

NATIONAL FARM MACHINERY SHOW EXHIBITOR SERVICES MANUAL



PLANT YOURSELF IN THE FUTURE

National Farm Machinery Show / Feb. 12-15, 2020
Kentucky Exposition Center • Louisville, Kentucky • farmmachineryshow.org

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EXPOSITIONS SALES STAFF

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james.johnson@kyvenues.com
(502) 367-5202

ABBY FLECHLER

Expositions Sales Coordinator
abby.flechler@kyvenues.com
(502) 367-5204

HAMILTON THIRSCH

Expositions Sales Senior Intern
hamilton.thirsch@kyvenues.com
(502) 367-5200

OTHER NUMBERS

FERN

Event Decorator
louisville@fernexpo.com
(502) 367-0254

JEFF ZINNER

Sponsorships Manager
jeffery.zinner@kyvenues.com
(502) 367-5205

MARSHALLING YARD HOTLINE

(502) 367-5007

PAY FOR ELECTRICAL SERVICES

(502) 367-5227

SERVICE DESK/EXHIBITOR SERVICES

(502) 367-5320

SHOW MANAGER WELCOME

Welcome and thank you for exhibiting at the 2020 National Farm Machinery Show. For more than 50 years, this show has provided an opportunity for attendees from across the world to learn about the latest innovations in the farming industry. Your products and services help make the show a continued success. With the ever-changing market, data has continued to be necessary for companies to succeed.

New this year, attendee registration will be taking place outside our exhibit areas in an effort to improve the show. We believe with lead capture devices in place, this will be a huge benefit to our attendees as they view more than a thousand exhibits.

This manual contains critical show information and should be reviewed for all current policies and regulations. All necessary forms are contained within this document. Please visit <https://kyexpo.org/order-services-form> to order services online.

Please contact the expositions sales staff if you have any questions or concerns. We thank you for your participation and look forward to continuing the legacy of the National Farm Machinery Show.

Sincerely,



JAMES JOHNSON
Show Manager
National Farm Machinery Show

GENERAL INFORMATION

ADMISSION & PARKING COST

Admission is free to attend the National Farm Machinery Show with a \$10 parking fee for cars.



Exhibitors displaying their **Exhibitor Badge** will not have to pay a parking fee.

ATM LOCATIONS

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

FIRST AID HOURS & LOCATIONS

Location South Wing B Lobby
Hours 9am-6pm

Location Freedom Hall Coliseum near Ramp V
Hours 9am until the close of the Championship Tractor Pull

MAPS

Find parking and facility maps in the Maps section of the appendix starting on page 23.

PET POLICY

No pets are allowed excluding service animal which must be leashed at all times.

WHEELCHAIRS & SCOOTERS

All day rentals for scooters and wheelchairs are made available by ScooterBug Rentals. Reservations begin January 20 and rates are \$50 for scooters and \$25 for wheelchairs.

SHOW HOURS

Wednesday, Feb. 12 | 9am-6pm
Thursday, Feb. 13 | 9am-6pm
Friday, Feb. 14 | 9am-6pm
Saturday, Feb. 15 | 9am-6pm

MOVING PROCEDURES

REGISTRATION LOCATION & HOURS

Your registration packet and exhibitor badges are available at on-site registration – located at the South Wing Connector next to room B107.

Feb. 6-7 | 8am-5pm

Feb. 8-10 | 8am-6pm

Feb. 11 | 8am-9pm

SET-UP

Exhibitors may begin setting up on Saturday, Feb. 8 at 8am and continue until 6pm each day.



All exhibits must be in place and ready for display no later than 9am on Wednesday, Feb. 12.

No alteration to the exhibit set-up shall occur during show hours.

See the Shipping & Receiving section on page 21 for information about early drop-off of equipment.

BREAK DOWN

Exhibitors may begin dismantling at 6pm Saturday, Feb. 15.

All exhibits must be removed by 6pm Monday, Feb. 17.



Early breakdown is **NOT PERMITTED** and any exhibitor doing so will be released of their contract for the following year.

EXHIBITORS

BADGES

Exhibitors wearing their exhibitor badge provided in the registration packet may enter the facility at 8am and stay until 7pm.

The National Farm Machinery Show allocates exhibitor badges according to size of the exhibit space. Only the **COMPANY NAME** will be printed on the badges.

10x10 = 8 badges

10x20 = 16 badges

10x30 = 24 badges

10x40 or larger = 15 badges

Bulk Space = 15 badges

Additional badges are available to purchase for \$10 per badge.

Find the Additional Exhibitor Badge Order Form in the Forms & Applications section of the appendix starting on page 26.

PARKING

Parking is free for exhibitors displaying their exhibitor badge. Those without their exhibitor badge will be charged a \$10 parking fee.

MEDIA ROOM

The Official NFMS Media Room in South Wing B107-109 is available for the press and media. Exhibitors may submit materials related to their products via standard mail or email:

Communications Department

Kentucky Exposition Center

937 Phillips Lane

Louisville, KY 40209

Email: ellen.anderson@kyvenues.com

Phone: (502) 368-5156

EXHIBITOR LOUNGE

The Exhibitor Lounge allows you the opportunity to relax and take a break from a long day on the show floor. **Exhibitor's must show their exhibitor badge to gain entrance.**

COPY SERVICES & COMPLIMENTARY COFFEE

Copy Services located in the Exhibitor Lounge and complimentary coffee are provided by **FARM PROGRESS**. More information regarding the Exhibitors Lounge and complimentary coffee locations will be available in the registration packet.

SERVICES

AUDIO VISUAL PROVIDER

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

Prestige AV & Creative Services

Shane Fisher

Office: (502) 641-1600

Cell: (502) 550-6638

Email: 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 need to order booth/exhibit cleaning services no later than 21 days prior to the first day of the show to receive the discounted rate, otherwise regular rates apply.

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.

BOOTH DECORATOR

Fern 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

3752 Crittenden Dr.

Louisville, KY 40209

Phone: (502) 367-0254

Website: fernexpo.com

BOOTH DIVIDER

Booth dividers are 3' high pipe and drape dividing bulk areas. **There is no charge for this service if ordered in advance.** Charges for floor orders will be the responsibility of the exhibitor. **The deadline to order booth dividers is no later than 21 days prior to the first day of the show.**

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.

SERVICES

BOOTH STAFFING

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

Venue Services

937 Phillips Lane

Louisville, KY 40209

Phone: (502) 367-5022

Email: guestservices@kyvenues.com

CATERING & CONCESSIONS

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

Levy Restaurants

Robbin Chapman

P.O. Box 37130

Louisville, KY 40233

Phone: (502) 595-3585

Email: rchapman@levyrestaurants.com



The serving of alcoholic or non-alcoholic beverages and/or food by the exhibitor within the exhibit hall is prohibited without permission from Levy's.

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 the service desk at (502) 367-5320. **Exhibitors need to order compressed air-water-drainage services no later than 21 days prior to the first day of the show to receive the discounted rate, otherwise regular rates apply.**

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.

SERVICES

ELECTRICITY

The Kentucky Exposition Center is the exclusive provider for electrical service. Diagrams noting outlet placement should accompany the order for booth space larger than 400 sq. ft. Technical questions should be directed to the Service Desk at (502) 367-5320. **Exhibitors need to order electrical services no later than 21 days prior to the first day of the show to receive the discounted rate, otherwise regular rates apply.**

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.

To pay electricity by phone, please call (502) 367-5227.

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

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.

SERVICES

FORKLIFT

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 prior to move-in.

Email your certification to expo.sales@kyvenues.com.

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.

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.

All forklift operators must wear an official wristband provided by show management. This can be picked up at the Expo Sales Office located on the right of Freedom Hall. There will be a small sign on the door identifying the entrance.

LABOR & EQUIPMENT

The Kentucky Exposition Center offers general labor services to exhibitors for set-up and dismantling. **Exhibitors need to order labor and equipment services no later than 21 days prior to the first day of the show to receive the discounted rate, otherwise regular rates apply.**

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications section of the appendix starting on page 26.



Orders received less than 36 hours prior to the show may not be installed in time for opening. All charges are based on a one-hour minimum. Straight time is Monday through Friday, 7:30am-4pm. Overtime is all other hours including weekends.

SERVICES

SECURITY

The Kentucky Exposition Center prides itself on providing exceptional security for our exhibitors and guests. Show management will provide 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 contact:

Venue Services

ATTN: Tim Postlethwait
937 Phillips Lane
Louisville, KY 40209
Phone: (502) 367-5022
Email: guestservices@kyvenues.com

Starting Wednesday, Feb. 12 all exhibitors must be wearing their Exhibitor Badge to enter the facility at 8am and to be in facility post show hours. Unauthorized person in the exhibit area will be asked to leave the facility.

The Kentucky Exposition Center will not be held responsible for any items left in your exhibit space after the close of the show. Any damage done to the expo grounds and/ or another exhibitors permanent structure is the sole liability of the exhibitor who fails to remove their equipment, temporary structure by Feb. 17, 2020. Anything left on the grounds by Feb. 17, 2020 is left at the exhibitor's own risk.

SIGNAGE

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



Exhibitors wishing to have overhead signage in their booths must contact Fern to arrange hanging. All signage must be approved in advance by show management and installed by Fern. Certain areas of KEC are restricted by load limits.

Fern

3752 Crittenden Drive
Louisville, KY 40209
Phone: (502) 367-0254
Website: fernexpo.com

Pressure Washing/Detail Service

Clean & Simple LLC
Larry Finchin
PO Box 63
Irvington, KY 40146
Phone: (502) 523-8234

SERVICES

STORAGE

Exhibitors may store show materials at the Kentucky Exposition Center for a fee. The 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.

The Secured and Unsecured Accessible Storage Form is located in the Forms & Applications Section of the appendix starting on page 26.

TELECOMMUNICATIONS/INTERNET

The Kentucky Exposition Center is the exclusive provider for telecommunications and internet services.

Visit <https://kyexpo.org/order-services-form> to order services online or find this form in the Forms & Applications Section of the appendix starting on page 26.



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

Exhibitors need to order internet, network and voice services no later than 21 days prior to the first day of the show to receive the discounted rate, otherwise regular rates apply.

POLICIES & PROCEDURES

FIRE MARSHAL

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. Contact Chris Brawner at chris.brawner@kyvenues.com or (502) 367-5376 for more information.

- (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 by show management 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 remain free of all obstructions and unlocked for immediate use in the event of an emergency during the 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 lessee 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.

POLICIES & PROCEDURES

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.

NOISE

No band or musical group will be permitted in the exhibit area. While the operation of displayed products is encouraged, such an operation must be accomplished without creating a sound factor which could be disruptive to neighboring exhibitors. 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.

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 applications.

PROHIBITED PRODUCTS

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, wood, 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; bongos; 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. Having these items in possession will cause your exhibit booth to be in jeopardy of closure. Items that clearly represent racist ideology including but not limited to Ku Klux Klan items, items reproduced since World War II denoting swastikas are prohibited. The KSFB hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items.

POLICIES & PROCEDURES

RAFFLES & PROMOTIONAL ACTIVITY

Any exhibitor wishing to conduct any type of raffle or promotional activity must complete the Exhibitor Promotional Activity Form. Raffles and promotions 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. **Any promotional activity that requires a credit card number to register is strictly prohibited.**

The Promotional Activity Form is located in the Forms & Applications Section of the appendix starting on page 26.

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. 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.

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 25' 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.

SPACE ASSIGNMENT/SUBLEASE

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.

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.

EXHIBIT DISPLAY GUIDELINES

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.

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 Marshal's office. Tops cannot obstruct the building's fire suppression system. Diagrams with specifications must be submitted in advance for review.

EXHIBIT DISPLAY GUIDELINES

STANDARD EXHIBIT

A Standard Exhibit Display is one or more exhibit booths in a straight line and no deeper than ten feet.

Standardized Exhibit Booth Types

In-Line Booths

Exposed to aisle on one side with neighboring booths to the left and right sides.

Corner Booths

End of a series of in-line booths with exposure to the aisles on two adjoining sides.

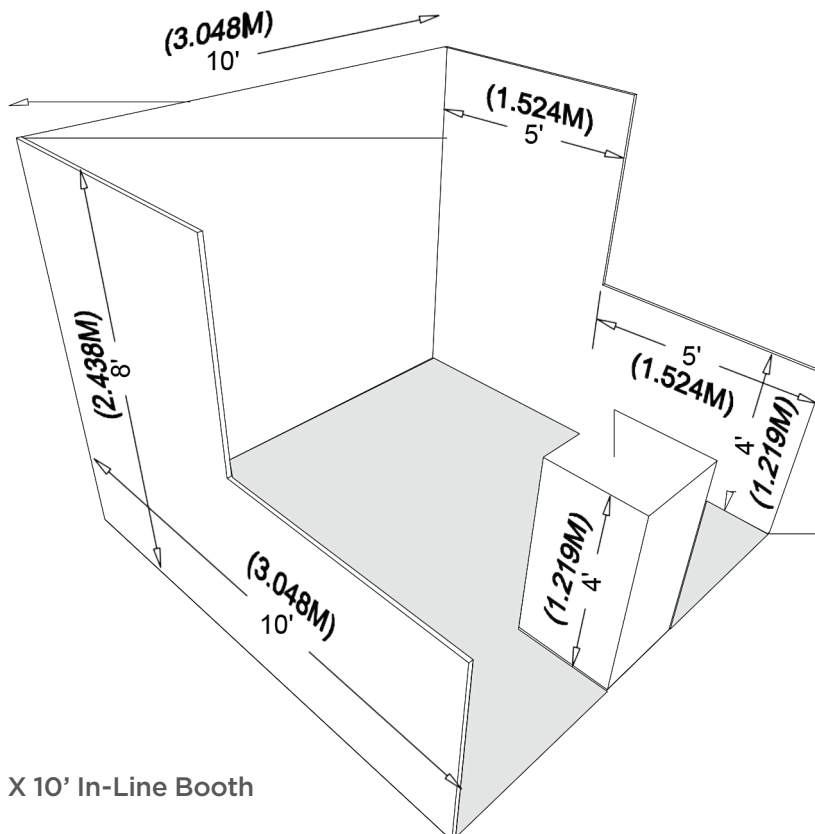
Booth Height Restrictions

The maximum height for back wall and rear half of booth is 8'.

The maximum height for front half of booth is 4'.

Exhibit structure must be constructed to allow utility service at rear of booth.

Show management must approve any exceptions.



10' X 10' In-Line Booth

EXHIBIT DISPLAY GUIDELINES

ENDCAP EXHIBIT

An Endcap Exhibit Display is an exhibit booth exposed to aisles on three sides and composed of two booths.

Booth Height Restrictions

Back drape must be 4' inside on both sides of the booth to provide reasonable sight line along the aisle.

Show management must approve any exceptions.

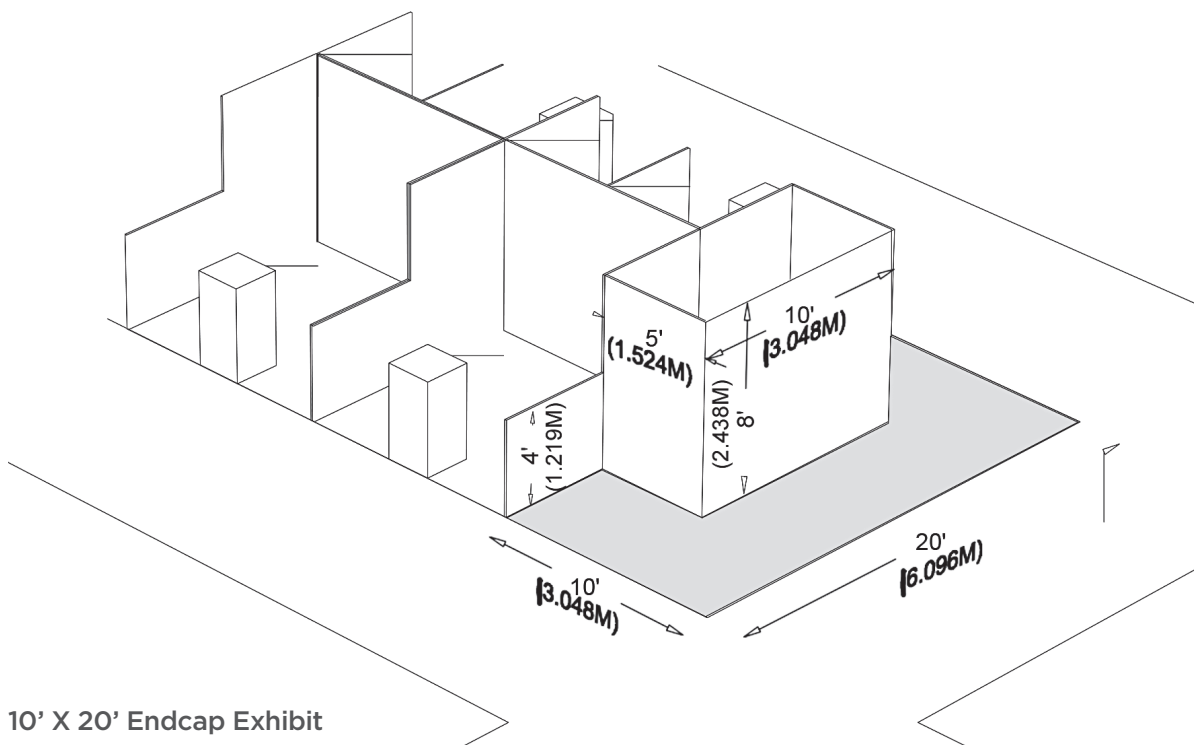
PENINSULA EXHIBIT

A Peninsula Exhibit Display is an exhibit booth exposed to aisles on three sides and composed of at least four booths.

Booth Height Restrictions

Back drape must be 4' inside on both sides of the booth to provide reasonable sight line along the aisle.

Show management must approve any exceptions.



10' X 20' Endcap Exhibit

EXHIBIT DISPLAY GUIDELINES

ISLAND EXHIBIT

An Island Exhibit Display is any size booth exposed to aisles on all four sides.

SPLIT ISLAND EXHIBIT

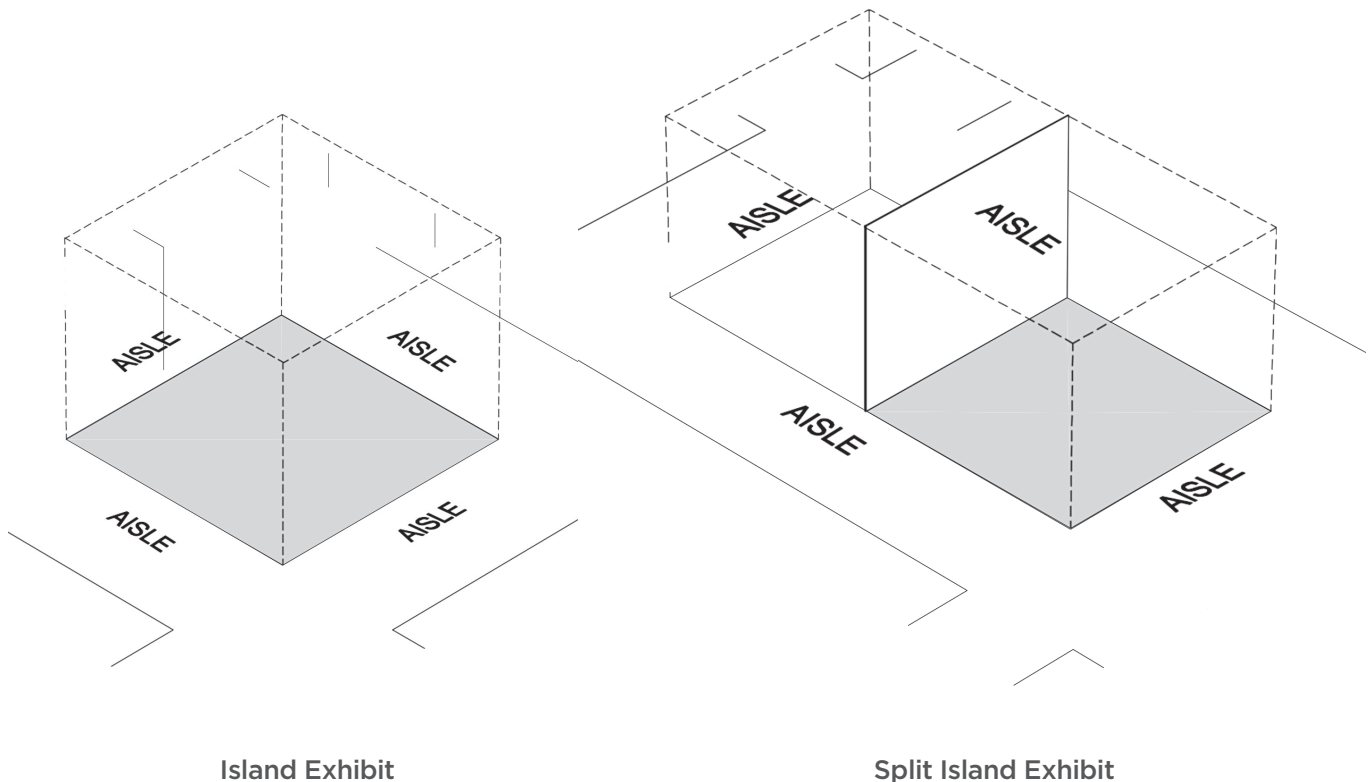
A Split Island Exhibit Display is a peninsula booth that shares a common back wall with another peninsula booth.

Booth Height Restrictions for Island and Split Island Exhibits

Height restrictions are determined by ceiling or beam and decorations. Varies with location.

Exhibit materials, equipment or construction that exceeds 8' must have prior approval by show manager.

Show management must approve any exceptions.



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.

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.

Please email your certificate to expo.sales@kyvenues.com or mail to:

ATTN: Exposition Sales Team
National Farm Machinery Show
P.O. Box 37130
Louisville, KY 40233

SHIPPING & RECEIVING



Any early drop-off of equipment in Lot D (East Side) and Lot K (West Side) before or during move-in must be approved in advance by show management.

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

SHIPPING & RECEIVING

MARSHALLING YARD LOCATION

The Marshalling Yard is located outside the Kentucky Exposition Center property. All drivers must check in at the **RED BUILDING** in the gravel lot portion at the following address:

1099 Phillips Lane
Louisville, KY 40209

MARSHALLING YARD SCHEDULE

Incoming Freight

Dates: Feb. 7-11

Times: 7:30am-5pm

Outgoing Freight

Feb. 15, 3pm-10pm

Feb. 16, 7:30am-5pm

Feb. 17, 7:30am-4pm

MARSHALLING YARD DIRECTIONS

From I-65 Southbound

Use exit 131B Airport/Fair/Expo Center; keep right, follow signs for Fair/Expo Center to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at Marshalling Yard sign.

From I-65 Northbound

Use Exit 131B Airport/Fair/Expo Center; follow signs for Fair/Expo Center to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at Marshalling Yard sign.

From I-64 Westbound

use I-264 West follow the signs to the Expo Center Exit 11 to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at Marshalling Yard sign.

From I-64 Eastbound

Use I -264 East follow the signs to the Expo Center Exit 12 to Gate 1, at traffic signal of Phillips Lane, turn right and travel east 1/4 of mile and turn right at Marshalling Yard sign.



MARSHALLING YARD HOTLINE: (502) 367-5007

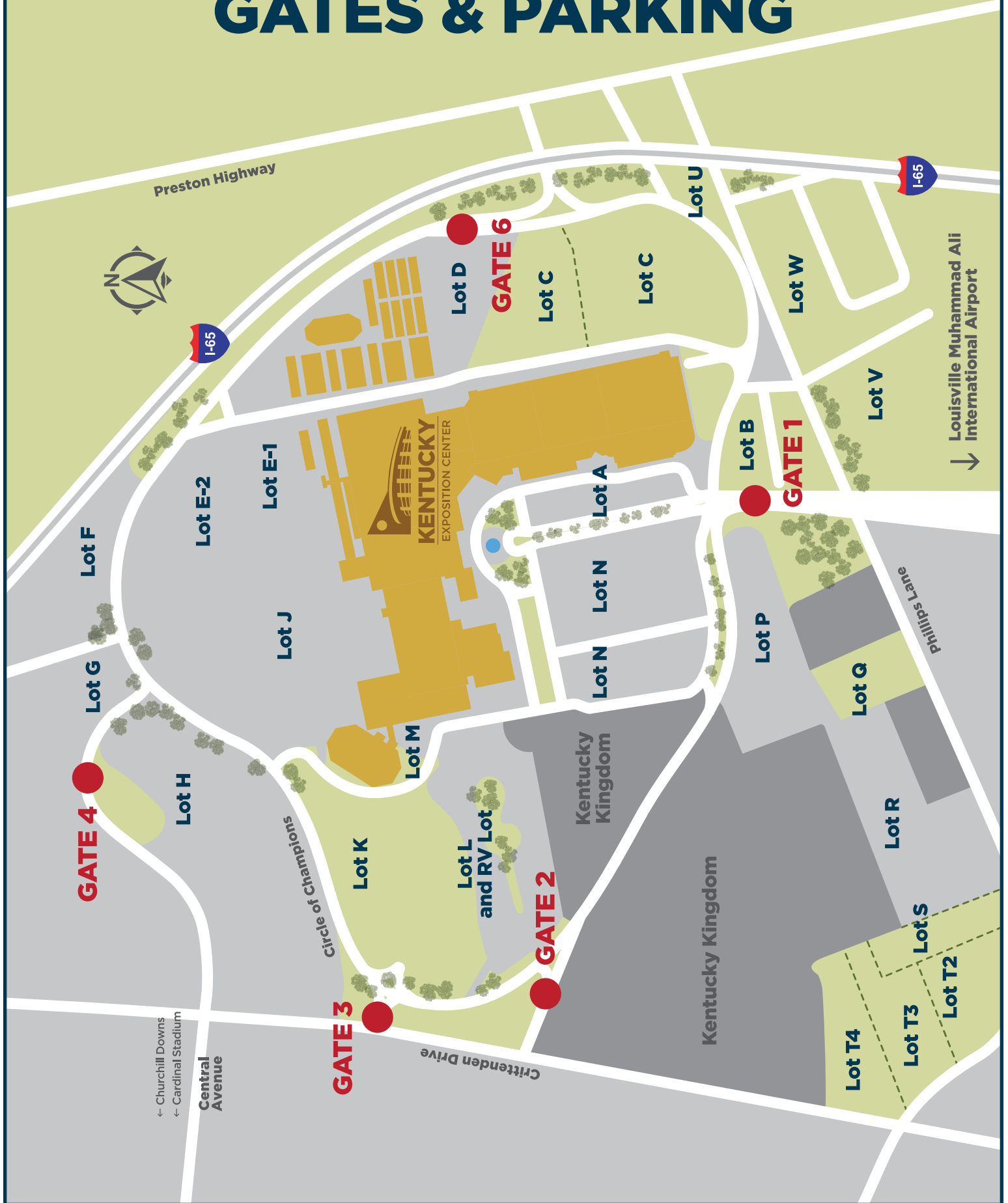
NATIONAL FARM MACHINERY SHOW
EXHIBITOR SERVICES MANUAL

APPENDIX

Maps



KENTUCKY EXPOSITION CENTER GATES & PARKING



Parking Lot H

Parking Lot E-2

KENTUCKY EXPOSITION CENTER FACILITY MAP



Escalator



Restroom



Elevator



First Aid

Broadbent
Arena

Newmarket
Hall

pavilion

West Wing

West
Hall

Freedom
Hall

North Wing

North Wing

North Wing
Lobby

East
Hall

SWA
Lobby

South Wing A

South Wing B

South Wing C

SWC
Lobby

Kentucky Kingdom

Parking Lot N

Parking
Lot A

SOUTH WING C
UPPER LEVEL

Parking
Lot N

Parking Lot B

Parking Lot P



← Skywalk Entrance

Skywalk

W10
W9
W8
W7
W6
W5
W4
W3
W2
W1

E5
E3
E1
E2

B100
B101
B102
B103
B104
B105
B106

C201
C202
C203
C204
C205

C101
C102
C103
C104
C105
C106
C107
C108
C109
C110
C111
C112

NATIONAL FARM MACHINERY SHOW
EXHIBITOR SERVICES MANUAL

APPENDIX

Forms & Applications



MATERIAL HANDLING and FREIGHT SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth. Any order made online or postmarked after the designated discount date will be charged the regular rate - **no exceptions**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing 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	SERVICE	SERVICE DESCRIPTION	RATE PER CWT
A	Advanced Warehouse*	Shipments received two weeks prior to first move-in date	\$63
B	Targeted/On-Site Shipments	Shipments received during move-in	\$58
C	Uncrated Advanced*	Non-palletized/non-rolling/loose shipments requiring special handling and received two weeks prior to first move-in date	\$81
D	Uncrated Targeted	Non-palletized/non-rolling/loose shipments requiring special handling and received on targeted date/on-site	\$76
E	Small Package Deliveries 1-49 lbs	Shipped using UPS and FedEx	\$22
F	Small Package Deliveries 50-100 lbs**	Shipped using UPS and FedEx	\$50

* Freight received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$15 per CWT.

** Shipments that are over 100 lbs are subject to CWT rates — 2 CWT minimum.

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.

For information regarding services, please call **(502) 367-5321**.

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

Revised 05/14/2019

SHIPPING and MATERIAL HANDLING INSTRUCTIONS

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



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

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

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

EMPTY CONTAINER STORAGE AND RETURN

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

OUTBOUND SHIPPING

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

GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at the 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.
- By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.

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, please call **(502) 367-5321**.

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

MATERIAL HANDLING and FREIGHT SHIPMENT LABELS

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



EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE (_____) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE (_____) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE (_____) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE (_____) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE (_____) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

Additional Exhibitor Badge Order Form

\$10.00 per additional badge

Each exhibiting company will be allocated the following amount of badges based on space. If you need more than your allocated number please complete this form.

- 10x10 = 8 badges
- 10x20 = 16 badges
- 10x30 = 24 badges
- 10x40 or larger = 15 badges
- Bulk Space = 15 badges

Exhibiting Company: _____

Contact: _____

Phone #: _____ Email: _____

of Additional Badges Requested: _____ Total Amount \$ _____

Please indicate whether you are paying by check or credit card:

☐ Credit Card

To pay by credit card, please call our office 502-367-5200 and email this form to expo.sales@kyvenues.com

☐ Check

To pay by check, please complete this form and mail to

National Farm Machinery Show
Expo Sales
P.O. Box 37130
Louisville, KY 40233

All Badges can be picked at the Exhibitor Registration desk. Please see Exhibitor Manual for more details.

National Farm Machinery Show

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 #: _____

Contact Name: _____

(Please Print)

Phone Number: _____

Authorized By: _____ Date: _____

Deadline date is 21 days out from the show start date, please email a completed form to expo.sales@kyvenues.com

Exhibitor Promotional Activity Form

Exhibiting Company: _____ Booth #: _____

Contact: _____

Phone #: _____ Email: _____

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

- All drawings must be approved by Show Management
- Show Management 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 promotional activity which awards the winner a prize? 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. How will you notify and distribute the prize(s)? _____
 - 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.

Email a completed form to expo.sales@kyvenues.com prior to the show date.

2020 National Farm Machinery Show
Kentucky Exposition Center
Louisville, Kentucky
February 12 – 15, 2020

Please Return To:

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

Deadline Date:
January 6, 2020



Concierge or Booth Greeter Order Form (Individual Booth)

Please indicate staffing needed:

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

Date	No. & Type of Officer	Hours
Sunday, February 9		
Monday, February 10		
Tuesday, February 11		
Wednesday, February 12		
Thursday, February 13		
Friday, February 14		
Saturday, February 15		
Sunday, February 16		
Monday, February 17		
Tuesday, February 18		

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.***

2020 National Farm Machinery Show
Kentucky Exposition Center
Louisville, Kentucky
February 12 – 15, 2020

Please Return To:

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

Deadline Date:

January 6, 2020



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 9		
Monday, February 10		
Tuesday, February 11		
Wednesday, February 12		
Thursday, February 13		
Friday, February 14		
Saturday, February 15		
Sunday, February 16		
Monday, February 17		
Tuesday, February 18		

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.*



Prestige AV at KEC
937 Phillips Ln, Louisville, KY 40209
Email: kec@prestigeav.com
Office: (502)-709-0172

Exhibitor AV Order Form

Prestige Audio Visual & Creative Services
KENTUCKY VENUES



Prestige AV at KICC
221 S. 4th St, Louisville, KY 40204
Email: kicc@prestigeav.com
Office: (502)-715-4873

Video Equipment	Daily Price with 14 day notice	Standard Daily Rate	Equipment Qty	# of days (max. 3 days)	Show Total
32" Flat Panel Monitor 16:9 ratio XGA	\$125	\$175			
42" Flat Panel Monitor 16:9 ratio XGA	\$200	\$250			
50" Flat Panel Monitor 16:9 ratio XGA	\$300	\$350			
60" Flat Panel Monitor 16:9 ratio XGA	\$400	\$500			
80" Flat Panel Monitor 16:9 ratio XGA	\$700	\$800			
Media Player with USB or SD Card reader	\$50	\$75			
Monitor Pole Stand with Shelf	\$100	\$125			
Monitor Pole Stand without Shelf	\$75	\$100			
Monitor Wall Mount	\$50	\$75			
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$250			
Two Speaker Sound System with Wireless Microphone	\$300	\$350			
Two Speaker Sound System with Wired Microphone	\$225	\$275			
Additional Wireless Mic	\$150	\$175			
Laptop/Media player audio adapter	\$35	\$40			
Computer Equipment					
24" LCD Flat Panel Monitor	\$100	\$175			
Notebook: Core i5, Win 7, 4gb Ram, 15.6" Display	\$100	\$175			
Laser Printer (Black and White)	\$100	\$150			
Presentation Equipment					
HD LCD Projector (3000 Lumens) and 34" AV cart	\$400	\$500			
Tripod Screen with Skirt <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$45	\$55			
34" Skirted AV Cart w/ Power Strip	\$30	\$45			
Wireless Presenter Mouse with built-in Laser Pointer	\$35	\$50			
Flipchart with Pad and Markers	\$50	\$65			
Subtotal					
\$75 Set Up/Delivery Labor					\$75.00
Ky Venues Service Charge					20%
Kentucky Sales Tax					6%
TOTAL					\$

- All rates shown are daily up to 3 days. (3 days = 1 week)
- Tax will be charged on all orders without a valid Tax Exempt Form
- A 20% Service Charge will apply to all orders
- Cancellations without 48 hour notice will be charged 50% of total.
- Onsite cancellations will not be refunded.
- When this form is complete, we will forward a formal quote with a secure payment link
- Booth representative must be present in booth when equipment is delivered.
- **If payment is not completed prior to delivery time, equipment will not be delivered.**
- Client is required to supply all necessary adapters for laptops without an HDMI connection

Required Customer & Delivery Information

Company Name: _____ Billing Address: _____
 Onsite Contact Name: _____
 Booth or Room No.: _____ City: _____
 Cell phone: _____ State: _____
 Email: _____ Zip code: _____

Requested Delivery Date: _____ Time: _____

Requested Pickup Date: _____ Time: _____

Please complete and submit a Client Information form with all billing information to kicc@prestigeav.com or kec@prestigeav.com

COMPRESSED AIR, WATER and DRAINAGE SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

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**.

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

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

COMPRESSED AIR: 125 PSI

	Discount Order Rate	Regular Order Rate	TOTAL
____ Service Charge for each line run from main line to booth	\$150.00	\$200.00	_____
____ Each additional connection within booth	\$100.00	\$125.00	_____
____ Additional charges for compressor rental (When applicable. Contact KEC Service Desk for details.) plus KY sales tax			_____

KEC standard connection is 1/4". All other sizes are available with advance request and special pricing.

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. All other areas are available with advance request and special pricing.

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 (When applicable. Contact KEC Service Desk for details.) 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	Regular 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.**

For information regarding services, please call **(502) 367-5321**.
For information regarding payment procedures, please call **(502) 367-5227**.

Revised 05/14/2019

BOOTH and EXHIBIT CLEANING SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

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.**

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

		RATE PER GROSS*				
		SQ FT. CLEANED	NUMBER OF TIMES	DISCOUNT SQ. FT.	REGULAR SQ. FT.	TOTAL AMOUNT
CARPET CLEANING — Minimum \$25.00**						
<input type="checkbox"/>	Vacuum once before initial opening	_____	_____	25¢	35¢	_____
<input type="checkbox"/>	Vacuum once before initial opening and daily thereafter	_____	_____	25¢	35¢	_____
DISPLAY CLEANING — Minimum \$25.00						
<input type="checkbox"/>	Clean and dust display and furnishings before initial opening	_____	_____	25¢	35¢	_____
<input type="checkbox"/>	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.

For information regarding services, please call **(502) 367-5321**.
For information regarding payment procedures, please call **(502) 367-5227**.

INDOOR ELECTRICAL SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

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**.

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

CONDITIONS & REGULATIONS

1. Wall, column and permanent building utility outlets are not part of the exhibit space and are not to be used by exhibitors unless specified.
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 wireground 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 (GFI) 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. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
12. By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.

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
- Doubletime — Holidays

If you prefer to pay by check submit this completed form to:

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

Information regarding services: **(502) 367-5321**

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

ELECTRIC SERVICE				
Qty	Description	Discount	Regular	Cost
120 Volts				
	20 amp	\$125	\$180	\$
	20 amp GFI	\$125	\$210	\$
	30 amp	\$150	\$225	\$
208 Volts Single Phase				
	30 amp	\$275	\$465	\$
	60 amp	\$460	\$690	\$
	100 amp	\$670	\$915	\$
208 Volts Three Phase				
	30 amp	\$350	\$550	\$
	60 amp	\$555	\$860	\$
	100 amp	\$850	\$1,245	\$
	200 amp	\$1,525	\$2,295	\$
480 Volts Single Phase				
	30 amp	\$300	\$405	\$
	60 amp	\$750	\$950	\$
	100 amp	\$1,100	\$1,300	\$
480 Volts Three Phase				
	30 amp	\$550	\$800	\$
	60 amp	\$600	\$800	\$
	100 amp	\$850	\$1,055	\$
Electrician Labor				
Hours	Straight	Overtime	Double	Cost
	\$70	\$115	\$140	\$
Extension Cord Rental				
Qty	Size	Discount	Regular	Cost
	25 ft.	\$25	\$40	\$
6% Sales Tax (extension cord rentals only)				\$
TOTAL				\$

INDOOR ELECTRICAL SERVICE ORDER FORM

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



OUTLET AND DISTRIBUTION LOCATION GRID

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

Company Name	
Show Name	
Booth Number	Booth Size

1. Either write the measurements or use the boxes as the scale for outlet locations.
Each square = _____ feet.
2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

ADJACENT BOOTH # _____ OR AISLE # _____

Information regarding services: **(502) 367-5321**
Information regarding payment procedures: **(502) 367-5227**



INTERNET, NETWORK and VOICE SERVICES ORDER FORM

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



Online Ordering Now Available at kyexpo.org/order-services-form/

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

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

LABOR and EQUIPMENT SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

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**.

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

LABOR AND EQUIPMENT SERVICE RATES

DATE NEEDED	NUMBER NEEDED	WORK REQUIRED	HOURS WORKED	DISCOUNT RATE	DISCOUNT OVERTIME RATE	REGULAR RATE	REGULAR OVERTIME RATE
		Painter		\$50	\$90	\$75	\$135
		Laborer		\$40	\$60	\$60	\$90
		Carpenter		\$50	\$90	\$75	\$135
		Bobcat or 6,000-8,000lb Forklift with Operator		\$110	\$160	\$165	\$240
		Payloader or JLG Hy-Lift with Operator		\$200	\$300	\$300	\$450
		Scissor Lift with Operator		\$180	\$270	\$270	\$405
		Banding per Skid/Item		\$75	\$105	\$75	\$105
		Shrink Wrap per Skid/Item		\$60	\$90	\$60	\$90

☐ MOBILE SPOTTER FEE – \$110 Flat Fee

This service provides assistance with clearing aisles and moving rolling equipment.

Starting Time _____ Work Accepted by _____

Stopping Time _____ Date _____ Total _____

All work performed by KEC service personnel will be charged at prevailing rates in one-hour increments (minimum charge of one hour). **Prices are subject to change without notice.**

Straight time is Monday through Friday, 7:30am-4:00pm.
Overtime is all other hours including weekends. Holidays are double time.

For information regarding services, please call **(502) 367-5321**.
For information regarding payment procedures, please call **(502) 367-5227**.



Kentucky Exposition Center

ONLINE ORDERING NOW AVAILABLE AT WWW.KYEXPO.ORG

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

SECURED and UNSECURED - ACCESSIBLE STORAGE

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT

Name of Show: _____

Company Name: _____

Company Address: _____

Booth Number: _____

Booth Contact: _____

Phone: _____

Email: _____

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

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

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

DELIVERY LOG:

DATE	TIME	BY KEC EMPLOYEE	EXHIBITOR SIGNATURE

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

Signed _____

ONLINE ORDERING NOW AVAILABLE AT WWW.KYEXPO.ORG

Haas & Wilkerson Inc. will provide General Liability coverage for licensees in the described event under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit.

LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. IF YOU NEED LIQUOR LIABILITY, PLEASE CONTACT OUR OFFICE AT hwinfo@hwins.com.

This insurance is excess over any other valid and collectible insurance.

Licensees Insurance Program:

General Liability coverage will be provided for the period of the Event only, to include set-up and tear-down.

ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

- | | | |
|--|--|---|
| × Amusement Rides/Devices
(Includes: Gyroscopes & Spaceballs) | × Gun Shows | × Pseudo-Fighting/Wrestling Activities |
| × Body Piercing & Massages & Wraps | × Haunted Houses | × Rodeo Events |
| × Bungee Attractions | × Henna Tattoos | × Roller/Ice Skating |
| × Child Care | × Inflatable Amusements
(Includes: Moonwalks, Bounces, Pillows) | × Sales of Autos or Auto Parts |
| × Climbing Walls | × Mazes | × Sales of Herbal Supplements |
| × Concert Promoters/Performers | × Medical/Dental Testing & Screenings | × Sales of Tobacco |
| × Dart Games | × Motorsports Events | × Sales of Weight Loss/Stop Smoking
Aids, Pills, Patches |
| × Dunking Booths | × Permanent Tattoos | × Simulators |
| × Fireworks Operator | × Playground Equipment | × Wheelchair/Stroller Rentals |

ITEMS LISTED BELOW REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

- | | | |
|--|-----------------------|-------------------------|
| • Concerts—Local & Regional talent only | • Golf Carts/Scooters | • Pony Rides |
| • Exotic Animals | • Liquor Liability | • Sales of Pets/Rodents |
| • Entertainers (Includes mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.) | | |

VENDOR / PARADE PARTICIPANT PRICING

VENDOR/CONCESSIONAIRE/EXHIBITOR	PREMIUM	PARADE PARTICIPANTS	PREMIUM
First Booth (each exhibitor)	\$85*	Walking Units	\$40/unit*
Each Additional Booth (same exhibitor)	\$50	Mobile Units	\$70/unit*
Each Game Booth	\$100*	Equestrian Units	\$95/unit*

SPECIAL EVENT PRICING

Attendance Based Events <small>Meeting, Weddings, Picnics, Socials, Dinners, Trade Shows, Small Animal Shows</small>		Per Day Based Events	
TOTAL ATTENDANCE	PREMIUM	EVENTS PER DAY	PREMIUM
Under 200	\$80*	Flea Market	\$120/day*
201—500	\$105*	(Livestock includes—cattle, goat, horse, mule, pig, sheep)	\$120/day*
501—1,500	\$130*		
1,501—3,000	\$180*	Livestock Sales	\$95/day*
3,001—5,000	\$230*	Livestock Show	\$40/day*
5,001—7,500	\$280*	Christmas Tree Lot	\$40/day*
7,501—10,000	\$330*	Pumpkin Patches	
Over 10,000	Please Call		

*Includes ESI Risk Purchasing Group membership fee.