

North American International Livestock Exposition

Exhibitor Services Manual



50TH NORTH AMERICAN INTERNATIONAL LIVESTOCK EXPOSITION

November 2-16, 2023

Kentucky Exposition Center | Louisville, Kentucky
livestockexpo.org



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GENERAL INFORMATION & SERVICES

ADMISSION/SECURITY BADGES

All Admission/Security Badges are to be shown to the gate attendant upon entry of the facility. Badges will be available for pick-up at the Exhibitor Registration Office during move-in and throughout the show. Only registered exhibiting organizations will be issued badges.

Individual 10 x 10 exhibit booths will be allotted eight (8) Admission/Security Badges per account. Bulk priced spaces, over 400 sq ft, will be allotted fifteen (15) Admission/Security Badges.

Exhibitors needing to enter the exhibit hall before 9:00 a.m. or staying after close will be required to show their Admission/Security Badge. The badge only covers admission into the facility and the North Wing.

ATM LOCATIONS

- ▶ Freedom Hall
- ▶ North Wing Lobby
- ▶ South Wing A, B & C Lobbies
- ▶ West Hall Lobby

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

- ▶ Josh Hancock
Office: 513-641-1600
Cell: 513-635-6581
jhancock@prestigeav.com

BANKING CENTERS

- ▶ Fifth Third Bank
2425 S. Shelby Street
(502) 635-2628
- ▶ Fifth Third Bank
4201 Poplar Level Road
(502) 454-9180
- ▶ PNC Bank
6511 South Preston
(502) 581-6675
- ▶ BB&T
5319 Preston Highway
(502) 810-0434

BOOTH DECORATOR

[Fern Exposition and Event Services](#) is the exclusive decorator for the North American International Livestock Exposition. All orders for furniture, fixtures, carpeting, and drape must go through the following:

- ▶ Fern Exposition and Event Services
3752 Crittenden Drive
Louisville, KY 40209
(800) 774-1251 ext 1
fernexpo.com

EXHIBIT SPACE AUDIT

The North American International Livestock Exposition policy requires all exhibit space assignments to be audited by our on-site auditors for size and activities to ensure both aspects conform to the exhibit space contract. If the auditors determine an additional charge is warranted, each Exhibitor will be notified in writing, and must clear all accounts prior to move-out.

EXHIBITOR MOVE-IN HOURS

- ▶ Bulk Space Only
October 29-31 8:00am-6:00pm
- ▶ All Others
October 31-November 1 8:00am-6:00pm
- ▶ Show Hours
November 2-8 9:00am-6:00pm
November 9-11 9:00am-8:00pm
November 12-15 9:00am-6:00pm
November 16 9:00am-1:00pm

FIRST AID STATIONS

- ▶ Freedom Hall Coliseum (near Ramp V)
9:00am-6:00pm (Sun.-Thu.)
- ▶ South Wing Lobby
9:00am-6:00pm (Sun.-Thu.)
9:00am-10:00pm (Fri. & Sat.)

HOTEL ACCOMMODATIONS

For hotel accommodations and availability please contact Louisville Tourism at (502) 584-2121 or (800) 626-5646. You may also visit their website at gotolouisville.com.

GENERAL INFORMATION & SERVICES

INSUFFICIENT FUND/DECLINED CREDIT CARD

There will be a penalty of \$35 per transaction charged for all insufficient fund checks or declined credit card payments. There will be no exceptions. Failure to pay charges will result in the immediate loss of your location. Please note: all credit cards have a 6% processing fee.

INSURANCE

Exhibitors are required to provide Show Management with a certificate of liability insurance with minimum combined limits of liability of \$1,000,000 for bodily injury and/or property damage in any one occurrence and hold harmless the Kentucky State Fair Board and its representatives. Please see Official Rules, Regulations and General Policies for complete details and requirements. COI's can be uploaded to your exhibitor portal. An example of a COI correctly addressed will be under the Certificate of Insurance task on exhibitor portal.

KENTUCKY SALES & USE TAX

Persons engaged in making sales of tangible personal property such as T-shirts, records, buttons, pins, food, etc., are subject to tax at the rate of 6%. The Kentucky Department of Revenue can be contacted at revenue.ky.gov/Pages/index.aspx or (502) 595-4512.

As of January 1, 2023, Kentucky implement a 6% state tax on all space rentals derived from the total amount billed for booth space rental. for nonprofits and other entities who are tax exempt, please submit the companies tax exempt form to show management.

NORTH AMERICAN INTERNATIONAL LIVESTOCK EXPOSITION LOGO

Use of the North American International Livestock Exposition name or logo must be approved by Kentucky Exposition Center's Communications team and is subject to a fee of \$1,000. Please email communications@kyvenues.com to get approval.

PARCEL SERVICE

- | | |
|--|--|
| ▶ Postal Service
1420 Gardiner Lane
(502) 454-1650 | ▶ United Parcel Service
8001 Ashbottom Road
(800) 742-5877 |
|--|--|

NOTICE:

UPS and FedEx deliveries will be made daily to the Kentucky Exposition Center. The warehouse will deliver the packages to your booth space during show hours. **NORMAL DRAYAGE RATES WILL APPLY. Absolutely no C.O.D. parcels will be accepted** and all parcels should be addressed as follows:

- ▶ North American International
Livestock Exposition
[Name of Company or Individual]
[Booth Number]
937 Phillips Lane
Louisville, KY 40209

PAYMENTS/SPACE CONTRACT

Exhibit spaces available at the North American International Livestock Exposition are standard 10 x 10 in-line and corner booths or bulk spaces which are 400 sq. ft. or larger. Multiple 10 x 10's are also available. Online payments are able to be made on exhibitor portal or you may mail in a check. **The space contract will not be considered executed until the 50% deposit has been received.**

EXHIBITOR INFORMATION

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 is available from the Kentucky Exposition Center at an additional charge. To order this service, please visit exhibitor portal and click on the [Facility Services](#) task. Advance orders must be placed no later than twenty-one (21) days prior to first day of the event. Any orders placed after that day will be charged at the floor order rate.

DISPLAYS & CONSTRUCTION

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 the Exhibitor's space within five feet of the backline. Show Management must approve any exceptions.

Bulk Exhibit

Exhibit unit 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 Exhibitor's space within five feet of the back-line. [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. All display fixtures over four feet in height and within ten feet of an adjoining booth, must be confined to that area of the Exhibitor's space within five feet of the back-line.

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 non-flammable, cannot be used in any manner during the show. Also, bales of hay, treated or untreated, are no longer acceptable. Shredded mulch cannot be used in any landscaping or decorative manner. Large bark nuggets is approved for use.

Signs

All Exhibitors are permitted to hang overhead signage within the confines of their booth. However, signs may be hung from structural steel only. Hanging signs from sprinkler lines, water lines, gas or air lines, HVAC ductwork, electrical BUSS ducts or lines is strictly prohibited and will be removed at the owner's expense. All privately contracted signs on site must be approved by Show Management. All hanging signage must go through the Decorator. [Two-sided Signs are strictly prohibited.](#)

Exhibitor Presence

Exhibitor Presence. Booths must be open and manned during the show hours listed below. Failure to open & close during these times will make your exhibit space subject to immediate closure for the remainder of the show and non-renewal of the contract for the following year.

November 2-8	9:00am-6:00pm
November 9-11	9:00am-8:00pm
November 12-15	9:00am-6:00pm
November 16	9:00am-1:00pm

EARLY TEAR-DOWN/MOVE-OUT

The Exhibit Hall will close to the public at 1:00 p.m. on November 16. [Absolutely no Exhibitor is to tear down and move their exhibit out before this time.](#) Any Exhibitor tearing down and moving their exhibit out earlier than this time will lose their space for the following year. [Exhibitors must be moved out by 9:00pm, Friday, November 17.](#)

EXHIBITOR INFORMATION

ELECTRICAL SERVICE

Unauthorized use of electrical service is strictly prohibited.

No electrical outlet will be furnished to an Exhibitor without charge. To order this service, please visit exhibitor portal and click on the [Facility Services](#) task. Advance orders must be placed no later than twenty-one (21) days prior to first day of the event to receive a discount. Any orders placed after that day will be charged at the floor order rate.

EXHIBITOR ADMITTANCE/ NON-SHOW HOURS

Booth representatives will not be permitted to enter the exhibit hall earlier than one hour before scheduled opening each day, except on opening day, and will not be permitted to remain in the exhibit hall longer than one hour after closing each night, with the exception of the final night. This is to ensure maximum security for the open exhibits and merchandise. For other circumstances, please contact show management or see the exhibitor service desk.

EXHIBITOR CONDUCT

Show management reserves the right to modulate or remove any amplification equipment, including but not limited to public address systems, television, phonographs, stereos or organs. Coin or token operated games or machines, demonstrations, microphones, music, bands, solicitations by Exhibitors and live animals are strictly prohibited unless specifically authorized in writing by Show Management. No sale of food or drink in individual quantities or packages which lead themselves to on-the-spot consumption or tobacco in any quantity will be permitted. No paint, cement or mastics may be applied to the exhibit floor. Noise, demonstrations or blocking of other Exhibitors display or view will not be tolerated. Consideration will be given by Show Management to Exhibitors for special set-up, if requested in advance. [ROVING SOLICITATION IS STRICTLY PROHIBITED ANYWHERE ON THE GROUNDS](#). No soliciting of registrants shall be permitted in the aisles or in other Exhibitors booths. Samples, catalogues, pamphlets, souvenirs,

and other promotional items may be distributed by Exhibitors and their representatives (including models) only within the confines of their own booth. No roving vendor or solicitor, acting from a profit, non-profit, religious, or other organization, or on its behalf, shall be permitted on the ground. No Exhibitor will be permitted to conduct any prize drawings or awards for signing of names and addresses without prior approval from Show Management. All signs, advertising, literature and other promotional material must directly relate to the exhibitor's name, product and service as set forth and approved in the exhibit space contract. Gummed labels, bumper stickers or stickers for promotion are prohibited. Helium balloons are also prohibited unless they are used for booth decorating purposes only and attached to your exhibit space. Products displayed are at the discretion of the Show Management. No live animals are to be sold.

Show Management will not allow argumentative, confrontational and hostile disregard for the show or Show Management personnel. All exhibitors are required to follow all Kentucky Venues policies and procedures.

EXHIBITOR PROMOTIONAL ACTIVITIES

Any Exhibitor wishing to conduct any type of drawing must complete the Exhibitor Promotional Activities Form. [No vacation giveaways will be permitted](#).

EXHIBITOR REGISTRATION – ADMISSION/ SECURITY BADGES

In order to insure maximum security of the North Wing during non-public hours of the North American International Livestock Exposition, admission to this area will be by Admission/Security Badge only. The Admission/Security Badge will allow Exhibitors entrance to the North Wing one hour before opening to the public from 8:00 a.m. to 9:00 a.m. and one hour after closing to the public from 6:00 p.m. to 7:00 p.m. with the exception of November 10-15 which will remain open until 9:00 p.m. This time is for your convenience in cleaning up, restocking or rearranging your display or exhibit. The badge does not grant access to the Rodeo.

EXHIBITOR INFORMATION

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. 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 written approval by the State Fire Marshal's representative.
- (b) Any motor vehicles, gasoline powered equipment, tools, etc. on display need to have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps should 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 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) During hours of occupancy, aisles and exit doors shall be free of all obstructions and unlocked for immediate use in the event of an emergency. 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 installation must be in accordance with the applicable provisions of the National Electrical Code. The Underwriters Laboratories must list all devices.

- (i) All electrical extension cords used must be heavy-duty. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.
- (j) All decorations shall be fire retardant. The decorating companies shall be prepared to provide certificates of flame spread on all decorations. Items that are not properly fire retardant shall be removed. No straw or hay, flame retardant or not, is allowed on the exhibit floor. When landscaping, please use **LARGE BARK NUGGETS ONLY. SHREDDED MULCH IS PROHIBITED.**
- (k) All booths & displays will be open, i.e., no canopies or covered tops, unless prior approval by Show Management and the State Fire Marshal has been given.
- (l) The use of open flames is permitted only for reasonable purposes, when proper safeguards are taken and must have advance approval by the State Fire Marshal's representative. The ignition of flammable or combustible items to demonstrate fire extinguisher effectiveness is strictly prohibited.

INTERNET ACCESS/NETWORKING

Internet Access or Networking is available through the Kentucky Exposition Center. To order this service, please visit exhibitor portal and click on the [Facility Services](#) task.

LABOR & EQUIPMENT

The Kentucky Exposition Center offers general labor services to Exhibitors during set-up and dismantling. To order this service, please visit exhibitor portal and click on the [Facility Services](#) task.

OVERNIGHT OCCUPANCY IN EXHIBIT AREA

No Exhibitor, employee or representative thereof shall be permitted to remain in an exhibit space overnight unless approved by Show Management prior to the opening of the NAILE. This policy is strictly enforced and any violation may result in immediate termination of the exhibit space contract.

EXHIBITOR INFORMATION

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; bonges; ice pipes or chillers etc.

[The provisions of Chapter 218A of Kentucky Revised Statutes are vigorously enforced on the grounds.](#)

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 are also prohibited. These items will be confiscated and your location may be in jeopardy of closure prohibited.

SATELLITE DISHES

The Kentucky Exposition Center does not allow the placing of satellite dishes on the rooftop nor can there be any cable or wire to the dish strung outside. This insures safe daytime traffic and nighttime security by securing all pedestrian and overhead doors. Show Management accepts no liability for satellite dishes used on the ground. This includes vandalism, accidents, theft or otherwise. Satellite dishes should be used for "DISPLAY" purposes only. If you have a satellite dish you must contact Show Management prior to set-up.

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.

SIGNAGE

Exhibitors are responsible for providing their own booth identification signs. Signs must be professionally made, and must be placed in a prominent position in the booth. Felt pen and stencil signs are not acceptable. Where price signs are utilized, signs must be small, neat and inoffensive, and Show Management shall have the right to require an Exhibitor to remove any sign at which he considers, at his absolute discretion, undesirable. Any signs hung from the ceiling must be hung from structural steel only. Hanging signs from sprinkler lines, water lines, gas or air lines, HVAC ductwork, electrical BUSS ducts or lines is strictly prohibited and will be removed at the owner's expense.

SMOKING POLICY

[The Kentucky Exposition Center is a smoke-free facility.](#) Smoking inside Kentucky Venues is strictly prohibited. Anyone needing to smoke must go outdoors.

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.

EXHIBITOR INFORMATION

STRUCTURAL/SUPPORT COLUMNS

Some exhibit spaces include or are adjacent to structural and/or support columns. Electrical and utility service panels on columns may be covered or screened, but any covering must be readily removable for access to the panels at all times. Fire alarm boxes, fire hoses and 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.

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.

TELEPHONE / IT SERVICE

Telephone service is provided by KEC IT. To order this service, please visit exhibitor portal and click on the [Facility Services](#) task. If assistance is needed, please email helpdesk@kyvenues.com

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

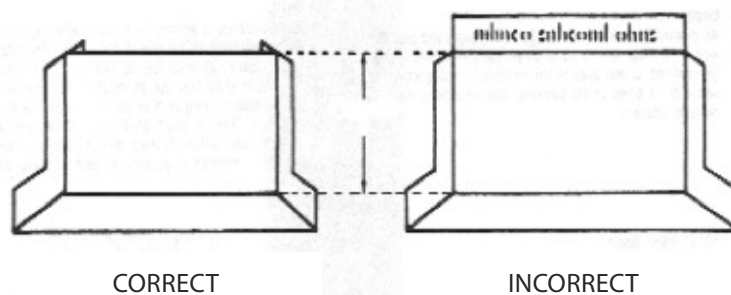
All booths will be confined to a maximum height of 8'.

Definition

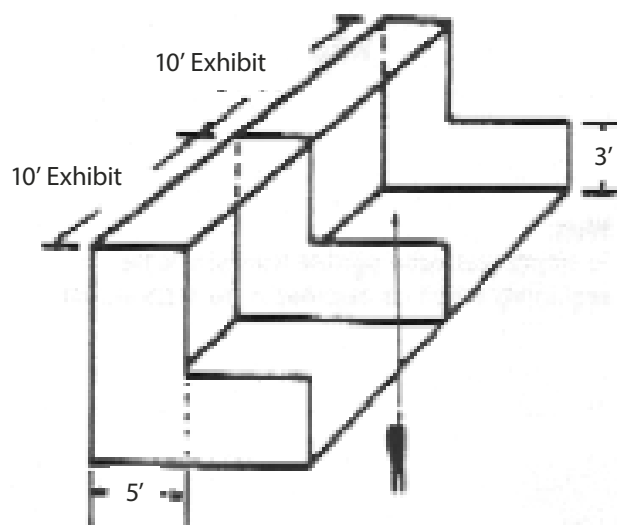
One or more standard units in a straight line.

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

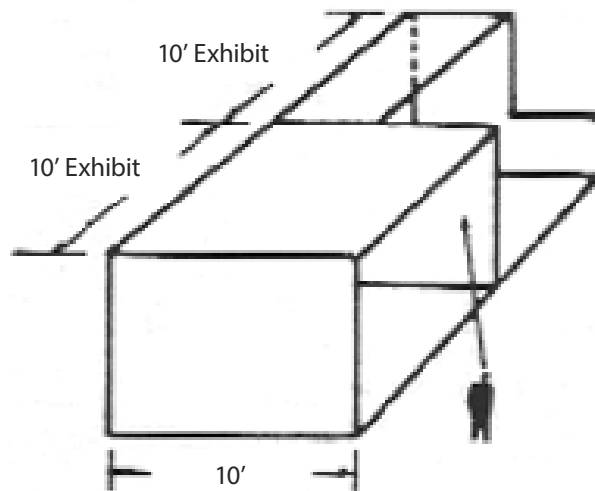


EXHIBIT SPECIFICATIONS

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.

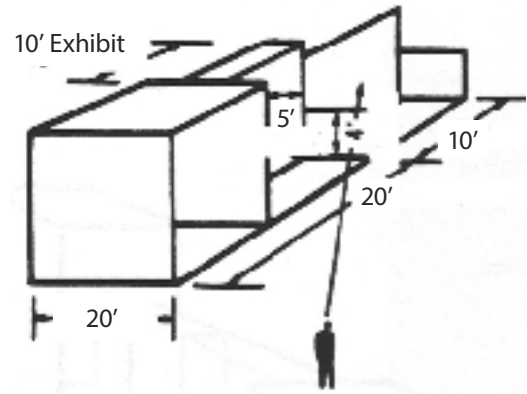
Intent

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. 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.

Definition

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

CORRECT USE OF SPACE



INCORRECT USE OF SPACE

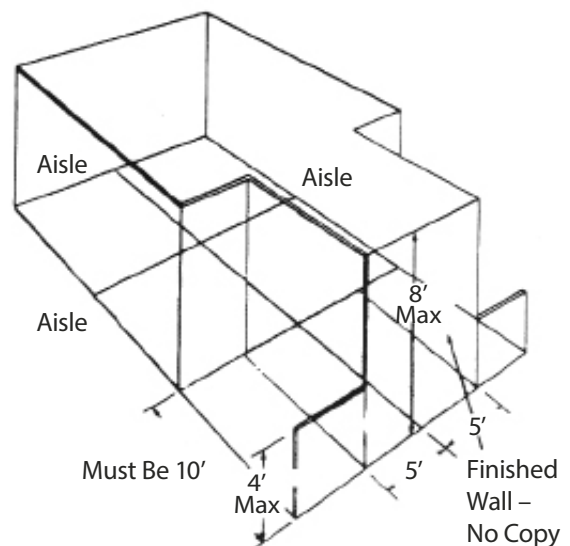
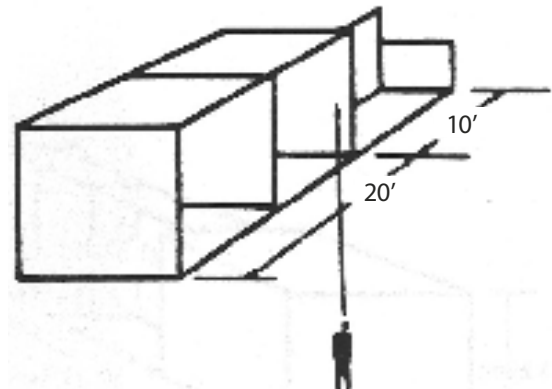


EXHIBIT SPECIFICATIONS

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.

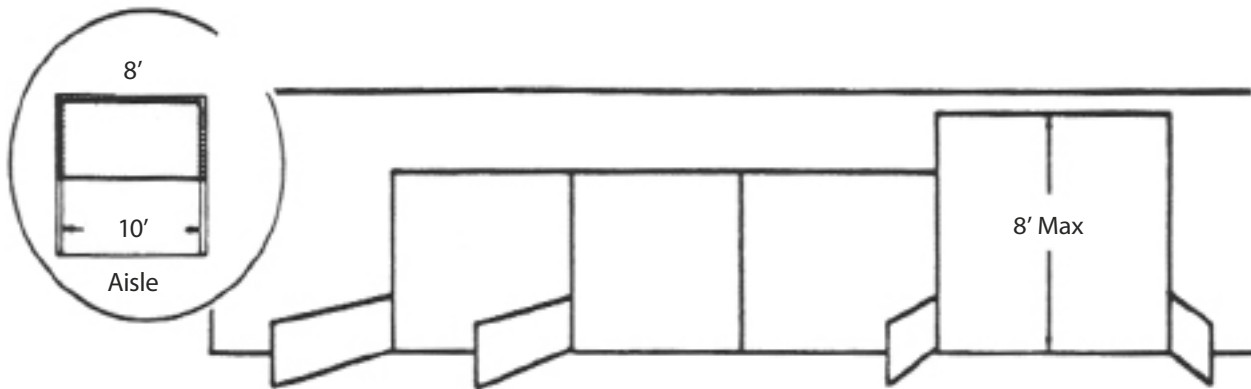


EXHIBIT SPECIFICATIONS

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.

EXHIBIT SPECIFICATIONS

DEMONSTRATIONS OR ENTERTAINMENT

Regulations

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

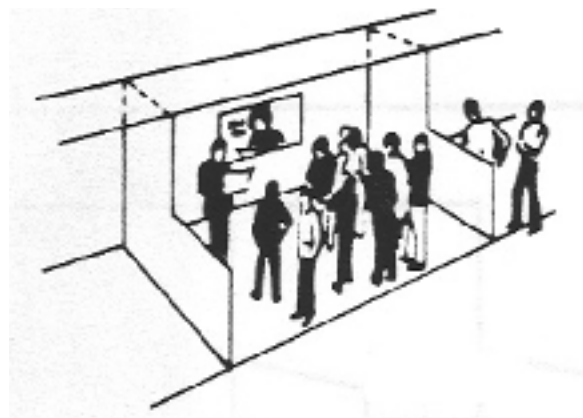
Sound

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

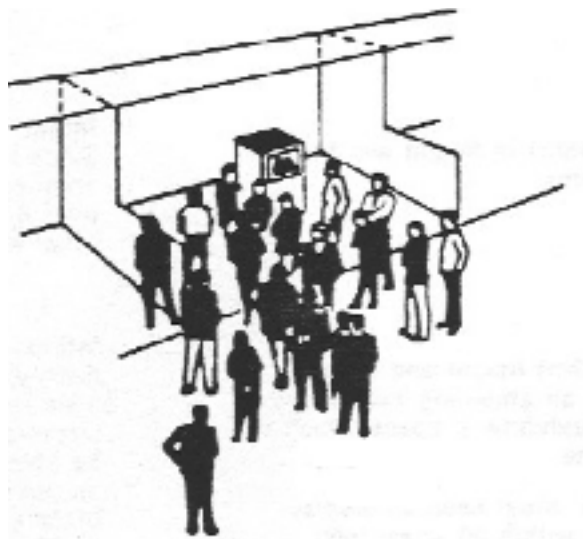
Intent

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

CORRECT USE OF SPACE



INCORRECT USE OF SPACE



APPENDIX

SERVICE ORDER FORMS

This section contains the Service Order Forms listed below.

- ▶ Exhibitor Promotional Activity Form
- ▶ Food & Beverage Request Form (Promotional)
- ▶ Forklift Guidelines

EXHIBITOR PROMOTIONAL ACTIVITY FORM

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



EXHIBITOR PROMOTIONAL ACTIVITY FORM

Exhibiting Company		Booth No.
Contact Person		
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 Kentucky State Fair.
- "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 briefly describe 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 this completed form to Expo.Sales@kyvenues.com prior to show date.

FOOD & BEVERAGE REQUEST FORM (PROMOTIONAL)

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



FOOD & BEVERAGE REQUEST (PROMOTIONAL)

Deadline Date: 21 business days prior to first day of show

Name of Company		
Contact Person		
Address		
City	State	Zip
Phone	Cell	Booth No.
Email		

Our agreement with our concession operator prohibits the sale, giveaway or sampling of any food products or drinks to include alcoholic beverages, soft drinks, bottled water and juices.

Exceptions may be made with special permission from the Show Manager.

Please list items requesting approval in the box below. You will be notified prior to the Fair of items denied.

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Email completed form to Expo.Sales@kyvenues.com

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

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| × 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

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|--|-----------------------|-------------------------|
| • 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)	
501—1,500	\$130*	Livestock Sales	\$120/day*
1,501—3,000	\$180*	Livestock Show	\$95/day*
3,001—5,000	\$230*	Christmas Tree Lot	\$40/day*
5,001—7,500	\$280*	Pumpkin Patches	\$40/day*
7,501—10,000	\$330*		
Over 10,000	Please Call		

*Includes ESI Risk Purchasing Group membership fee.