



KENTUCKY INTERNATIONAL CONVENTION CENTER

Exhibitor Services Information



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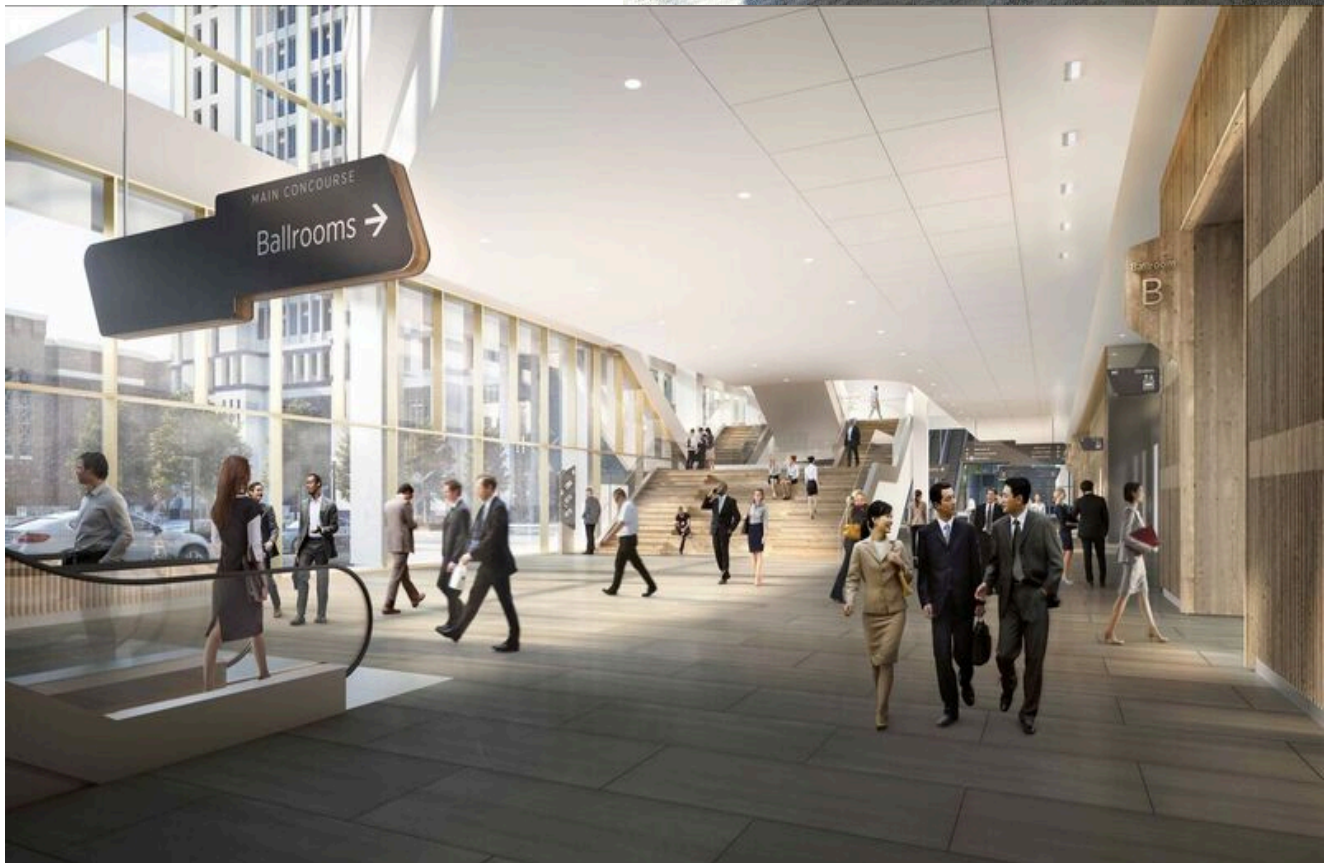
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Exhibitor Services Information

WELCOME

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

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

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

LEVY Restaurants:

Our on-site caterer, is as our exclusive food/beverage provider. LEVY will be contacting you closer to your event date to discuss any food and beverage needs you may require. If you would like to contact the sales department with LEVY you may reach them at **502-630-4398** or to view the menu <https://kyconvention.s3.amazonaws.com/2024/01/LEVY-KICC-FLYER.pdf>

Prestige AV & Creative Services:

Is our preferred and recommended Audio Visual provider and is happy to discuss your audiovisual and rigging needs. You may reach the sales department at **502-715-4872**, or **louisville@prestigeav.com** or <https://prestigeav.com/partner-venues/kentucky-international-convention-center/>

Venue Staffing:

We are proud to have our own in-house venue services staff. They are specifically trained in our facility to meet your needs. You won't find better skilled or value priced staff to for all of your needs including overnight security, dock masters and badge checkers. Joseph Humphrey with Venue Services can assist you with all of your needs. He may be reached at **joseph.humphrey@kyvenues.com** or **502-367-5217** Online brochure: <https://kyconvention.com/plan/venue-services/>

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

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

We look forward to serving you,

Team KICC

Exhibitor Services Information

LOADING DOCKS

KICC offers (1) main loading dock for exhibitor shows booked in our exhibit halls and is located on the upper level. You will receive the number of dock parking spaces assigned to you by your Event Manager. Dock passes will be issued to you upon arrival. The primary use is for decorator move-in and move-out and exhibitor load-in and out purposes. Personal vehicles are prohibited in this area. You will be required to have (3) Dock Masters on duty during exhibitor load -in and load-out. Please refer to the Event Planning guide.

- **Second Street Loading Dock: (East end of KICC)**
Located on Second Street between Market Street and Jefferson Street on the East side of the building. Assigned dock slips will be based on the availability and other events in house as space is limited. Aware of your contracted Load-in time. You will have 10 hours typically scheduled from 8:00am to 6:00pm. Dock Masters will be required.
- **Third Street Loading Dock: (*Only assigned when using the Ballrooms.*)**
Located on Third Street between Market Street and Jefferson Street. Please note there is only one slip in this location. Assigned dock slips will be based on the availability and other events in house. Dock Masters will be required.

If you require a forklift, please request a quote for the fork lift with driver from your Event Manager. Only KICC personnel may operate the KICC forklift. This service must be pre-arranged to ensure availability. Show or exhibitor provided forklifts must be operated by a certified driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. Only hand-carried items may be brought in through the front public entrances. Please use the freight elevator for movement of the freight from level to level. Passenger elevators and escalators are not to be used. Damage to the facility will be charged to the responsible party or event.

The loading dock is permitted for loading and unloading only and is time limited for all Personal Vehicles. Dock slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized vehicles or personal vehicles parked on the loading docks are subject to be towed at owners expense.

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

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

Exhibitor Services Information

Directions to Second Street Loading Dock

From Cincinnati:

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

From Indianapolis:

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

From Lexington:

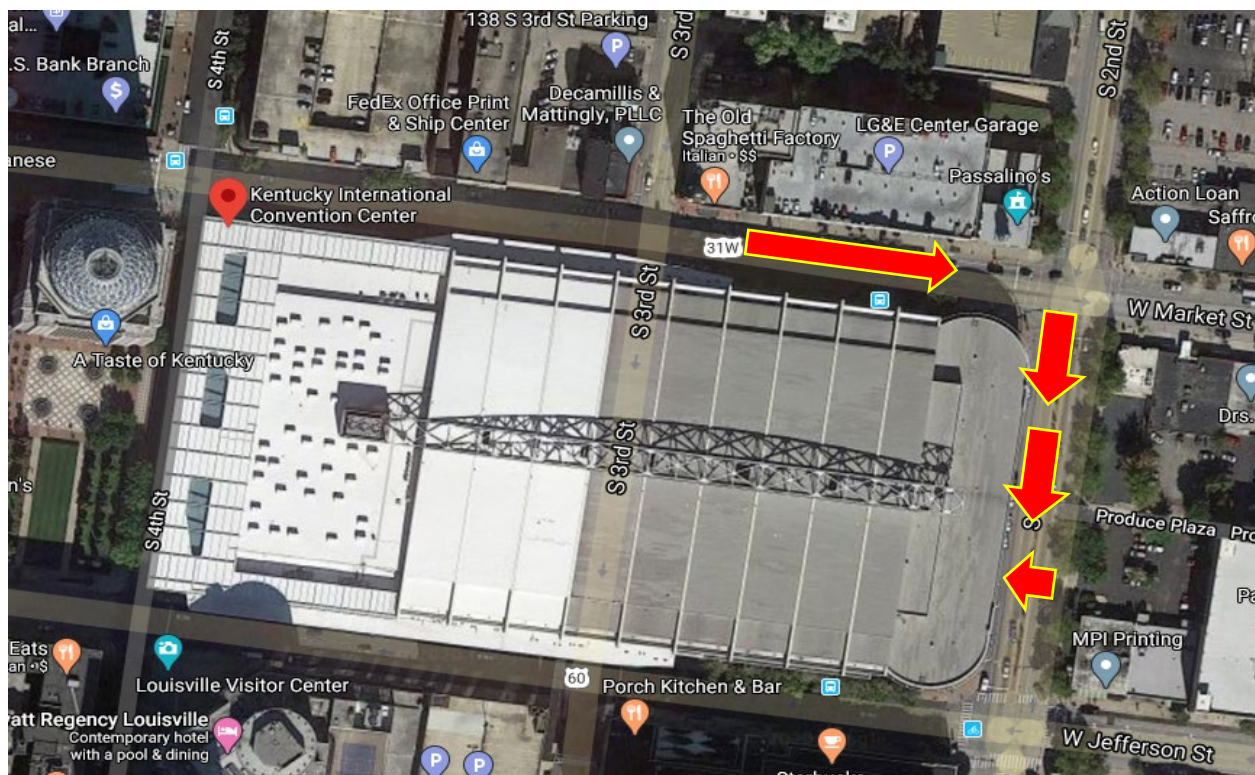
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Nashville:

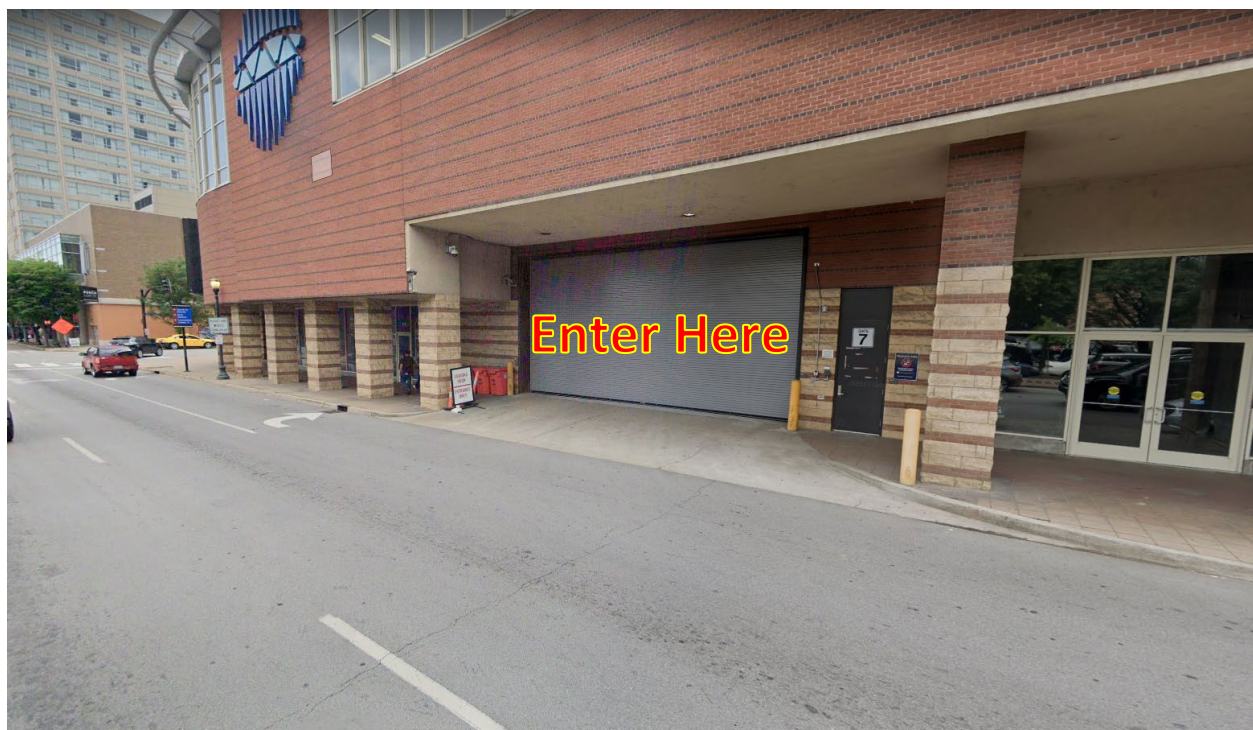
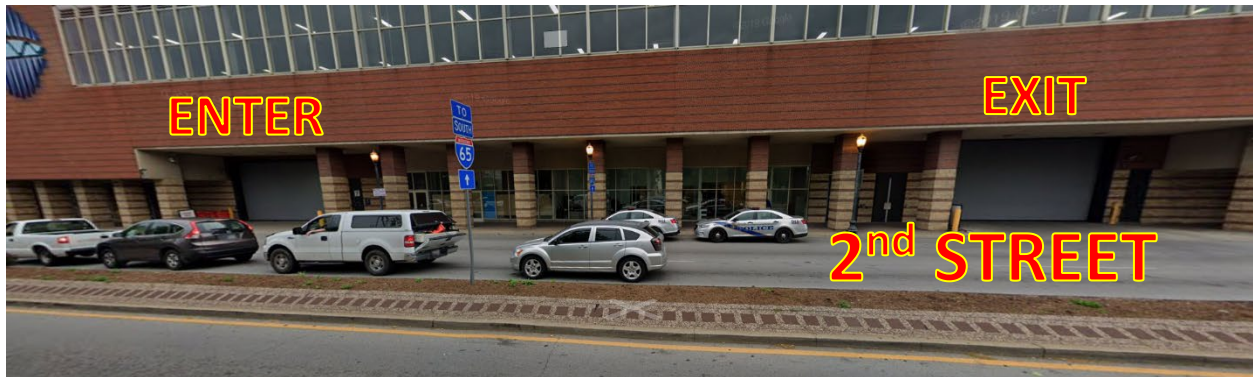
- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second, Southernmost roll-down door (closest to Jefferson Street)

From St. Louis:

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



Exhibitor Services Information



Exhibitor Services Information

Directions to Third Street Loading Dock

From Cincinnati:

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

From Indianapolis:

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

From Lexington:

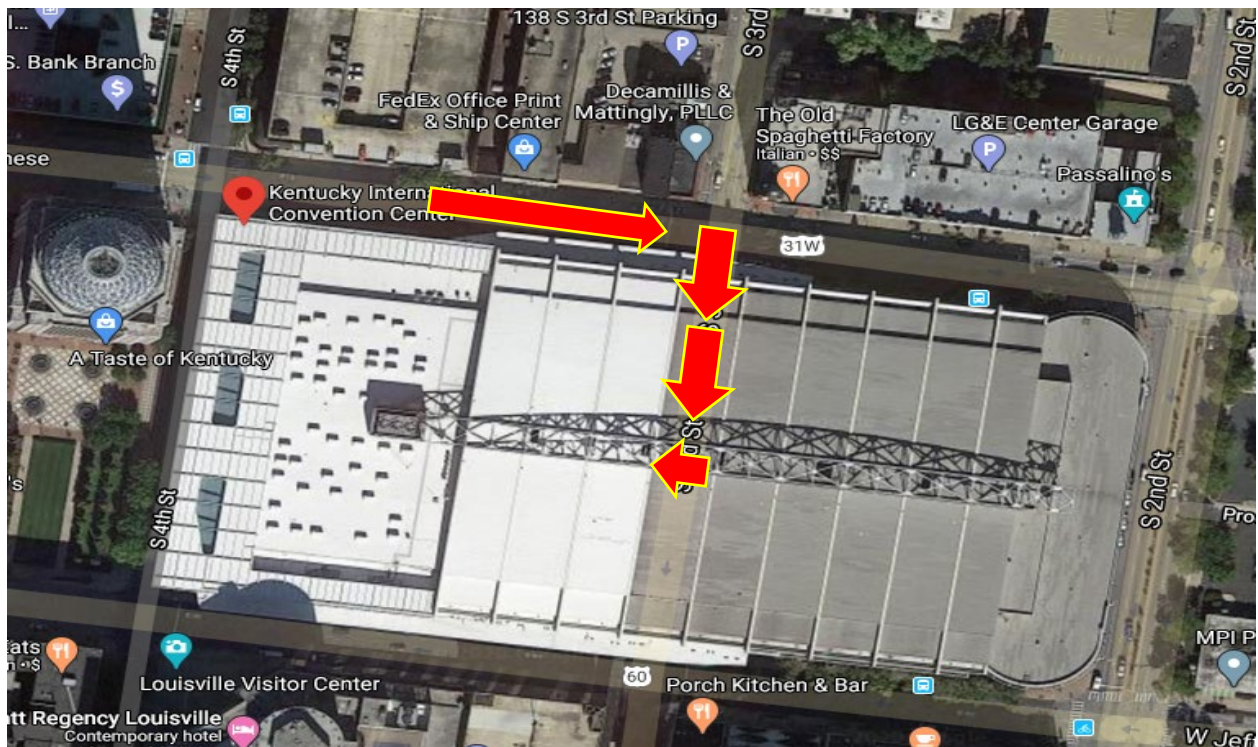
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go through three lights. Entrance is the overhead door on the right between Market and Jefferson.

From Nashville:

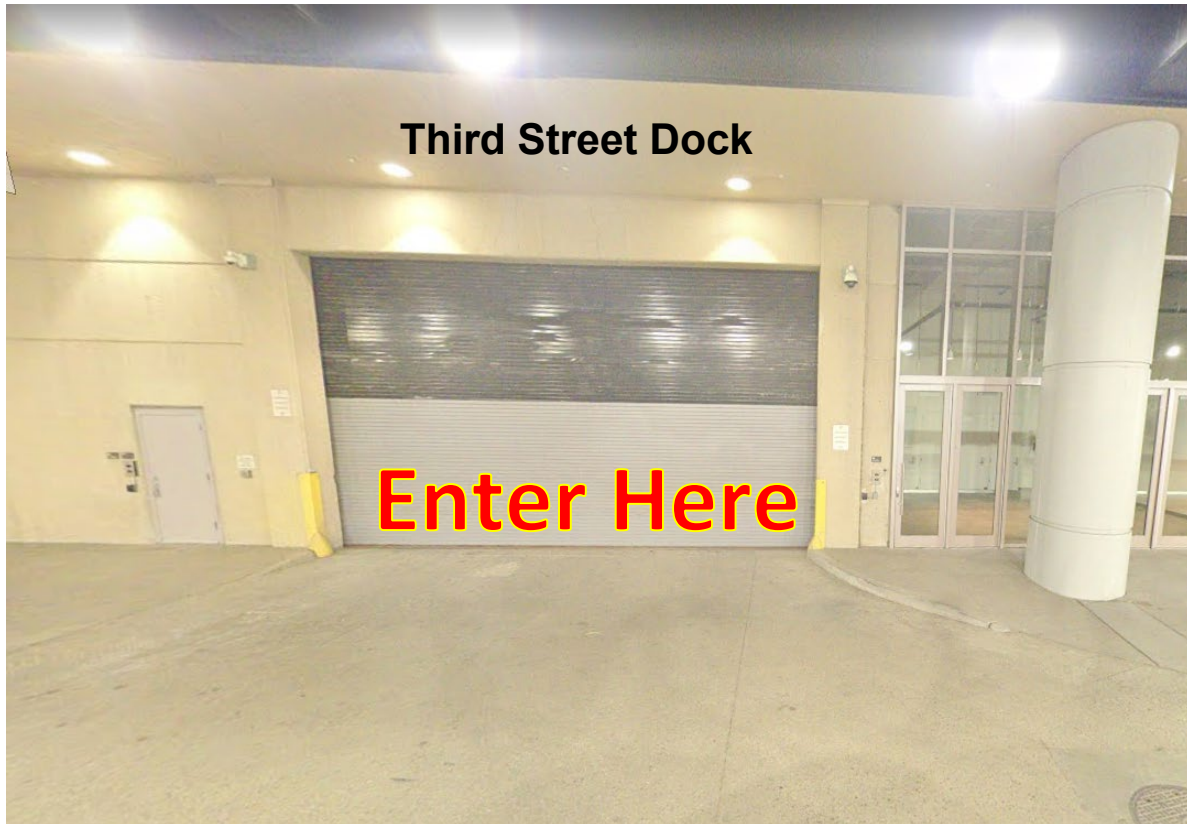
- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From St. Louis:

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



Exhibitor Services Information



Exhibitor Services Information

PARKING

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

Rates:

\$3 — 0 min to 1 hour

\$5 — 1 hour to 2 hours

\$7 — 2 Hours to 3 Hours

\$10 — 3 Hours to 8 Hours

\$12 — 8 Hours to 24 Hours

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

Please keep in mind, the loading docks are permitted for loading and unloading only and is time limited for all vehicles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to move, and may be towed at the owners expense.

Directions:

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

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



Exhibitor Services Information



Exhibitor Services Information

WATER FILLS & DRAINS

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

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

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

If the Licensee would like to use a drone, a written request needs to be submitted to the Event Manager and the Public Safety Manager and Security at Kentucky Venues for review and approval:

- Name of pilot operating the drone
- Pilot's experience level and other events they have flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used
- Proposed payload and payload weight
- Time(s) the drone will be in operation
- Location(s) the drone will be operated (Flight Plan)
- If a Licensee wants to fly the drone outside of the building, The FAA approval must be secured and presented to the facility management
- Copy of Drone Liability Insurance with \$1 million in coverage.

Licensee is liable for any and all damages to persons, property and any litigation arising from the use of drones or UAVs operating on or in any Kentucky Venues facility.

Kentucky Venues and its employees will not be liable as a result of any operation of a drone or UAV on or in any Kentucky Venues facility.

Fire Marshal Requirements

The following State Fire Marshal's minimum fire safety requirements will be applied at all shows (trade, commercial or otherwise) whether the exhibit space is open or closed to the public.

1. Accurate-to-scale floor plans for the entire show will be submitted to the Kentucky State Fire Marshal's Representative (KSFM Representative) not less than 60 days prior to move-in and setup of the area being reviewed. Plans will be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Licensee, if requested, subject to an on-site inspection by KSFM Representative and may incur a late submission fee.
2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to the Kentucky International Convention Center.
3. Any motor vehicles, gasoline-powered equipment, tools, etc., on display should have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps will have the gas caps sealed with tape. All such fuel tanks will be less than one-fourth full. Absolutely no storage of any fuel is permitted in any building.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks should be removed immediately after loading or unloading.
5. Decorations and displays will not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
6. All decorations will be fire retardant. The decoration companies/exhibitors should be prepared to extra space provide certificates of flame spread on all decoration items. Items that are not properly fire retardant will be removed.
7. All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
8. "Closed Top" displays include canopies, horizontal signs, displays with roofs and multilevel displays. Closed top displays must have prior written approval from the KSFM Representative. Approval requests for multilevel displays must be submitted 90 days in advance of the show and include stamped engineer drawings of the structural components. Enclosed displays must have a working smoke detector, which is audible outside of

- the enclosure, and a fire extinguisher (2-A:10B:C at minimum).
9. During occupancy hours, aisles and exit doors should be free of all obstructions and unlocked for immediate use in the event of an emergency.
 10. Signs designating exits and the direction of travel to exits approved by the KSFM Representative will be provided by the Licensee and in place prior to the show's opening.
 11. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
 12. All electrical devices and installations will be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used will be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and/or devices that present a hazard will be subject to confiscation.
 13. Licensees, exhibitors and show personnel will adhere to fire safety laws, regulations and codes that have been duly adopted
 14. Kentucky Venues requires security where occupants are allowed to reside overnight inside of any state-owned structure on the grounds. Security personnel will be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
 15. Licensee will provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
 16. It's the Licensee/show manager's responsibility to see that the above regulations are followed.
 17. Licensee is responsible for making key personnel (including security) aware of and familiar with the facility's emergency procedures, which would include (but not limited to) fire, bomb threats, inclement weather, etc.
 18. Kentucky Venues follows the current National Fire Protection Association (NFPA) Life Safety Code requirements for Trained Crowd Managers in public assembly venues. One (1) Trained Crowd Manager is required for every 250 guests.

VEHICLES, GOLF CARTS & MOTORIZED SCOOTERS

Vehicles are not permitted in the Exhibit Hall for loading and unloading equipment without the authorization of KICC management. All equipment and freight will be loaded and unloaded at the loading dock area. Vehicles, freight or other show materials can not be stored in any facility without prior approval from KICC. Motorized vehicles may not be parked inside any building, at any loading dock or any other area unless this area is a designated parking space. All vehicles will be towed at the owner's expense. Any vehicle that remains in the Exhibit Hall as part of a display must conform to all fire regulations. Persons under the age of 16 are not be allowed to operate a personal cart (golf cart) on property. Under no circumstance are vehicles allowed in lobby areas without prior consent. Any display vehicles will be subject to the rules and regulations put forth by the Event Manager.

Flammable Liquid/Gases

Display of any motor vehicle, aircraft or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five gallons or 25 percent fuel capacity, whichever is less. Aviation equipment tanks must be 100 percent full. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Contact your Event Manager for final approval.

VENUE SERVICES

The Licensee is required to use Venue Services for their event for staffing that includes but is not limited to ticket sellers, ticket takers, ushers, concierges, event security and other personnel required. The costs of such personnel is charged to the Licensee unless otherwise agreed upon in writing. Kentucky Venues follows the current National Fire Protection Association (NFPA) Life Safety Code requirements for Trained Crowd Managers in public assembly venues. One (1) Trained Crowd Manager is required for every 250 guests. See page 10 for Event Staffing.

WEIGHT LOADS

Weight load limits must be adhered to throughout the facility. Please contact your Event Manager with questions regarding weight load limits for specific locations. A specification of weight loads are required 60 days in advance of your event.

LOST & FOUND

The Kentucky International Convention Center is not responsible for lost items. All lost and found items are delivered to the security office, unless otherwise instructed by the show manager. Please contact **(502) 595-4362** for information on reclaiming a lost item or visit kyconvention.com/attend/lost-and-found for a list of items found.

MOVE-IN/MOVE-OUT

Under no circumstances will anyone attempt to move-in or out any materials through the main entrance areas of the facility without prior approval from their Event Manager. KICC pre-function spaces must be protected with visqueen or other approved covering in order to move-in or out exhibits, registration counters, materials, freight, etc. onto carpeted and tiled areas. Under no circumstances should show management allow move-in to start earlier than the contracted time unless approved by the Event Manager. Nor should the move-out time be adjusted without approval of the Event Manager. A dock master is REQUIRED to accompany loading and unloading exhibits and materials.

NOISE GUIDELINES

KICC has a responsibility to ensure the quiet enjoyment of the facility for all of our clients. Show management should inform event management of any expected musical presentation, rehearsals or loud activities in advance. Live entertainment should not be scheduled without approval and coordination with your Event Manager. KICC retains the right to regulate the volume of any audio that interferes with any other Licensee's use of contracted space within KICC. Use of speakers in pre-function areas is prohibited.

OCCUPANCY LOADS

Occupancy totals change as room set-up changes. The maximum occupancy is based on an empty room. After room set-up is determined, your Event Manager will be able to give you the occupancy load of the room requested. Additional requirements may be in place from the local health department.

PARCEL & TRUCK INSPECTION

KICC security has the right to inspect all vehicles, cartons, packages and other containers entering or departing the property.

PARKING

KICC owns two neighboring parking garages: Cowger Parking Garage (723 parking spaces) and Commonwealth Parking Garage (636 parking spaces). Visit kyconvention.com/maps-parking for directions. Rates are the same for each garage. There are no in-out privileges provided at either garage. Parking is on a first come, first served basis. Speak to your Event Manager for parking rate information for your event.

Commonwealth Garage
(636 Spaces)
320 W Jefferson St.
Louisville, KY 40202

Cowger Garage
(723 Spaces)
329 W Market St.
Louisville, KY 40202

FLOOR CARE

In an effort to minimize any damage to facility floors, KICC requires that all Licensees, exhibitors, contractors and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet and tile. Where possible, all movement **MUST** take place through the service corridors. In areas where this is not feasible, all decorators and/or Licensees must tape down a layer of visqueen or plastic from point A (origination point) to point B (the final destination of the freight or project). Any counters that will sit directly on the tile will need carpet placed under them. Pallet jacks will be used on the visqueen over the carpet. Under **NO** circumstances will a forklift be used to transfer freight on any part of the carpet
- For the floors in our exhibit hall, KICC requires the use of carpet tape and floor marking tape. Any costs incurred by KICC for tape or tape residue/stickers not removed will be charged at the prevailing rate to Licensee
- Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These items cannot be dumped directly on the floor without plywood protection
- All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by KICC for tape not removed will be charged at the prevailing rate to the Licensee
- Freight items are prohibited from entering the property through the lobby doors. This includes large carts and dollies.

FLOOR PLANS

KICC requires submission of the event floor plan to scale sixty (60) days out for review, approval and submission to the Compliance Officer. Floor plans must include event name and date, designer and origination date, total number of booths, dimensions and total net square footage. In addition, exits should be unobstructed and clearly marked and all columns/utility ports must be included. Failure to submit floor plans 60 days out may result in additional fees.

FORK LIFTS & HEAVY EQUIPMENT

Should a forklift be required, contact your Event Manager for more information about this service and the scheduling of labor. Please communicate to any equipment rental company that all forklifts, high lifts, etc. must have protective wheel coverings or non-marking tires. Event Decorator and/or audio visual provider is responsible for bringing in their equipment needed for rigging, unloading, moving, etc.

FREIGHT ELEVATORS

Freight Elevators service all three floors and capacities are as follows:

FE1 – 13,000lb
FE2 – 13,000lb
FE3 – 17,000lb

Transportation of dollies, oversized luggage, boxes or freight and tool boxes is prohibited on escalators. Freight is prohibited on passenger elevators.

KICC Exhibitor Services Pricing Forms located on the following pages.

Please note you will find all forms on our website where you may order your services:
kyconvention.com/order-services

EXHIBITOR SERVICES FORM

COMPRESSED AIR/WATER/DRAINAGE

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



Online Ordering at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate.

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

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

COMPRESSED AIR: 125lbs PSI

ADVANCED RATE
(If received 14 days prior)

FLOOR RATE

_____ Service Charge for each line run from main line to booth

\$175 x _____

\$235 x _____

_____ Each additional connection within booth

\$125 x _____

\$150 x _____

(Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)

Plus KY sales tax

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

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

NOTE: Service is only available in Exhibit Halls

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"

ADVANCED RATE

FLOOR RATE

_____ Service Charge for first connection

\$190 x _____

\$260 x _____

_____ Each additional connection

\$135 x _____

\$185 x _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:

ADVANCED RATE

FLOOR RATE

_____ Service Charge for first connection

\$155 x _____

\$205 x _____

_____ Each additional connection

\$105 x _____

\$150 x _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:

ADVANCED RATE

FLOOR RATE

Order Rate

\$ 95 x _____

\$140 x _____

Overtime Rate

\$140 x _____

\$205 x _____

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

rm and submit to the address below. **Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**



Online Ordering at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate.

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

Conditions & Regulations

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

Standard Electrical Service

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

Electrician Labor

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

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

ELECTRIC SERVICES		
DESCRIPTION	ADVANCE	FLOOR
120 VOLTS		
20 AMP	\$180	\$245
208 SINGLE PHASE		
208v/30amp	\$375	\$625
208v/60amp	\$620	\$925
208v/100amp	\$910	\$1,230
208 THREE PHASE		
208v/30amp	\$475	\$740
208v/60amp	\$750	\$1,150
208v/100amp	\$1,150	\$1,670
208v/200amp	\$2,065	\$3,070
480 THREE PHASE		
480v/30amp	\$745	\$1,070
480v/60amp	\$1,015	\$1,550
480v/100amp	\$1,485	\$2,210
LABOR		
TYPE	REGULAR	O/T
Electrician	\$100	\$150
Electrician Helper	\$65	\$110

Revised 07.23.24

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

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

EXHIBITOR SERVICES FORM

OUTLET and DISTRIBUTION

LOCATION GRID

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



Please email completed form to KiccExhibitor.Services@kyvenues.com.

Company Name	
Show Name	
Booth Number	Booth Size

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

ADJACENT BOOTH # _____ OR AISLE # _____	ADJACENT BOOTH # _____ OR AISLE # _____										ADJACENT BOOTH # _____ OR AISLE # _____
ADJACENT BOOTH # _____ OR AISLE # _____											

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

IT SERVICES ORDER FORM

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



Online Ordering at kyconvention.com/exhibit/order-services

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

SERVICE	ADVANCE RATE	FLOOR RATE
Shared Internet (Routers Prohibited)		
Shared Internet Service (up to 10 Mbps)	\$1,020	\$1,295
Additional Devices for Broadband Service, per Device up to 4	\$155	\$220
Dedicated Internet (Routers Allowed)		
Dedicated 3Mbps	\$3,340	\$4,790
Dedicated 6Mbps	\$5,395	\$7,560
Dedicated 10Mbps	\$7,345	\$10,265
Dedicated 15Mbps	\$11,450	\$14,300
Dedicated 20Mbps	\$14,590	\$18,900
Equipment & Labor		
Switch Rental - up to 24 ports	\$170	\$225
Patch Cable	No Charge	No Charge
Labor/Floor Work (Fee per Hour)	\$105	\$125
Fiber Optic Dry Pair	\$890	\$890
VLAN Setup & Configuration	\$2,835	\$2,835
Internal Networking Room-to-Room, per Connection	\$275	\$395
Change/Move Fee (Moving Connection Once Installed)	\$110	\$165
Voice Services		
Single Line (No Analog)	\$225	\$340
Speaker Phone w/PolyCom Unit	\$340	\$470
Optional Telephone Services (Multi Line Phone Set)	\$340	\$395
Special Quote - Please Attach a Statement of Work	Call	Call
Wi-Fi		
Per Device, Per the Requested Days at 3 Mbps		
24 Hours	\$21.99	\$21.99
3 Days	\$57.95	\$57.95
5 Days	\$88.95	\$88.95
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$21.99	\$21.99
Dedicated Wi-Fi Hot Spot	Call	Call

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

revised 07.23.24

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



UNMANNED/DISPLAY VEHICLES FORM

Please complete this form and email it to the Event Manager in charge of your event.

Once received and approved your Event Manager will contact you with further information and load-in and out procedures.

All forms must be returned to Event Manager within 14days prior to the first day of load-in for processing.

Name of Event: _____ Date of Event: _____

Booth #: _____ (or) Event Space Location: _____

Name of Exhibiting Company: _____

Contact Person: _____ Cell Number: _____ Email: _____

Vehicle Make/Model: _____

Description of primary purpose:

VEHICLES ON DISPLAY INDOORS

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

Electric Vehicles on display

All Electric Vehicles on display will be subject to KICC fire watch personnel with fire extinguishing equipment for each vehicle displayed and vehicles may not be located near flammable materials. A Venue Services team member will contact you to discuss scheduling and provide a quote for services. Notification of electric vehicles should be provided to the Event Manager at least 30 days prior to the show move-in date.

I have read the above **Fire Code guidelines** ☐

Print Name: _____

Contact Signature: _____ Date of Application: _____

KICC Compliance Officer: _____ Date of approval or denial: _____

Kentucky International Convention Center
221 S. Fourth Street Louisville, KY 40207