



NATIONAL FARM MACHINERY SHOW  
**EXHIBITOR SERVICES  
MANUAL**



**NATIONAL FARM MACHINERY SHOW / FEBRUARY 13-16, 2019**

Kentucky Exposition Center • Louisville, Kentucky • [www.farmmachineryshow.org](http://www.farmmachineryshow.org)

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# NATIONAL FARM MACHINERY SHOW

## INDEX

**General Information**

**Rules, Regulations, and General Policies**

**Prohibited Sale Items**

**Floor Plan and Facility Map**

**Exhibit Specifications**

**Shipping and Material Handling Instructions**

**Service Order Forms**

**Purveyors**

**Early Equipment Drop Off Map**

**Trailer Parking Map**

**Move Out Guidelines**

**Bus Parking Map**

**Marshaling Information**

**Forklift Usage**



## GENERAL INFORMATION AND SERVICES

**ATM Machines**  
**Audio Visual Provider**  
**Booth/Exhibit Cleaning**  
**Booth Decorator**  
**Booth Dividers**  
**Catering & Concessions**  
**Compressed Air-Water-Drainage**  
**Drayage and Material Handling**  
**Electrical Service**  
**Employee Assistance**  
**Exhibitor Admittance/Non-Show Hours**  
**Exhibitor Lounge**  
**Exhibitor Promotional Activities**  
**Exhibitor Registration/Security Badge Order**  
**First Aid**  
**Florist/Landscaping**  
**Hotel Accommodations**  
**Insurance**  
**Labor and Equipment**  
**Parking**  
**Payments/Space Charges**  
**Press Room**  
**RV Parking**  
**Security**  
**Show Hours**  
**Signage**  
**Smoking Policy**  
**Storage**  
**Structural/Support Columns**  
**Telecommunications/Internet/Networking**

# General Information and Services

## ATM Machines

West Hall Lobby  
Freedom Hall Lobby  
South Wing B Lobby  
Broadbent Arena

## Audio Visual Provider

Prestige AV & Creative Services is the official preferred audio visual provider. Exhibitors requiring audio visual equipment or service should contact:

Prestige AV & Creative Services  
Shane Fisher  
Office: 513-641-1600 Cell: 502-550-6638  
[sfisher@prestigeav.com](mailto:sfisher@prestigeav.com)

## 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.html](http://www.kyfairexpo.org/facilityServices.html).

## Booth Decorator

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

Fern Expositions and Event Services  
3752 Crittenden Drive  
Louisville, KY 40209  
PHONE: (502) 367-0254  
[www.fernexpo.com](http://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](mailto: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.html](http://www.kyfairexpo.org/facilityServices.html).

## 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. **Please list company name and booth number on all labels.**

## **Shipping address:**

National Farm Machinery Show  
937 Phillips Lane  
Louisville, KY 40209



### **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.html](http://www.kyfairexpo.org/facilityServices.html).

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@kyvenues.com

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 Policy**). This is to assure maximum security for the open exhibits and merchandise.

### **Exhibitor Lounge**

Exhibitor-Only lounges, located in South Wing C 109, South Wing B 101 and West Hall rooms 5-10, will be available for all registered Exhibitors in the show. Lounge areas will provide complimentary business and concierge services. Exhibitor Lounges are sponsored by Farm Futures.

### **Exhibitor Promotional Activities**

Any Exhibitor wishing to conduct any type of drawing must complete the **Exhibitor Promotional Activity 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 twenty (20). Exhibitor/Security Badges will be available for pick-up at the Exhibitor Registration Desk in the South Wing A Lobby starting on Saturday, February 9<sup>th</sup> from 8:00 a.m. – 6:00 p.m. and daily thereafter Additional Exhibitor/Security Badges may be purchased for \$10.00 each. Please see **Exhibitor/Security Badge Order 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**

**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](http://www.gotolouisville.com)

[reservations.gotolouisville.com/6881\\_hotel-list.html](http://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 \$10.00 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 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  
937 Phillips Lane  
Louisville, KY 40209

### **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 13th – 16th, 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.**

### **Fern Expositions and Event Services**

3752 Crittenden Drive  
Louisville, KY 40209  
PHONE: (502) 367-0254 [www.fernexpo.com](http://www.fernexpo.com)

### **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 service is provided by KY Venues. To order these services, please complete

**Telecommunications /Internet/ Networking Service Order Form** and return to the address on the form.

Or visit <http://www.kyexpo.org/facilityServices.html> and click on the Utilities Online Ordering button.



# **RULES, REGULATIONS AND GENERAL POLICIES**

## **INDEX**

**Admission/Non-Show Hours**  
**Amendment to Contract**  
**Cancellation**  
**Cleaning**  
**Concessions**  
**Contract Procedure**  
**Contractor's Services**  
**Damages**  
**Display/Construction**  
**Early Equipment Drop-Off**  
**Early Tear Down/Move-Out**  
**Exhibit Installation**  
**Exhibit Move-Out**  
**Exhibitor Conduct**  
**Exhibitor Information**  
**Exhibitor Lounge**  
**Fire Marshal Requirements**  
**Floor Plan**  
**Forklifts**  
**Insurance/Indemnity**  
**Labor**  
**Landscaping**  
**Management**  
**Miscellaneous**  
**Noise**  
**Prohibited Sale Items**  
**Rules and Regulations**  
**Satellite Dishes**  
**Security**  
**Show Promotions**  
**Sound Devices**  
**Space Assignments**  
**Structures**  
**Subleases**

**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 forty-eight (48) hours prior to the first day of the show.

**(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 company names must be furnished on the contract and on the **Exhibitor Registration/Badge Order form**. Show Management reserves the right to reject contracts 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, labor, 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 the Exposition Sales department at 502-367-5200 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 16<sup>th</sup> 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 9, 2019. All exhibits must be in place and ready for display no later than 9:00 a.m. Wednesday, February 13, 2019. No alterations to the exhibit set-up shall occur during show hours. No dismantlement shall commence before 6:00 p.m. Saturday, February 16, 2019.

**13. Exhibit Move-Out.** All exhibits must be removed by 6:00 p.m. Monday, February 18, 2019.

**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.** Exhibitor-Only lounges, located in South Wing C 109, South Wing B 101 and West Hall rooms 5-10, will be available for all registered Exhibitors in the show. Lounge areas will provide complimentary business and concierge services. Exhibitor Lounges are sponsored by Farm Futures.



**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 prior to move-in. This can be emailed to [Expo.Sales@kyvenues.com](mailto:Expo.Sales@kyvenues.com) or faxed to 502-367-5259.

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 (including electrical 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. Prohibited Sale Items.** Displaying or offering for sale any type of drug paraphernalia is prohibited. Some examples of such paraphernalia are as follows: Any instrument used, designated for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish, hashish oil or cocaine; and includes: metal, wooden, acrylic, glass, stone, plastic or ceramic marijuana or hashish pipes with or without screens, hashish heads or punctured metal bowls; water pipes designated for use or intended for use with marijuana, hashish, hashish oil, or cocaine; carburetion tubes and devices; smoking and carburetion masks; roach clips; separation gins designed for use or intended for use in cleaning marijuana; cocaine spoons and vials; chamber pipes; carburetor pipes; electric pipes; air driven pipes; chilams; bongs; ice pipes or chillers etc. **The provisions of Chapter 218A of Kentucky Revised Statutes are vigorously enforced on the grounds. The title of this chapter is "Controlled Substances".** Switchblade knives, stilettos, pinpoint laser lights, pepper spray, smoke bombs, stun guns, butterfly knives and any items that resemble or bears the image of the Confederate Battle Flag are also prohibited. These items will be confiscated and your location may be in jeopardy of closure prohibited. Items that clearly represent racist ideology including but not limited to Ku Klux Klan items, items reproduced since World War II denoting swastikas. The KSFB hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items.

**27. 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.

**28. 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.

**29. 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.

**30. 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.

**31. 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.

**32. Space Assignments.** Space assignments will be provided to Exhibitors after acceptance of the contract 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.

**33. 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.

**34. 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://nfms19.mapyourshow.com/7\\_0/floorplan/](https://nfms19.mapyourshow.com/7_0/floorplan/)



# KENTUCKY EXPOSITION CENTER



**February 13 – 16, 2019**

## EXHIBIT SPECIFICATIONS



# Standard Booth

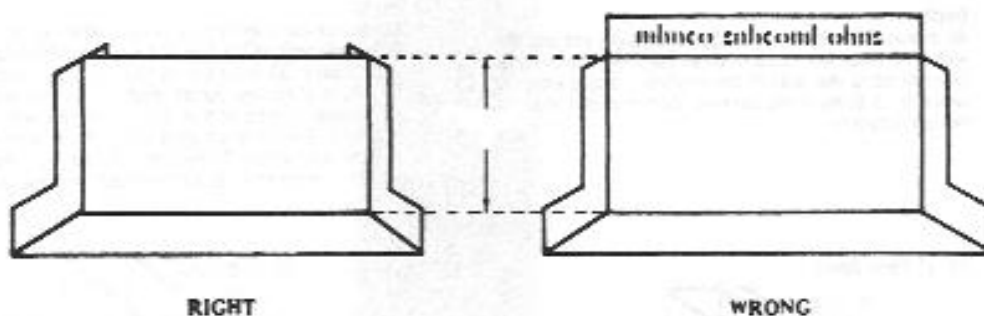
## **Important:**

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'.

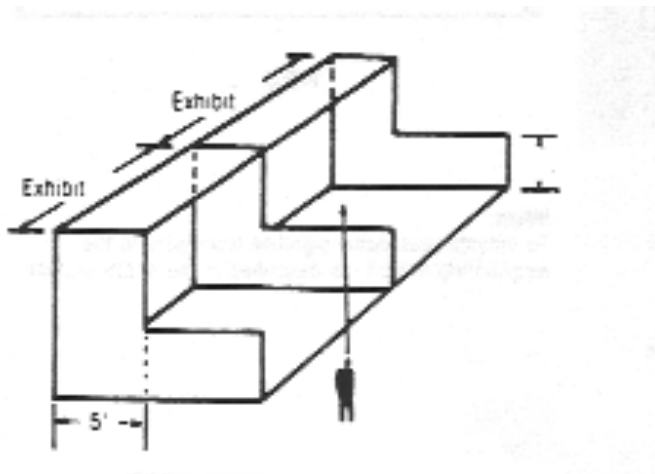
# Standard Booth

## Definition:

One or more standard units in a straight line.

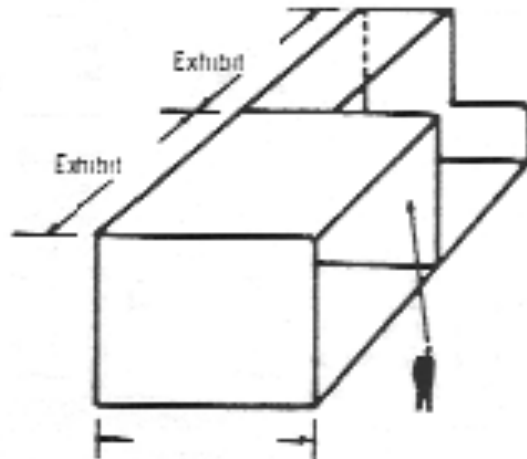
## Intent:

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:

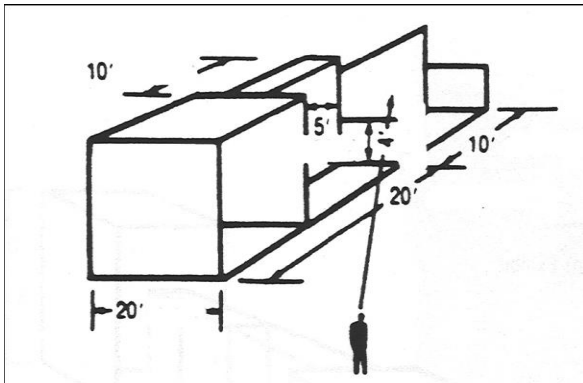
Peninsula booths are normally "faced" toward the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and not carry identification signs or other copy that would detract from the adjoining exhibit.

## 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.

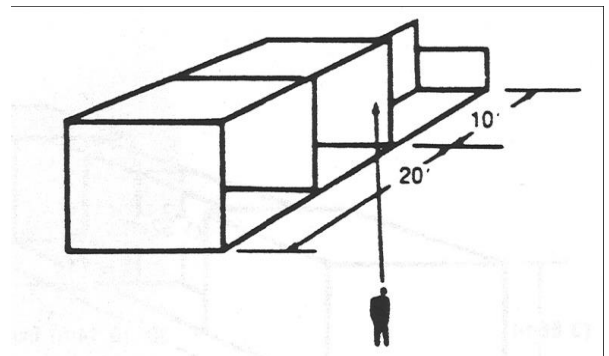
## Intent:

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.

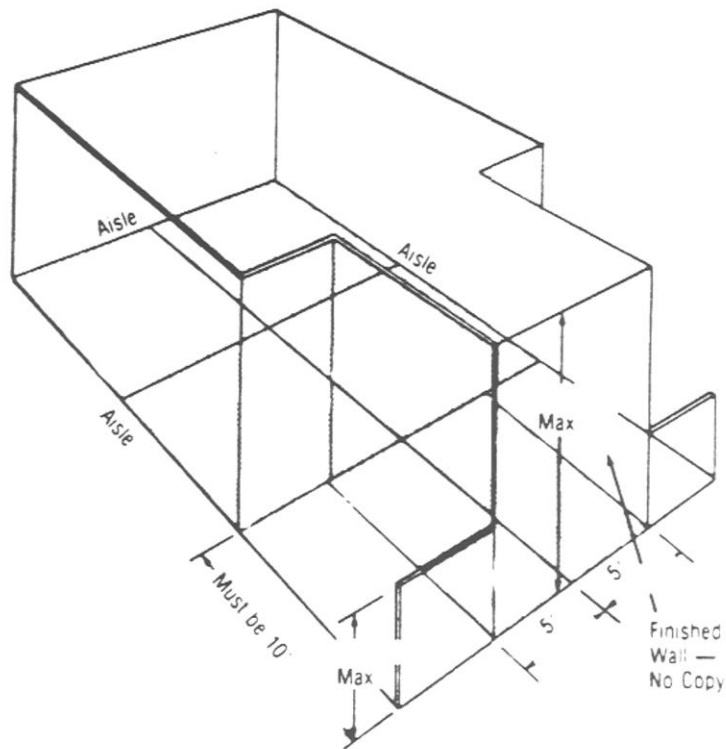


## CORRECT USE OF SPACE

## 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.

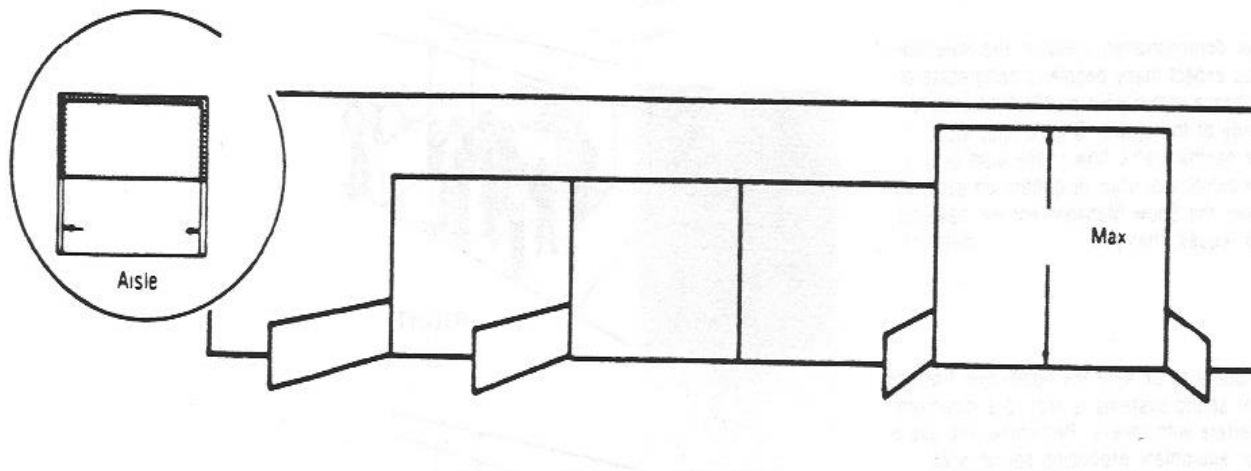


# Perimeter Wall

## 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:

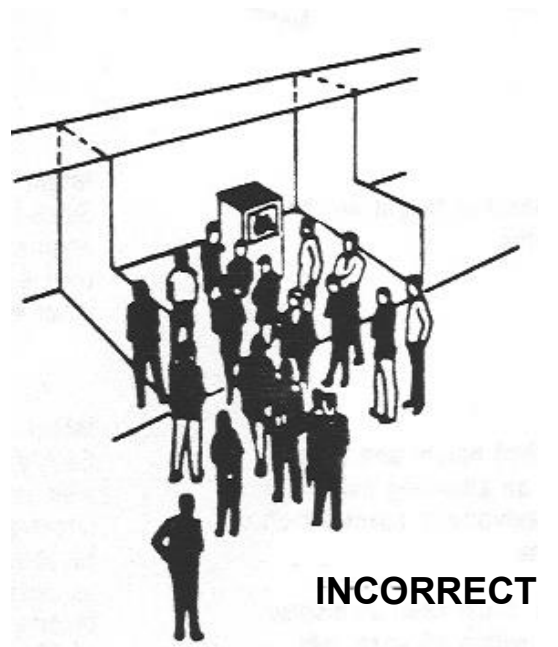
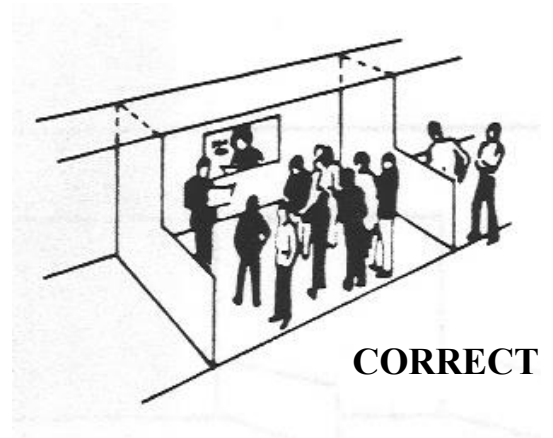
Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with the normal traffic flow in the aisle or overflow into the exhibits 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.



## SHIPPING & MATERIAL HANDLING INSTRUCTIONS



## MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)  
Credit card information will **ONLY** be accepted through online ordering 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	<b>Advanced Warehouse*</b> – received two weeks prior to first move-in date	\$85.00
B	<b>Targeted/On-site Shipments</b> – received during move-in	\$80.00
C	<b>Uncrated Advanced*</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received two weeks prior to first move-in date	\$125.00
D	<b>Uncrated Targeted</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$115.00
E	<b>Small Package Deliveries</b> – UPS and FedEx: 1-49 lbs.	\$40.00
F	50-100 lbs.	\$85.00

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 \$20.00 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) 367-5321**. Revised 3/27/2018

## 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 exhibitor 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) 367-5321.

## 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

# ***Official Transportation Provider*** *via the ABF Freight® Network*

## **National Farm Machinery Show 2019**

Kentucky Exposition Center  
Louisville, KY  
February 13-16, 2019

**Let ArcBest® make your next trade show the  
easiest you have ever attended!**

For personalized quotes, please call

**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.*

***ArcBest®***  
*More Than Logistics®*



# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse ☐ Show Site ☐

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916



## **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**



KENTUCKY EXPOSITION CENTER

# METHOD OF PAYMENT FORM

Online Ordering Now Available at

[www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering 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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# CREDIT CARD PROCESSING PROGRAM SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://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.

- ♦ **CHEAPER** than Square
- ♦ **FREE** Mobile card reader for the run of show
- ♦ **FREE** dedicated **INTERNET access** for payment processing
- ♦ **INTEGRATED** inventory and **LIVE** backend monitoring
- ♦ **APPLE & GOOGLE** wallet capabilities
- ♦ **EMV/Chip Card** acceptance
- ♦ **LOCAL** on-site service and support
- ♦ **LOVE IT** and you can easily take it with you
- ♦ **NO** long term commitment - Month-to-month agreements

## PAYABLES

Optimize and streamline the way you are paying your vendors and suppliers while receiving **MONTHLY** rebates back on your entire spend.

## MOBILE APP

Mobile Apps – to help better communicate and deliver information to customers

## PAYMENT SOLUTIONS

\_\_\_\_\_ Mobile Card Reader  
\_\_\_\_\_ Dedicated Internet Log In

## ORDER RATE

FREE  
FREE

## TOTAL

\_\_\_\_\_  
\_\_\_\_\_

I agree to use the KEC payment solution 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 \$175 (per mobile reader) 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 payment option prior to the end of the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

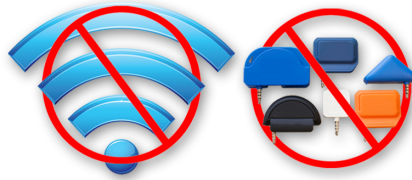
**GRAND TOTAL** - FREE SERVICE

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

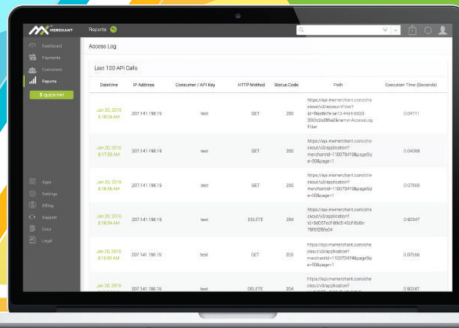
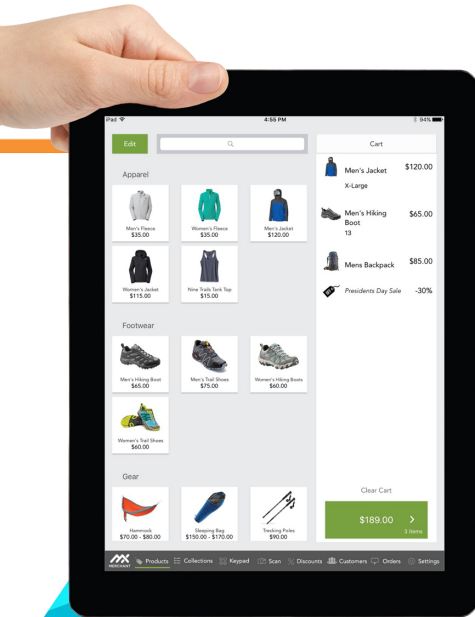


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iphone, ipad, android, and computer options

# PROCESS WITH THE MOST POWERFUL PAYMENTS PLATFORM

Offered by Kentucky Venues Preferred Payment Solution

2.5%  
\$.10/transaction

- ◆CHEAPER than Square
- ◆FREE Mobile card reader for the run of show
- ◆FREE dedicated WIFI access for payment processing
- ◆INTEGRATED inventory and LIVE backend monitoring
- ◆MANAGE credit card/checks/ach/cash all through one device
- ◆EASY online approval process. Be up & running in 24 hours!
- ◆24 to 48 HOUR FUNDING

Sign up now!

## 2019 National Farm Machinery Show

Kentucky Exposition Center  
Louisville, Kentucky  
February 13 - 16  
FAX (502) 367-5259

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

Please detach pre-addressed label

### **Deadline Date:**

January 18, 2019

## **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](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering 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
<b>CARPET CLEANING</b> – Minimum \$25.00**					
_____ Vacuum once before initial opening	_____	_____	.25¢	.35¢	_____
_____ Vacuum once before initial opening and daily thereafter	_____	_____	.25¢	.35¢	_____
<b>DISPLAY CLEANING</b> – Minimum \$25.00					
_____ Clean and dust display and furnishings before initial opening	_____	_____	.25¢	.35¢	_____
_____ Clean and dust display and furnishings before initial opening and daily thereafter	_____	_____	.25¢	.35¢	_____

\* 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) 367-5321**.

Revised 3/27/2018

## 2019 National Farm Machinery Show

Kentucky Exposition Center  
Louisville, Kentucky  
February 13 – 16  
FAX (502) 367-5259

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

Please detach pre-addressed label

### **Deadline Date:**

January 18, 2019

## 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](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering 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	\$225.00	\$
208 Volts Single Phase				
	30 amp	\$275.00	\$465.00	\$
	60 amp	\$460.00	\$690.00	\$
	100 amp	\$670.00	\$915.00	\$
208 Volts Three Phase				
	30 amp	\$350.00	\$550.00	\$
	60 amp	\$555.00	\$860.00	\$
	100 amp	\$850.00	\$1,245.00	\$
	200 amp	\$1,525.00	\$2,295.00	\$
480 Volts Single Phase				
	30 amp	\$300.00	\$405.00	\$
	60 amp	\$750.00	\$950.00	\$
	100 amp	\$1,100.00	\$1,300.00	\$
480 Volts Three Phase				
	30 amp	\$550.00	\$800.00	\$
	60 amp	\$600.00	\$800.00	\$
	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 [Exhibitor.services@kyvenues.com](mailto:Exhibitor.services@kyvenues.com)

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](http://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				\$

## **2019 National Farm Machinery Show**

Kentucky Exposition Center

PO Box 37130

Louisville, Kentucky 40233-7130

February 13th–16th

FAX (502) 367-5259

### **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 \$10.00 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 badge order form (on next page) 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.
- \* To order additional Exhibitor/Security Badges, please complete the order form on the following page.

**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.**





# **National Farm Machinery Show**

## **Advanced Exhibitor Badge Ordering**

### **\$10.00 per badge**

Each 10x10 space will receive 8 Exhibitor/Security Badges and bulk space will receive 15 at no charge.

Only registered exhibiting organizations may purchase badges. Only those personnel needing to enter the exhibit halls at 8:00 a.m. or remain until 7:00 p.m. need an Exhibitor Badge. Exhibitor Badge does include parking.

Exhibiting Company as it appears on the contract:

---

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Ordered By \_\_\_\_\_

(Please Print)

---

Number of Badges Requested \_\_\_\_\_ @ \$10.00 each

TOTAL AMOUNT DUE \_\_\_\_\_

Mail check / money order to: National Farm Machinery Show  
Expo Sales  
P.O. Box 37130  
Louisville, KY 40233-7130

Credit Card payments: (502) 367-5200



KENTUCKY EXPOSITION CENTER

## LABOR AND EQUIPMENT SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering 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](http://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](mailto: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](http://WWW.KYEXPO.ORG)

**2019 National Farm Machinery Show**  
Kentucky Exposition Center  
Louisville, Kentucky  
February 13 – 16, 2019

**Please Return To:**

**Venue Services**  
**Attention: Tim Postlethwait**  
**Email: [tim.postlethwait@kyvenues.com](mailto:tim.postlethwait@kyvenues.com)**  
**Fax: 502 367-5036**  
**Phone: 502 367-5022**

**Deadline Date:**

January 7, 2019



## 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 10		
Monday, February 11		
Tuesday, February 12		
<b>Wednesday, February 13</b>		
<b>Thursday, February 14</b>		
<b>Friday, February 15</b>		
<b>Saturday, February 16</b>		
Sunday, February 17		
Monday, February 18		
Tuesday, February 19		

**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.***

**2019 National Farm Machinery Show**  
Kentucky Exposition Center  
Louisville, Kentucky  
February 13 – 16, 2019

**Please Return To:**

**Venue Services**  
**Attention: Tim Postlethwait**  
**Email:**  
**tim.postlethwait@kyvenues.com**  
**Fax: 502 367-5036**  
**Phone: 502 367-5022**

**Deadline Date:**  
January 7, 2019



## **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.**

<b>Date</b>	<b>No. &amp; Type of Officer</b>	<b>Hours</b>
Sunday, February 10		
Monday, February 11		
Tuesday, February 12		
<b>Wednesday, February 13</b>		
<b>Thursday, February 14</b>		
<b>Friday, February 15</b>		
<b>Saturday, February 16</b>		
Sunday, February 17		
Monday, February 18		
Tuesday, February 19		

**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.***



# INTERNET, NETWORK and VOICE SERVICES ORDER FORM

**Kentucky  
Exposition Center**  
937 Phillips Lane  
Louisville, KY 40209  
kyexpo.org



## Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.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) 367-5275**.

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
<b>Routers Prohibited</b>			
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	\$ _____
<b>Routers Supported</b>			
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	\$ _____
<b>Equipment &amp; Labor</b>			
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	\$ _____
<b>Voice Services</b>			
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	\$ _____
<b>Wi-Fi</b>			
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	\$ _____
<b>GRAND TOTAL</b>			\$ _____

All work performed on equipment by KEC 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**





KENTUCKY EXPOSITION CENTER

## COMPRESSED AIR – WATER – DRAINAGE SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering 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	\$180.00	\$280.00	_____
_____ Each additional connection within booth	\$140.00	\$185.00	_____
_____ Additional charges for compressor rental <i>(When applicable.</i> <i>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	\$175.00	\$250.00	_____
_____ Each additional connection	\$115.00	\$165.00	_____
_____ Fill up only (each time)	\$135.00	\$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	\$135.00	\$215.00	_____
_____ Each additional connection	\$ 80.00	\$125.00	_____
_____ Additional charges for water pump <i>(When applicable.</i> <i>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

# **2019**

## **National Farm Machinery Show**

### **PURVEYOR LIST**

#### **Pressure Washing & Detailing Only**

- Clean & Simple LLC  
PO Box 63  
Irvington, KY 40146  
502-523-8234  
Larry



# KENTUCKY EXPOSITION CENTER

← To Churchill Downs  
← To Papa John's  
Cardinal Stadium  
**Central Ave.**

**Crittenden Drive**

**GATE 4**

**Lot G**

**Lot F**

← **CIRCLE OF CHAMPIONS** →

## 2019 NFMS EARLY EQUIPMENT DROP OFF

**Lot H**

**Lot E-2**

**GATE 3**

**GATE 2**

Pond

**Lot K**  
**Lot L**  
TRAILER PARKING/  
STORAGE

Broadbent  
Arena

**Lot J**

Pavilion

New  
Market  
Hall

West Wing

West Hall

Freedom Hall

Cardinal Stadium

Horse Barns

East Hall

South Wing A

South Wing B

Lot A

Lot N

Lot M

Lot D

Lot C

Lot B

Lot U

Lot V

Lot W

Lot S

Lot T-1

Lot T-2

Lot T-3

Lot T-4

Lot R

Lot Q

Lot P

Lot O

Lot N

Lot M

Lot L

Lot K

Lot J

Lot I

Lot H

Lot G

**Lot F**

**Lot E-2**

**Lot E-1**

**Lot D**

**Lot C**

**Lot B**

**Lot U**

**Lot V**

**Lot W**

**Lot S**

**Lot T-1**

**Lot T-2**

**Lot T-3**

**Lot T-4**

**Lot R**

**Lot Q**

**Lot P**

**Lot O**

**Lot N**

**Lot M**

**Lot L**

**Lot K**

**Lot J**

**Lot I**

**Lot H**

**Lot G**

**Lot F**

**Lot E-2**

**Lot E-1**

**Lot D**

**Lot C**

**Lot B**

**Lot U**

**Lot V**

**Lot W**

**Lot S**

**Lot T-1**

**Lot T-2**

**Lot T-3**

**Lot T-4**

**Lot R**

**Lot Q**

**Lot P**

**Lot O**

**Lot N**

**Lot M**

**Lot L**

**Lot K**

**Lot J**

**Lot I**

**Lot H**

**Lot G**

**Lot F**

**Lot E-2**

**Lot E-1**

**Lot D**

**Lot C**

**Lot B**

**Lot U**

**Lot V**

**Lot W**

**Lot S**

**Lot T-1**

**Lot T-2**

**Lot T-3**

**Lot T-4**

**Lot R**

**Lot Q**

**Lot P**

**Lot O**

**Lot N**

**Lot M**

**Lot L**

**Lot K**

**Lot J**

**Lot I**

**Lot H**

**Lot G**

**Lot F**

**Lot E-2**

**Lot E-1**

**Lot D**

**Lot C**

**Lot B**

**Lot U**

**Lot V**

**Lot W**

**Lot S**

**Lot T-1**

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**Lot H**

**Lot G**

**Lot F**

**Lot E-2**



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

← To Churchill Downs  
← To Papa John's  
Cardinal Stadium  
Central Ave.

Crittenden Drive

ONE WAY

GATE 4

Lot H

Lot G

Lot F

Lot E-2

Lot E-1

Lot J

Broadbent  
Arena

Lot K  
TRAILER  
STORAGE  
Lot L

GATE 2

pond

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

Kentucky  
Kingdom

ONE WAY  
→ CIRCLE OF CHAMPIONS →

Lot N

Kentucky  
Kingdom

Lot P

GATE 1

Lot B

Phillips Lane

Lot V

Lot W

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

ONE WAY

GATE 6

Preston Highway

Lot D

Horse Barns

East Hall

North Wing

Freedom Hall

West Wing

West Hall

New Market Hall

Pavilion

Cardinal Stadium

Horse Walk

Lot A

South Wing A

South Wing B

South Wing C

Lot C

Lot T-4

Lot T-3

Lot T-1

Lot S

Lot Q

Lot R

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



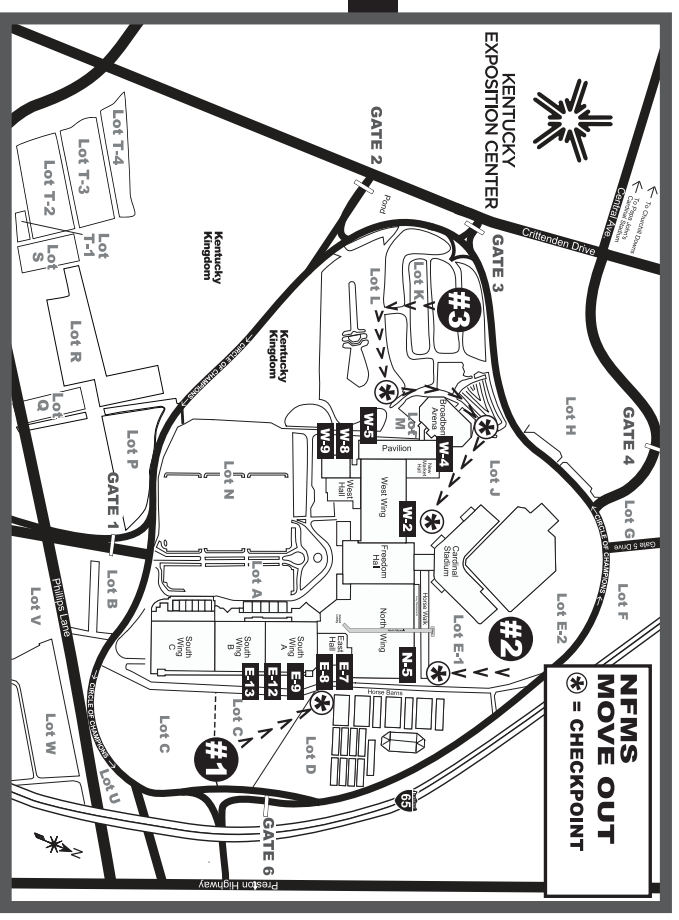
# National Farm Machinery Show 2019 GUIDELINES FOR MOVE OUT

1. On Saturday, February 16, 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
<b>SOUTH WING A-B-C</b>	<b>E-9 E-12 OR E-13</b>	<b>#1</b>
<b>EAST HALL</b>	<b>E-7 OR E-8</b>	<b>#1</b>
<b>NORTH WING</b>	<b>N-5</b>	<b>#2</b>
<b>WEST WING/ PAVILION*</b>	<b>W-2 W-4 OR W-5</b>	<b>#3</b>
<b>WEST HALL</b>	<b>W-8 OR W-9</b>	<b>#3</b>

\* Due to the Championship Tractor Pull, the line-up for #3 has a checkpoint to allow tractors access from Broadent 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 17, 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 18 need to be placed in Lot K.



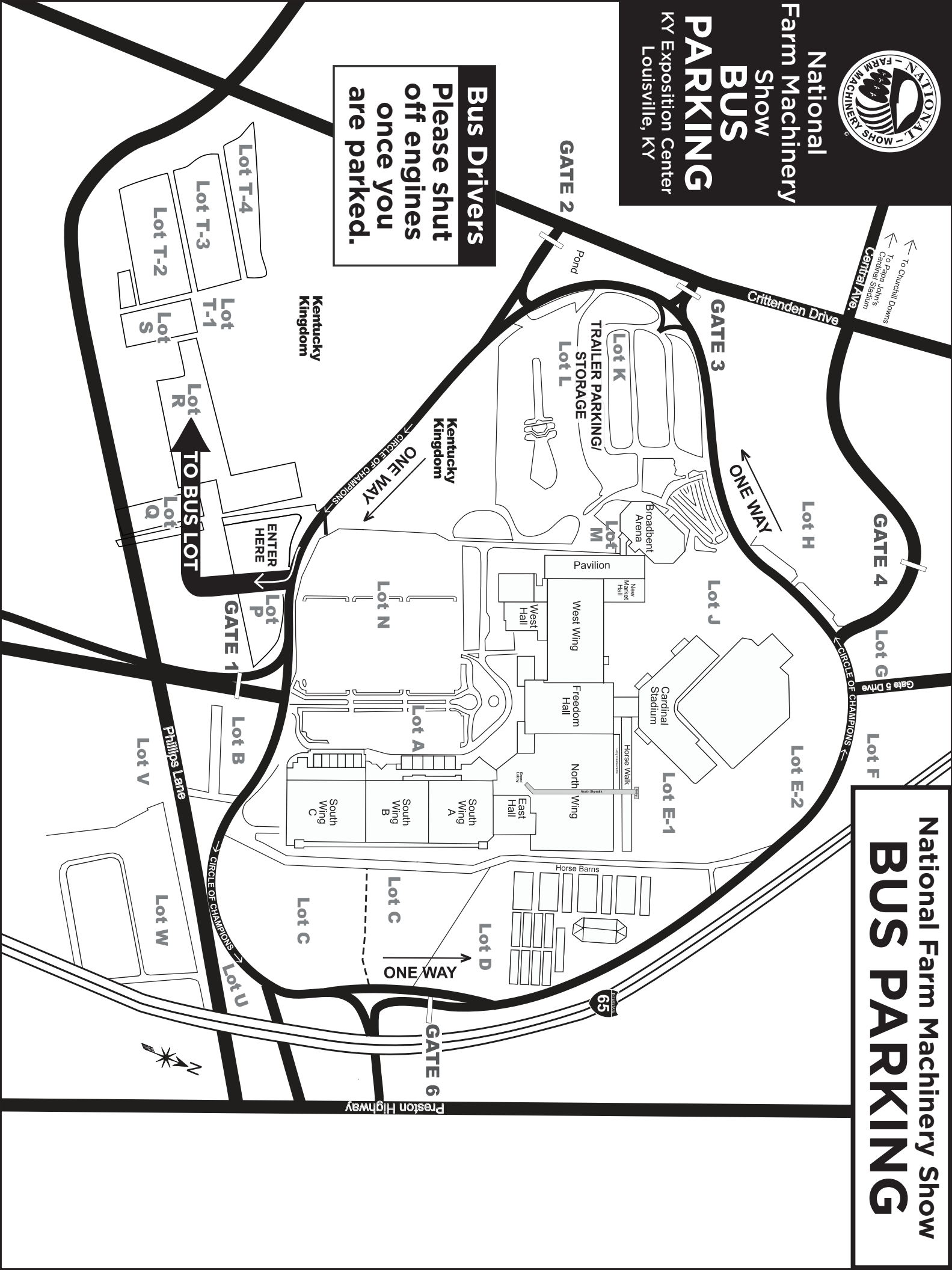
The purpose of these guidelines is to make move out a safer, smoother and more organized process. Your cooperation is greatly appreciated. For further information, please check with KEC Service Desks.







**Bus Drivers**  
**Please shut**  
**off engines**  
**once you**  
**are parked.**



## LOCATION

**Kentucky Exposition Center**  
937 Phillips Lane  
Louisville, KY 40209

The Kentucky Exposition Center has more than 19,000 parking spaces. Parking is \$10 for cars and \$20 for buses per entry.

There are five entry gates at the Kentucky Exposition Center. If you are planning to use a GPS, you will reach your destination when you arrive Gate 1. However, for faster access into our facility, you may use Gate 2, 3, 4 or 6.

### Public Entrances

Gate 1 (Main Gate)

Gate 2 (Crittenden Drive)

Gate 3 (Crittenden Drive)

Gate 4 (Crittenden Drive)

Gate 6 (Preston Highway)

### GPS Addresses for gates

Gates 2, 3, 4 and 6 do not have specific postal address. However, inputting these nearby addresses will help you find different gates for quicker access to the facility.

Gate 2 - 3901 Crittenden Dr., Louisville, KY 40209

Gate 3 - 3741 Crittenden Dr., Louisville, KY 40209

Gate 4 - 2801 Crittenden Dr., Louisville, KY 40209

Gate 6 - 3332 Preston Hwy., Louisville, KY 40213

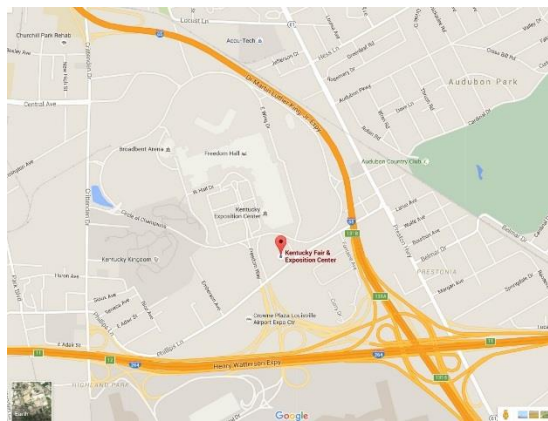
### Access from Hotels:

**Hotels located near Gate 1** – Crowne Plaza, Howard Johnson, Axxis, Courtyard Louisville, Springhill Suites, Rodeway Inn, Residence Inn and Hampton Inn. We recommend entering the facility via Gate 2 or Gate 3 by going South/West on Phillips Lane towards Crittenden Drive. Turn right onto Crittenden Drive and follow the signs to Gate 2 or Gate 3.

**Hotels located near Gate 4** – Holiday Inn, Four Points by Sheraton, Ramada Inn, Super 8, and Hilton Garden. We recommend entering the facility via Gate 4 adjacent to hotels off Crittenden Drive.

**Hotels located near Gate 6** – LaQuinta Inn and Sleep Inn. We recommend entering the facility via Gate 6 by going west on Preston Highway. Gate 6 entrance road is between Thornton's Gas Mart and Sleep Inn.

For information on RV parking at the Kentucky Exposition Center, please call (502) 367-5380. Reservations may be made a year in advance for any show held at the facility, except for the Kentucky State Fair.



The Kentucky Exposition Center is located at the junction of I-65 and I-264 (937 Phillips Lane) in Louisville. Signs reading “Fair/Expo Center” on both interstates lead to the main gate. Visitors may want to beat traffic by entering Gates 2 & 4 on Crittenden Drive or Gate 6 on Preston Highway. Visitors traveling from out of state will find getting to the Kentucky Exposition Center easy as we are located just minutes from the Louisville International Airport.

# **FOR MARSHALING INFORMATION**

## **CALL 502-367-5007**

### **Written instructions below-**

Marshaling hours for incoming freight for the 2019 NFMS Show will be Friday, February 8<sup>th</sup> thru Tuesday, February 12<sup>th</sup> from 730am- 5pm.

The Marshaling yard is located just outside the Kentucky Exposition Center property in the Prestonia lot.

All drivers must check- in at the Red Building in the gravel lot portion of the Prestonia lot.

Directions to the Kentucky Exposition Center are as follows;

If traveling I-65 South bound, use exit 131b Expo Center to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

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

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

If traveling east bound I-64, use I -264 east follow the signs to the Expo Center Exit 12 to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling 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 16<sup>th</sup> from 3pm - 10pm. Sunday, February 17<sup>th</sup> from 730a - 5p and Monday, February 18<sup>th</sup> from 730am - 4pm with check-in at the red building in the Prestonia lot.

And thank you again for visiting the Kentucky Exposition Center.

# **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 TO THE RIGHT OF THE FRONT OF FREEDOM HALL.**

**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.**