as wood, metal shavings, food sampling, landscaping, etc.

If you prefer to pay by check complete a service order form and submit to the address below.

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

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

Revised 11/10/2015

2018 National Farm Machinery Show

Kentucky Exposition Center
Louisville, Kentucky
February 14 – 17
FAX (502) 367-5299

James Johnson NFMS, Exposition Sales Kentucky Exposition Center P.O. Box 37130 Louisville, KY 40233
--

Please detach pre-addressed label

Deadline Date:

January 19, 2018

Booth Divider Order Form

Please install dividers (3' high pipe & drape) between my bulk area and area(s) # _____. It is not necessary to submit this form if your booth is a 10 x 10 or multiple thereof.

There will be no charge for this if ordered in advance. However, exhibitors will incur the full decorator's charge on floor orders.

Exhibiting Company _____ Booth No. _____

Address _____

_____ Phone _____

Authorized By _____ Date _____

(please print)



KENTUCKY EXPOSITION CENTER

INDOOR ELECTRIC SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

Discount 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 discount date will be charged the regular rate – **no exceptions**

Event Name: _____ Event Date(s): _____

Company Name: _____ Booth #: _____

Contact: _____

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 Exposition Center (KEC) for a service order shall remain KEC's property and shall be removed only by KEC 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 KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KEC 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.

Standard Electrical Service

208/120 Volt AC single phase or three phase

480/277 Volt AC single phase or three phase

480 Volt AC single phase or three phase

Electrician Labor

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

If you prefer to pay by check complete service order form and submit to address below.

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

Electric Service				
Qty	Description	Discount	Regular	Cost
120 Volts				
	20 amp	\$125.00	\$180.00	\$
	20 amp GFI	\$125.00	\$210.00	\$
	30 amp	\$150.00	\$220.00	\$
208 Volts Single Phase				
	30 amp	\$240.00	\$465.00	\$
	60 amp	\$400.00	\$690.00	\$
	100 amp	\$525.00	\$875.00	\$
208 Volts Three Phase				
	30 amp	\$350.00	\$550.00	\$
	60 amp	\$490.00	\$755.00	\$
	100 amp	\$650.00	\$975.00	\$
	200 amp	\$1,010.00	\$1,835.00	\$
480 Volts Single Phase				
	30 amp	\$300.00	\$405.00	\$
	60 amp	\$500.00	\$690.00	\$
	100 amp	\$700.00	\$875.00	\$
480 Volts Three Phase				
	30 amp	\$450.00	\$580.00	\$
	60 amp	\$600.00	\$730.00	\$
	100 amp	\$850.00	\$1,055.00	\$
Electrician Labor				
#Hrs	Straight	Overtime	Double	Cost
	\$70.00	\$115.00	\$140.00	\$
Extension Cord Rental				
Qty	Size	Discount	Regular	Cost
	25 ft.	\$25.00	\$40.00	\$
6% Sales Tax (for extension cord rental only)				\$
Total				\$



KENTUCKY EXPOSITION CENTER

OUTLET & DISTRIBUTION LOCATION GRID

Please email completed form to arcustomerservice@ksfb.ky.gov.

COMPANY NAME _____

SHOW NAME _____

BOOTH #: _____

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



KENTUCKY EXPOSITION CENTER

OUTDOOR ELECTRIC SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

Discount 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 discount date will be charged the regular rate – **no exceptions**.

Please call (502) 367-5321 to confirm available locations and pricing.

Event Name: _____ Event Date(s): _____

Company Name: _____ Booth #: _____

Contact: _____

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 Exposition Center (KEC) for a service order shall remain KEC's property and shall be removed only by KEC 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 KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KEC 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.

Standard Electrical Service

208/120 Volt AC single phase or three phase

480/277 Volt AC single phase or three phase

480 Volt AC single phase or three phase

Electrician Labor

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

If you prefer to pay by check complete a service order form and submit to the address below.

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

Electric Service				
Qty	Description	Discount	Regular	Cost
120 Volts				
	30 amp	\$200.00	\$300.00	\$
208 Volts Single Phase				
	30 amp	\$250.00	\$480.00	\$
	60 amp	\$450.00	\$705.00	\$
	100 amp	\$550.00	\$905.00	\$
	200 amp	\$985.00	\$1,805.00	\$
208 Volts Three Phase				
	30 amp	\$375.00	\$570.00	\$
	60 amp	\$525.00	\$770.00	\$
	100 amp	\$700.00	\$1,005.00	\$
	200 amp	\$1,020.00	\$1,885.00	\$
480 Volts Single Phase				
	30 amp	\$325.00	\$575.00	\$
	60 amp	\$550.00	\$975.00	\$
	100 amp	\$750.00	\$1,325.00	\$
480 Volts Three Phase				
	30 amp	\$450.00	\$875.00	\$
	60 amp	\$600.00	\$1,125.00	\$
	100 amp	\$850.00	\$1,525.00	\$
Electrician Labor				
#Hrs	Straight	Overtime	Double	Cost
	\$70.00	\$115.00	\$140.00	\$
Extension Cord Rental				
Qty	Size	Advance	Regular	Cost
	25 ft.	\$25.00	\$40.00	\$
6% Sales Tax (for extension cord rental only)				\$
Total				\$

2018 National Farm Machinery Show

Kentucky Exposition Center

PO Box 37130

Louisville, Kentucky 40233-7130

February 14th–17th

FAX (502) 367-5299

Exhibitor/Security Badge Policy

- * Only registered exhibiting organizations will be issued badges.
- * Exhibitor /Security Badges will be issued with the registered company name only as stated on your contract. NO PERSONAL NAME BADGES WILL BE ISSUED.
- * Individual 10 x 10 exhibit booths will be allotted eight (8) Exhibitor/Security Badges each.
- * Bulk spaces will be allotted twenty (20) Exhibitor /Security Badges.
- * Additional Exhibitor/Security Badges may be purchased at the rate of \$8.00 per badge. If you would like to order extra badges in advance and pay with a credit card you may do so by calling 502-367-5200. You can also mail in a check to the address listed above. Make sure that the company name and quantity accompanies the check.
- * Companies needing to enter the exhibit hall before 9:00 a.m. or staying after 6:00 p.m. will be required to show their Exhibitor/Security Badge.

All Exhibitor/Security Badges includes parking. Badges will be available for pick-up at the Exhibitor Registration Office during move-in and throughout the show.



KENTUCKY EXPOSITION CENTER

LABOR AND EQUIPMENT SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

Discount 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 discount date will be charged the regular rate – **no exceptions**.

Event Name: _____ Event Date(s): _____

Company Name: _____ Booth #: _____

Contact: _____

Address: _____ City/State/Zip : _____

Phone: _____ Email: _____

Labor and equipment services for lessee/exhibitors of the Kentucky Exposition Center shall be charged at the following rates:

Date Needed	Number Needed	Work Required	Hours Worked	Discount Rate	Discount Overtime Rate	Regular Rate	Regular Overtime Rate
		Painter		\$ 50.00	\$ 75.00	\$ 90.00	\$135.00
		Laborer		\$ 40.00	\$ 60.00	\$ 60.00	\$ 90.00
		Carpenter		\$ 50.00	\$ 75.00	\$ 90.00	\$135.00
		Bobcat or 6,000-8,000lb Forklift with Operator		\$110.00	\$165.00	\$160.00	\$240.00
		Payloader or JLG Hy-Lift with Operator		\$200.00	\$300.00	\$300.00	\$450.00
		Scissor Lift with Operator		\$180.00	\$270.00	\$270.00	\$405.00
		Banding per Skid/Item		\$ 75.00	\$105.00	\$ 75.00	\$105.00
		Shrink Wrap per Skid/Item		\$ 60.00	\$ 90.00	\$ 60.00	\$ 90.00

☐ **Mobile Spotter Fee** – Assistance with clearing aisles and moving rolling equipment.

\$110.00 Flat Fee

Starting Time _____ Work Accepted by _____

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.

If you prefer to pay by check complete a service order form and submit to the address below.

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



Kentucky Exposition Center

ONLINE ORDERING NOW AVAILABLE AT WWW.KYEXPO.ORG

Return to:
SERVICE DESK – KEC
P.O. Box 37130
Louisville, KY 40233
(502)367-5321
FAX (502) 367-5358
E-mail exhibitor@ksfb.ky.gov

SECURED and UNSECURED - ACCESSIBLE STORAGE

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT

Name of Show: _____

Company Name: _____

Company Address: _____

Booth Number: _____

Booth Contact: _____

Phone: _____

Email: _____

SECURED Accessible Storage _____ SKIDS @ \$60 each = _____

UNSECURED Accessible Storage _____ SKIDS @ \$30 each = _____

ONE HOUR minimum LABOR will be charged at \$60/hr each time the SECURED Storage is accessed or items delivered to your booth.

DELIVERY LOG:

DATE	TIME	BY KEC EMPLOYEE	EXHIBITOR SIGNATURE

YOUR SIGNATURE BELOW AUTHORIZES THESE CHARGES TO BE BILLED TO THE CREDIT CARD ON FILE.

Signed _____

ONLINE ORDERING NOW AVAILABLE AT WWW.KYEXPO.ORG

2018 National Farm Machinery Show
Kentucky Exposition Center
Louisville, Kentucky
February 14 – 17, 2018

Please Return To:

Venue Services / Brian Stapleton
NFMS
Kentucky Exposition Center
937 Phillips Lane
Louisville, KY 40209

Deadline Date:
January 8, 2018

Fax To: 502 367-5036
Phone: 502 367-5022



Security Order Form (Individual Booth)

Please indicate type of security officer preferred:

_____ **Daytime Security Guard(s) (Unarmed) \$18.50 hr**
_____ **Overnight Security Guard(s) (Unarmed) or Supervisor \$21.50 hr / \$24.50 hr**
_____ **Uniformed Off-Duty LMPD Officer \$38 hr**

Date	No. & Type of Officer	Hours
Sunday, February 11		
Monday, February 12		
Tuesday, February 13		
Wednesday, February 14		
Thursday, February 15		
Friday, February 16		
Saturday, February 17		
Sunday, February 18		
Monday, February 19		
Tuesday, February 20		

Exhibiting Company: _____ **Booth No:** _____

Contact Name: _____

Address: _____

Phone: _____ **Cell Phone:** _____

Date: _____ **Email:** _____

Authorized By: _____
(Print Name) (Signature)

***We will call to confirm the order, process an estimate and discuss payment options.
Orders received after the above deadline will be subject to a 10% rate increase.***

2018 National Farm Machinery Show
Kentucky Exposition Center
Louisville, Kentucky
February 14 – 17, 2018

Please Return To:

Venue Services / Brian Stapleton
NFMS
Kentucky Exposition Center
937 Phillips Lane
Louisville, KY 40209

Deadline Date:
January 8, 2018

Fax To: 502 367-5036
Phone: 502 367-5022



Concierge or Booth Greeter Order Form (Individual Booth)

Please indicate staffing needed:

_____ **Booth Greeter/Concierge \$18.50 hr – Will greet and welcome customers, distribute brochures, etc.**

Date	No. & Type of Officer	Hours
Sunday, February 11		
Monday, February 12		
Tuesday, February 13		
Wednesday, February 14		
Thursday, February 15		
Friday, February 16		
Saturday, February 17		
Sunday, February 18		
Monday, February 19		
Tuesday, February 20		

Exhibiting Company: _____ **Booth No:** _____

Contact Name: _____

Address: _____

Phone: _____ **Cell Phone:** _____

Date: _____ **Email:** _____

Authorized By: _____
(Print Name) (Signature)

***We will call to confirm the order, process an estimate and discuss payment options.
Orders received after the above deadline will be subject to a 10% rate increase.***



The nation's leading provider of advanced technology services to the trade show industry
is the
Exclusive Technology and **Preferred** Audio-visual partner of



at the



Smart City is here to take care of your technology so you don't have to.

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To review & order IT Services visit
<https://orders.smartcitynetworks.com>



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Podiums
Audio Equipment



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Custom Hot Spots
On-Site / On Demand
Wireless service



Telephone Service

Single Line
Multi-Line
Conference

Questions?

For **IT services** call 502-815-6600 or email krnelson@smartcity.com

For **AV services** call 502-815-6607 or email av.ky@smartcity.com

Place your order by January 27, 2018 to receive the best rates!



KENTUCKY EXPOSITION CENTER

COMPRESSED AIR – WATER – DRAINAGE SERVICE ORDER FORM

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

Credit card information will **ONLY** be accepted online or over the phone.

Discount 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 discount date will be charged the regular rate – **no exceptions**.

Event Name: _____ Event Date(s): _____

Company Name: _____ Booth #: _____

Contact: _____

Address: _____ City/State/Zip : _____

Phone: _____ Email: _____

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: 125 PSI	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for each line run from main line to booth	\$150.00	\$200.00	_____
_____ Each additional connection within booth	\$100.00	\$125.00	_____
_____ Additional charges for compressor rental <i>(When applicable. Contact KEC Service Desk for details.)</i> 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.

Service is only available in South Wings A, B and C. For service in North Wing, please call for quote.

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$100.00	\$140.00	_____
_____ Each additional connection	\$ 60.00	\$ 90.00	_____
_____ Fill up only (each time)	\$100.00	\$140.00	_____

NOTE: Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

DRAINAGE:	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$100.00	\$200.00	_____
_____ Each additional connection	\$ 45.00	\$ 65.00	_____
_____ Additional charges for water pump <i>(When applicable. Contact KEC Service Desk for details.)</i> plus KY sales tax			_____

NOTE: Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

PLUMBER:	Discount Order Rate	Discount Overtime Rate	Regular Order Rate	Regular Overtime Rate	TOTAL
	\$70.00	\$105.00	\$115.00	\$172.50	_____

GRAND TOTAL _____

All work performed on equipment by KEC service personnel including repairs, tracing malfunctions, etc., will be charged at prevailing rates in one-hour increments (minimum charge of one hour). Orders received less than 36 hours prior to the show may not be installed in time for opening. **Prices are subject to change without notice.** If you prefer to pay by check complete a service order form and submit to the address below.

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

2018

National Farm Machinery Show

PURVEYOR LIST

Pressure Washing & Detailing Only

- Clean & Simple LLC
PO Box 63
Irvington, KY 40146
502-523-8234
Larry
- Miles Ahead Construction
Elizabethtown, KY
270-505-0511
James

FORKLIFT USAGE

EXHIBITORS MAY USE THEIR OWN FORKLIFTS TO SET-UP THEIR OWN DISPLAY. ANY EXHIBITOR LOADING OR UNLOADING FOR ANY COMPANY OTHER THAN THEIR OWN WILL JEOPARDIZE THEIR FUTURE PARTICIPATION IN THE SHOW AND/OR LOSE THEIR FORKLIFT PRIVILEGES.

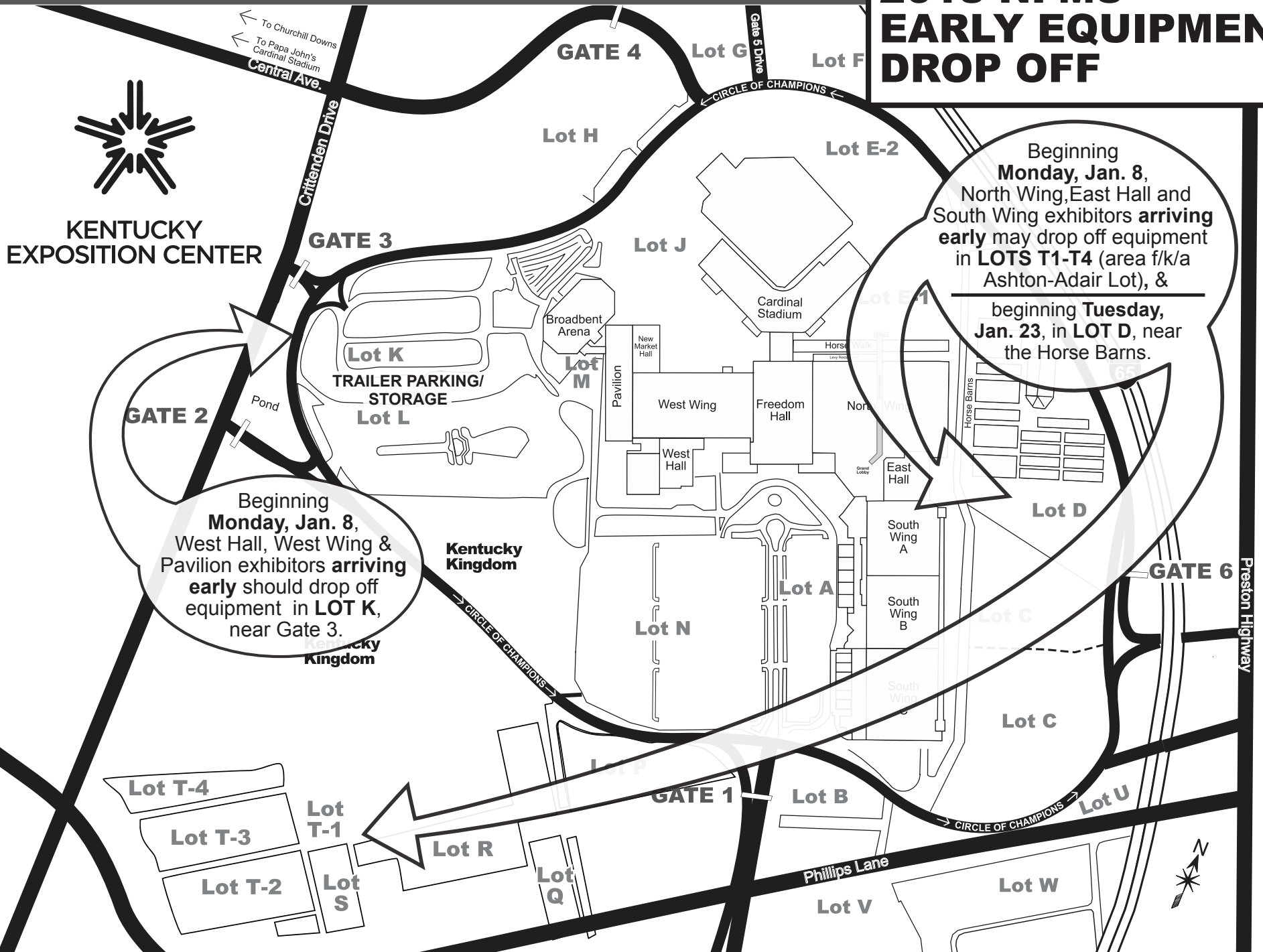
ALL FORKLIFT OPERATORS MUST HAVE CERTIFICATION FROM THEIR EMPLOYER SHOWING THEY ARE CERTIFIED TO OPERATE A FORKLIFT.

A COPY OF YOUR CERTIFICATION MUST BE ON FILE WITH THE EXPOSITION SALES OFFICE AT P.O. BOX 37130, LOUISVILLE, KY 40233 TO THE ATTENTION OF James Johnson PRIOR TO MOVE-IN.

ALL FORKLIFT OPERATORS WILL BE ISSUED IDENTIFICATION ARMBANDS WHICH MUST BE WORN WHILE OPERATING A FORKLIFT. IDENTIFICATION ARMBANDS MUST BE PICKED UP FROM JAMES JOHNSON AT THE EXPOSITION SALES OFFICE LOCATED IN THE ADMINISTRATIVE OFFICES.

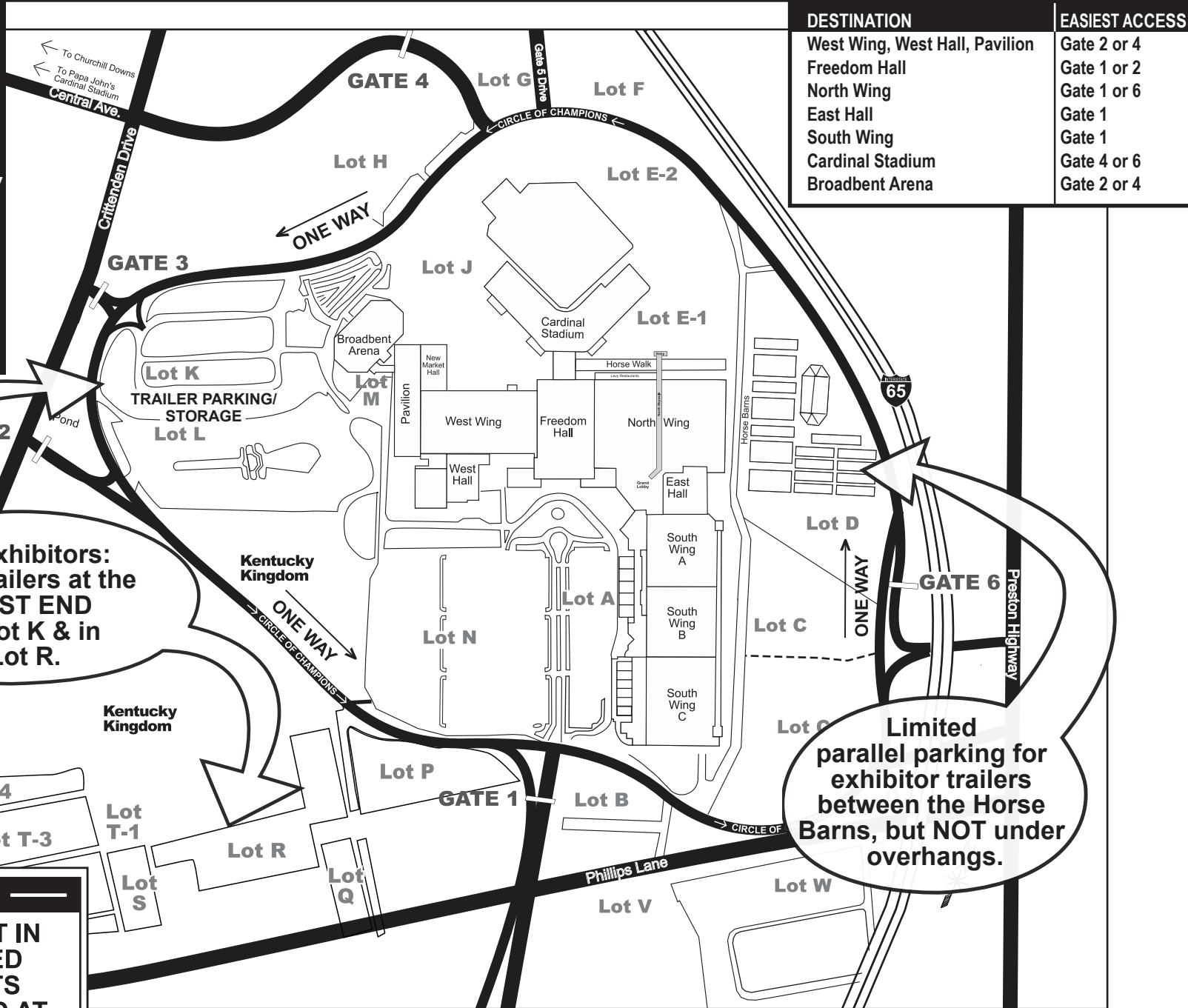
ALL EXHIBITORS ARE REQUIRED TO CARRY PROOF OF LIABILITY & PROPERTY INSURANCE TO COVER ANY DAMAGE TO THE BUILDING, EXHIBITOR OR PERSONS CAUSED BY THE OPERATION OF THE FORKLIFT.

2018 NFMS EARLY EQUIPMENT DROP OFF





National
Farm Machinery
Show
**TRAILER
PARKING**
KY Exposition Center
Louisville, KY



DESTINATION	EASIEST ACCESS
West Wing, West Hall, Pavilion	Gate 2 or 4
Freedom Hall	Gate 1 or 2
North Wing	Gate 1 or 6
East Hall	Gate 1
South Wing	Gate 1
Cardinal Stadium	Gate 4 or 6
Broadbent Arena	Gate 2 or 4

All Exhibitors:
Park trailers at the
WEST END
of Lot K & in
Lot R.

Limited
parallel parking for
exhibitor trailers
between the Horse
Barns, but NOT
under
overhangs.

NOTICE

TRAILERS LEFT IN
UNDESIGNATED
PARKING LOTS
WILL BE TOWED AT
OWNER'S EXPENSE.

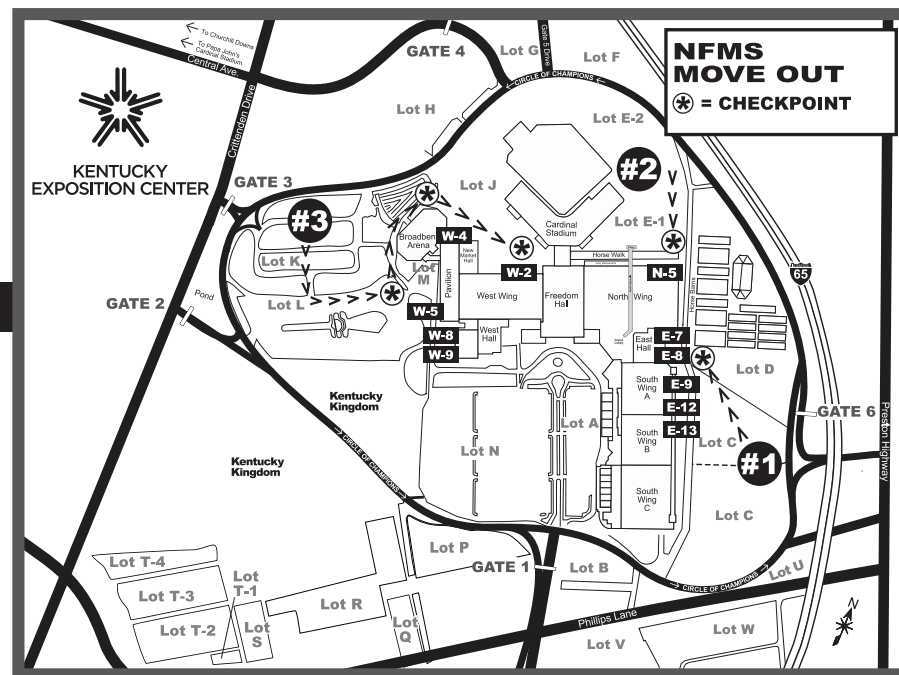


National Farm Machinery Show 2018 GUIDELINES FOR MOVE OUT

1. On Saturday, February 17, POV vehicles will not be allowed to line up until 8 p.m. You may hand carry or cart out your exhibit through the overhead doors until that time. No one should move out through any lobby.
2. No vehicle will be allowed to drive into any building until after all the public has exited, motorized exhibits have exited and most of the empties have been returned. This should happen by approximately 9 p.m.
3. Drive out exhibits should not line up at overhead doors until all the public has exited the building and show management has given the all clear. Once the public is out, we will open the overhead doors for the drive out equipment to exit.
4. Please use the following chart to determine which door to use and, therefore, which line to be in:

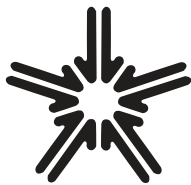
AREA	OVERHEAD DOOR	LINE
SOUTH WING A-B-C	E-9 E-12 OR E-13	#1
EAST HALL	E-7 OR E-8	#1
NORTH WING	N-5	#2
WEST WING/ PAVILION*	W-2 W-4 OR W-5	#3
WEST HALL	W-8 OR W-9	#3

* Due to the Championship Tractor Pull, the line-up for #3 has a checkpoint to allow tractors access from Broadbent Arena pit area to Freedom Hall.



5. Tractor trailers must report to the Marshaling Yard in Lot W (formerly known as "Prestonia Lot") on Sunday, February 18, at 7:30 a.m. As the freight is ready, the trucks will be called up to be loaded. Work Orders must be ordered at the Service Desk.
6. Any items left outside after Noon on Monday, February 19 need to be placed in Lot K.

The purpose of these guidelines is to make move out a safer, smoother and more organized process. Your cooperation is greatly appreciated. For further information, please check with KEC Service Desks.

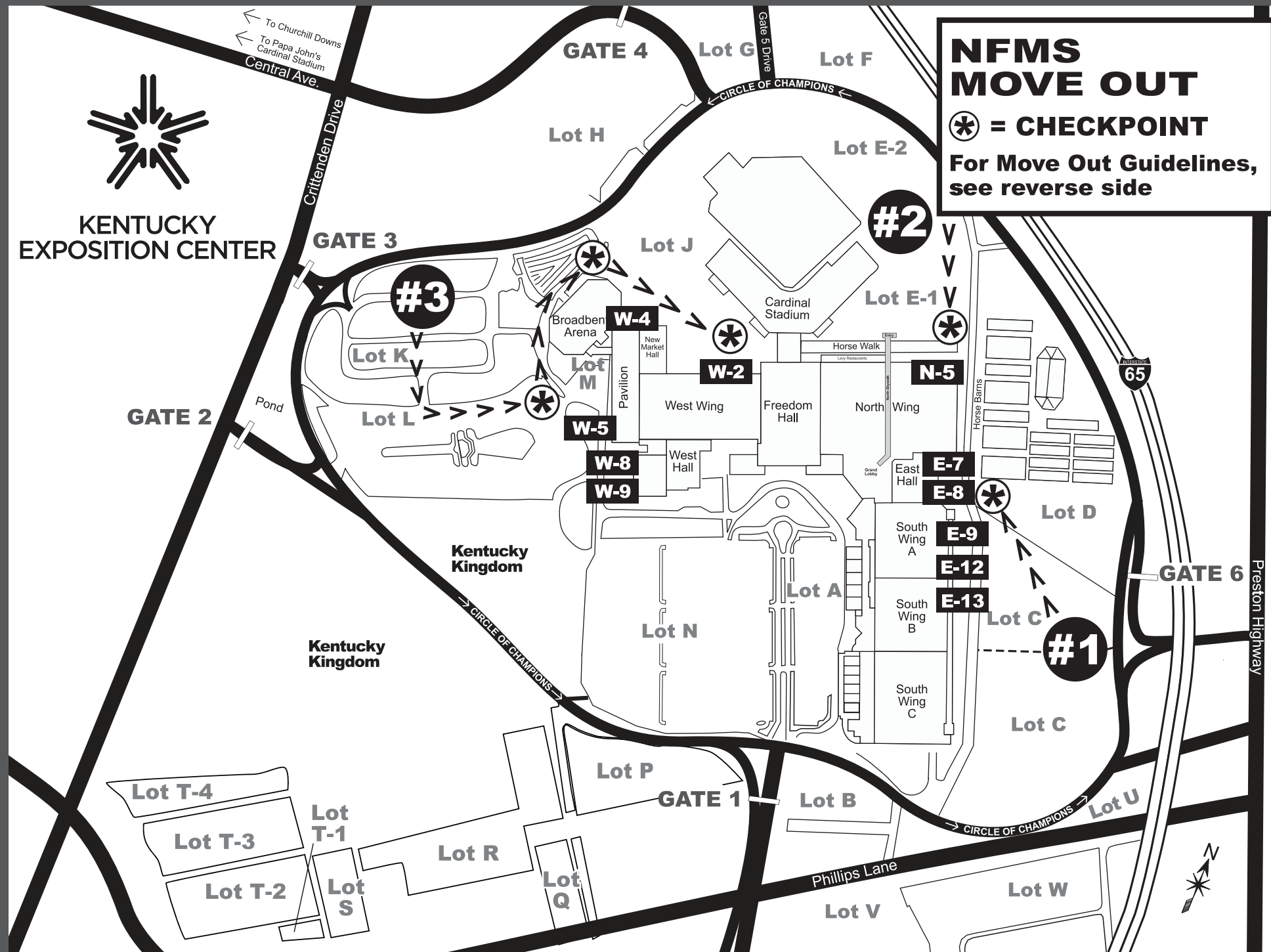


KENTUCKY
EXPOSITION CENTER

NFMS MOVE OUT

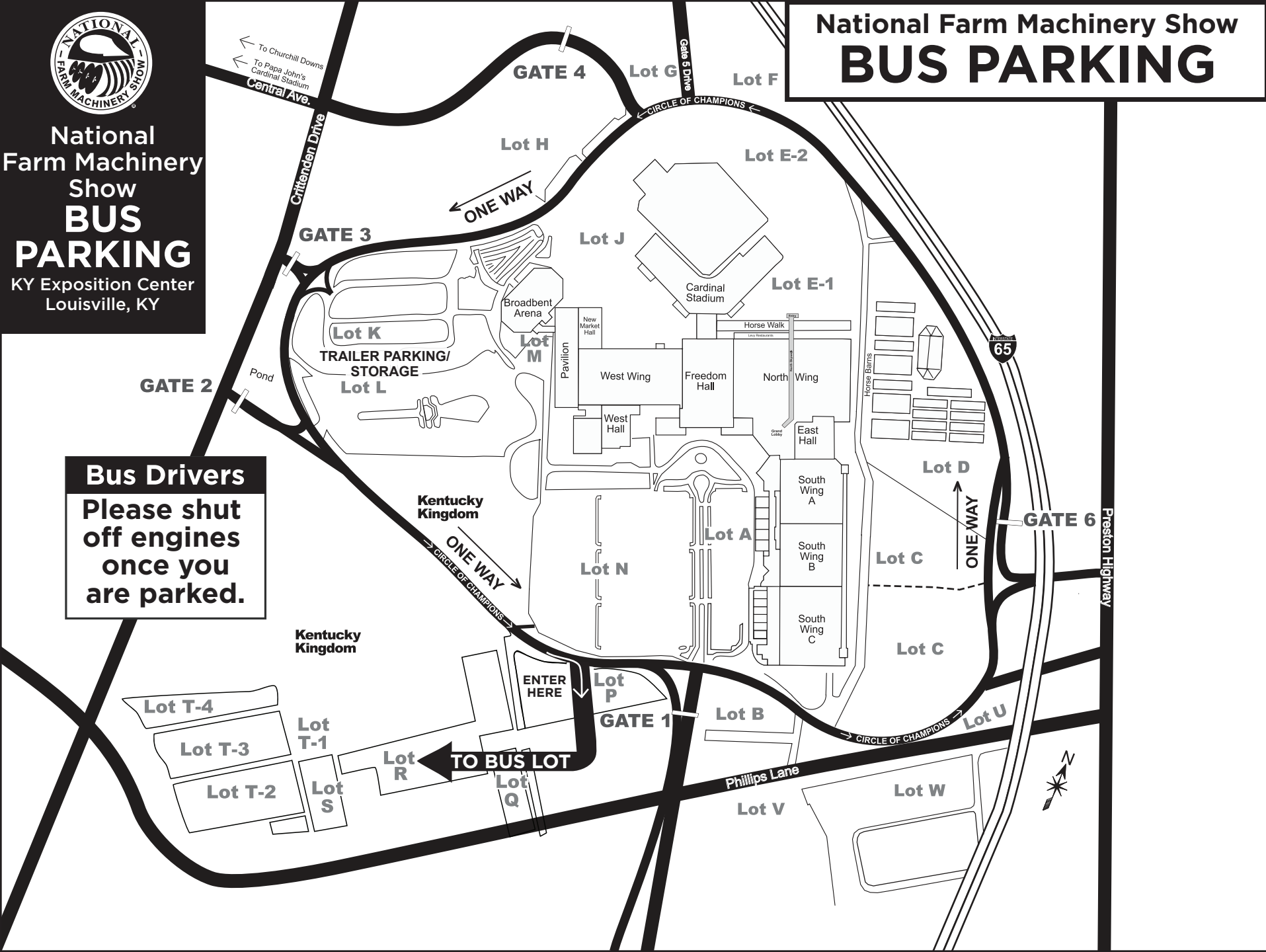
⊛ = CHECKPOINT

For Move Out Guidelines,
see reverse side





Bus Drivers
Please shut
off engines
once you
are parked.



FOR MARSHALING INFORMATION

CALL 502-367-5007

Written instructions below-

Marshaling hours for incoming freight for the 2018 NFMS Show will be Friday, February 9th thru Tuesday, February 13th from 7:30am- 5pm.

The Marshaling yard is located just outside the Kentucky Exposition Center property in the Lot W (formerly known as Prestonia lot).

All drivers must check- in at the Red Building in the gravel lot portion of the Lot W (formerly known as Prestonia lot).

Directions to the Kentucky Exposition Center are as follows;

If traveling I-65 north bound, use Exit 131B to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at marshaling yard sign.

If traveling I-65 south bound, follow to I-264 west bound and follow the signs to Expo Center Exit 11 to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at marshaling yard sign.

If traveling I-64 west bound, use I -264 West follow the signs to the Expo Center Exit 11 to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at marshaling yard sign.

If traveling I-64 east bound, use I -264 east follow the signs to the Expo Center Exit 12 to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at marshaling yard sign.

If using GPS please use the following address: 1099 Phillips Lane, Louisville Ky. 40209.

Coordinates are 38.196304, -85.734520

The marshaling yard hours for out bound shipping are Saturday, February 17th from 3pm - 10pm. Sunday, February 18th from 7:30a - 5p and Monday, February 19th from 7:30am - 4pm with check-in at the red building in the Lot W (formerly known as Prestonia lot).

And thank you again for visiting the Kentucky Exposition Center.