



KICC

**KENTUCKY INTERNATIONAL
CONVENTION CENTER**



KENTUCKY INTERNATIONAL CONVENTION CENTER

Exhibitor Services Information



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.
- **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 as 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:

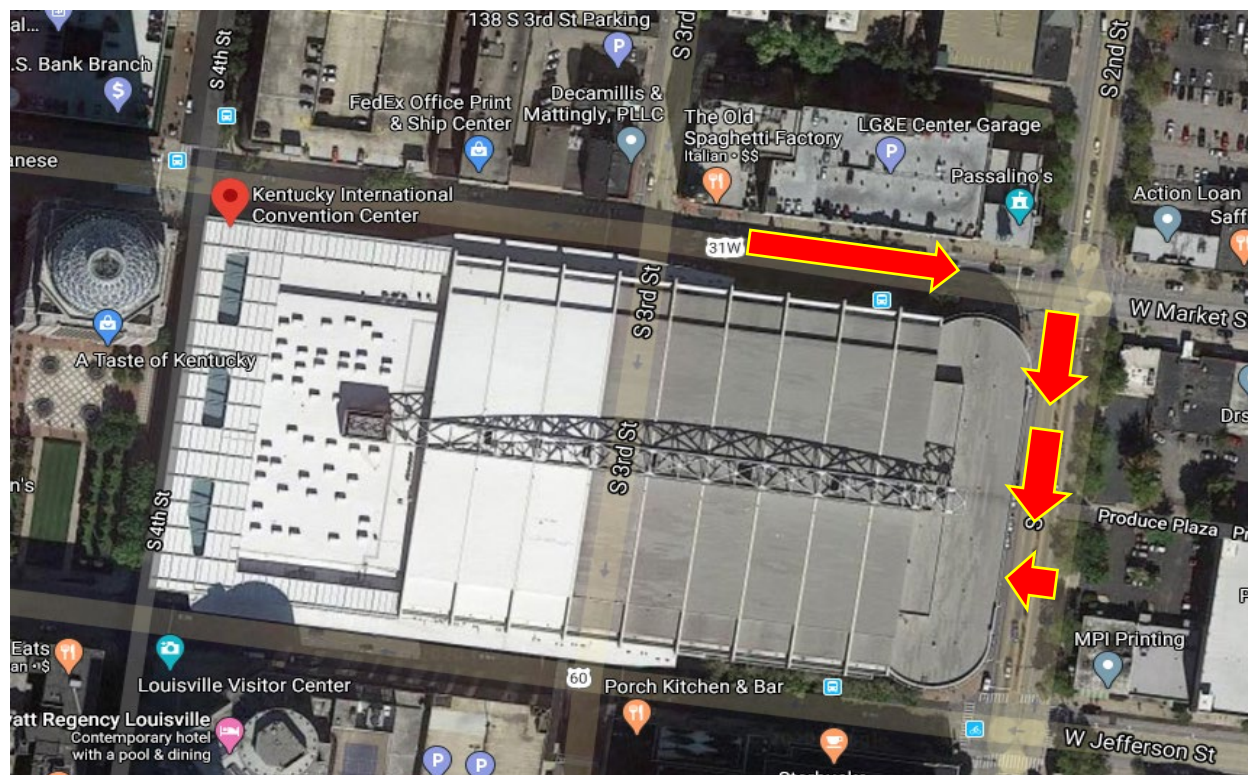
• I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Nashville:

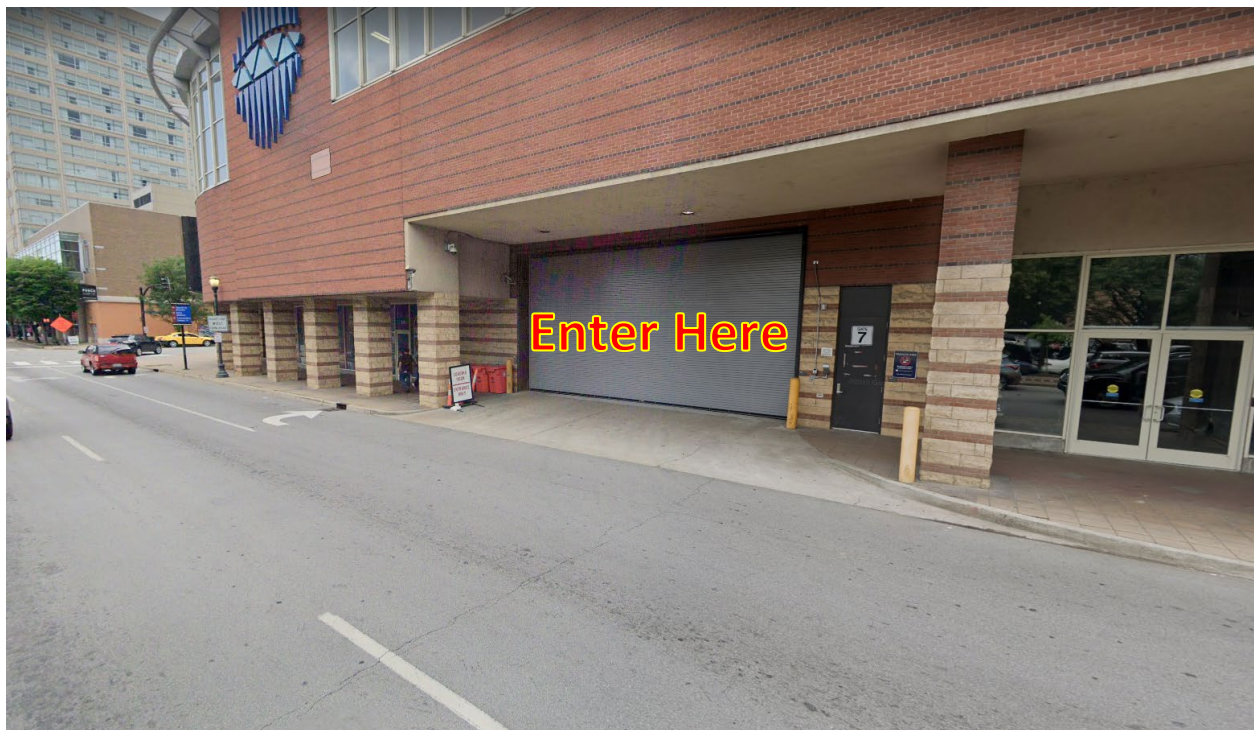
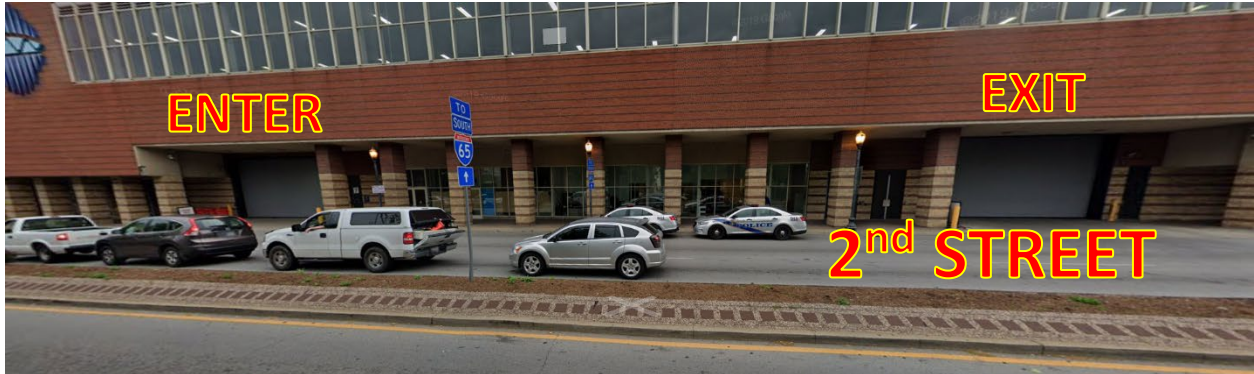
• I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second, Southernmost roll-down door (closest to Jefferson Street)

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)



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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.

**EXHIBITOR
FORMS ARE
ON THE
FOLLOWING
PAGES**

EXHIBITOR SERVICES FORM

COMPRESSED AIR/WATER/DRAINAGE

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



Online Ordering Now Available 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**.

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
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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	\$170 x _____	\$225 x _____
_____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)	\$120 x _____	\$145 x _____ 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	\$180 x _____	\$235 x _____
_____ Each additional connection	\$130 x _____	\$150 x _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$150 x _____	\$180 x _____
_____ Each additional connection	\$100 x _____	\$145 x _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:	ADVANCED RATE	FLOOR RATE
Order Rate	\$ 90 x _____	\$135 x _____
Overtime Rate	\$135 x _____	\$195 x _____

GRAND TOTAL _____

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

ELECTRICAL SERVICES

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



Online Ordering Now Available at kyconvention.com/order-services

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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 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

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

ELECTRIC SERVICES				
QTY	DESCRIPTION	ADVANCE	FLOOR	COST
120 VOLTS				
	20 AMP	\$170	\$235	\$
208 SINGLE PHASE				
	208v/30amp	\$355	\$595	\$
	208v/60amp	\$590	\$880	\$
	208v/100amp	\$865	\$1,170	\$
208 THREE PHASE				
	208v/30amp	\$455	\$705	\$
	208v/60amp	\$715	\$1,095	\$
	208v/100amp	\$1,095	\$1,590	\$
	208v/200amp	\$1,965	\$2,925	\$
480 THREE PHASE				
	480v/30amp	\$710	\$1,020	\$
	480v/60amp	\$965	\$1,475	\$
	480v/100amp	\$1,415	\$2,105	\$
LABOR				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$95	\$140	\$
	Electrician Helper	\$60	\$100	\$
GRAND TOTAL \$ _____				

Revised 04/27/2023

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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**

EXHIBITOR SERVICES FORM

EQUIPMENT ORDER FORM

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



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

ITEM	ADVANCE RATE	QTY	TOTAL
STAGE			
6' x 8' section (16"H or 24"H)	\$1.55 sq ft	_____	\$ _____
8' x 8' section (40"H up to 60"H)	\$1.55 sq ft	_____	\$ _____
SEATING			
Banquet Chair	\$11.85	_____	\$ _____
Boardroom Chair	\$25.75	_____	\$ _____
Bleachers	Call	_____	\$ _____
TABLES			
5' Round	\$31	_____	\$ _____
6' Round	\$31	_____	\$ _____
30" Round (Cocktail)	\$21	_____	\$ _____
30" Round (Tall Boy)	\$21	_____	\$ _____
8' x 30" Rectangle	\$21	_____	\$ _____
8' x 18" Rectangle	\$21	_____	\$ _____
TABLE LINEN			
8' x 30" Table Linen	\$9.50	_____	\$ _____
Round Table Linen	\$11.50	_____	\$ _____
Spandex Table Cover	\$22	_____	\$ _____
8' x 30" Table Skirted	\$28	_____	\$ _____
MISCELLANEOUS			
American Flag	\$21	_____	\$ _____
State Flag	\$21	_____	\$ _____
Extension Cord	\$35	_____	\$ _____
Easel	\$15.50	_____	\$ _____
Copies	\$0.75	_____	\$ _____
Tensa Barrier	\$11.50	_____	\$ _____
Cable Ramps	\$28.50	_____	\$ _____
Fire Extinguisher (Rental)	\$45	_____	\$ _____
Garment Rack w/Hangers	\$30	_____	\$ _____
Garbage Compactor	\$91/Ton	_____	\$ _____
Dance Floor (30' x 30')	\$170	_____	\$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
FREIGHT & HANDLING			
Small Package Delivery 1-49lbs	\$24	_____	\$ _____
Small Package Delivery 50-100lbs	\$55	_____	\$ _____
Freight - Drayage per pound after 100lbs	\$68	_____	\$ _____
Shrink Wrap Skid/Item	\$67	_____	\$ _____
Banding per Skid/Item	\$88	_____	\$ _____
GENERAL LABOR			
Badge Checker	\$22.25/hr	_____	\$ _____
Coat Check Attendant	\$22.25/hr	_____	\$ _____
Concierge (Info Booth)	\$22.25/hr	_____	\$ _____
Ticket Taker	\$22.25/hr	_____	\$ _____
Greeters/Ushers	\$22.25/hr	_____	\$ _____
Banner Hanging	\$65/hr	_____	\$ _____
Dock Master	\$22.25/hr	_____	\$ _____
T-Shirt Security	\$24.50/hr	_____	\$ _____
LMPD (Uniformed, armed off-duty Police)	\$65 & Up/hr	_____	\$ _____
EMT Team (2) (with Ambulance)	\$128/hr	_____	\$ _____
First Aid Team (2)	\$80/hr	_____	\$ _____
Electrician (1hr min)	\$95/hr	_____	\$ _____
Plumber (1hr min)	\$85/hr	_____	\$ _____
GRAND TOTAL \$			_____

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INTERNET, NETWORK and VOICE SERVICES ORDER FORM

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



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

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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
Shared Internet (Routers Prohibited)			
Shared Internet Service (up to 10 Mbps)	\$970	\$1,235	\$ _____
Additional Devices for Broadband Service, per Device up to 4	\$150	\$215	\$ _____
Dedicated Internet (Routers Allowed)			
Dedicated 3Mbps	\$3,240	\$4,650	\$ _____
Dedicated 6Mbps	\$5,295	\$7,460	\$ _____
Dedicated 10Mbps	\$7,245	\$10,165	\$ _____
Dedicated 15Mbps	\$11,350	\$14,200	\$ _____
Dedicated 20Mbps	\$14,490	\$18,800	\$ _____
Equipment & Labor			
Switch Rental - up to 24 ports	\$160	\$215	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor Work (Fee per Hour)	\$100	\$120	\$ _____
Fiber Optic Dry Pair	\$865	\$865	\$ _____
VLAN Setup & Configuration	\$2,700	\$2,700	\$ _____
Internal Networking Room-to-Room, Per Connection	\$265	\$375	\$ _____
Change/Move Fee (Moving Connection Once Installed)	\$110	\$160	\$ _____
Voice Services			
Single Line (No Analog)	\$215	\$325	\$ _____
Speaker Phone w/PolyCom Unit	\$325	\$450	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$325	\$375	\$ _____
Special Quote - Please Attach a Statement of Work	Call	Call	\$ _____
Wi-Fi			
Per Device, Per the Requested Days at 3 Mbps			
24 Hours	\$20.99	\$20.99	\$ _____
3 Days	\$56.95	\$56.95	\$ _____
5 Days	\$87.95	\$87.95	\$ _____
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$20.99	\$20.99	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
GRAND TOTAL			\$ _____

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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