



P.O. Box 21245 - Louisville, KY 40221

Ph. (502) 969-8588

email - andy@agxofky.com

DEADLINE FOR RETURN OF FORM: *2 weeks prior to move in *

Miscellaneous Accessories				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	Stack Chair, Gray/Padded, No Arms	\$35.00	\$45.00	
	Stool 30" Gray w/ back	\$50.00	\$60.00	
	Wastebasket w/ Liner	\$10.00	\$12.00	
	Easel, Chrome/Tripod	\$20.00	\$25.00	
	Stanchion, Chrome	\$35.00	\$50.00	
	Stanchion Rope, Blue/Padded	\$20.00	\$25.00	
	White Plastic Chain (per Ft.)	\$2.00	\$3.00	
	Stanchion, Black/Metal	\$10.00	\$15.00	

Special Booth Draping				
	White Vinyl Table Cover	\$6.00	\$8.00	
Ft	Special Skirting, 30" Ht./per Linear Ft.	\$3.00	\$5.00	
Ft	Special Skirting, 40" Ht./per Linear Ft.	\$5.00	\$7.00	
Ft	Siderail Drape, 36" Ht./per Linear Ft.	\$3.00	\$4.00	
Ft	Siderail Drape, 96" Ht./per Linear Ft.	\$6.00	\$8.00	
Circle Color Selection				
Black	Blue	Burgandy	Gold	Teal
	Gray	Red	White	Hunter Green

Wood Risers (No Draping)				
	4' Long, 12" Wide x 12" High	\$15.00	\$20.00	
	6' Long, 12" Wide x 12" High	\$20.00	\$25.00	
	8' Long, 12" Wide x 12" High	\$25.00	\$30.00	

No credit will be given after close of event on items or services ordered but not recieved. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental(not sale) during the event, and removal.

NOTE: NO EXHIBITOR MATERIAL CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING.

NO RENTAL ITEMS/MATERIAL(S) may be ALTERED in any way. ANY and ALL DAMAGES /ALTERATIONS WILL BE CHARGED at REPLACEMENT COST (rental rate will not apply as credit) and will be the RESPONSIBILITY of the EXHIBITOR.

Form A FUNITURE RENTAL ORDER FORM

Payment Policy -

Payment in full, including tax, must accompany order and be recieved by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

Cancellation after the deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

Display Tables - 30" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$75.00	\$85.00	
	6' Long Table SKIRTED 3 SIDES	\$90.00	\$100.00	
	8' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	4' Long Table NOT SKIRTED	\$35.00	\$40.00	
	6' Long Table NOT SKIRTED	\$40.00	\$50.00	
	8' Long Table NOT SKIRTED	\$45.00	\$55.00	
	4th Side Skirted 6' or 8' (30" or 40")	\$35.00	\$45.00	
Circle Color Selection				
Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Display Tables - 40" High x 2' Wide				
	4' Long Table SKIRTED 3 SIDES	\$85.00	\$100.00	
	6' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	8' Long Table SKIRTED 3 SIDES	\$105.00	\$120.00	
	4' Long Table NOT SKIRTED	\$45.00	\$55.00	
	6' Long Table NOT SKIRTED	\$50.00	\$60.00	
	8' Long Table NOT SKIRTED	\$55.00	\$65.00	
Circle Color Selection				
Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Wood Risers With Draping				
	4' Long, 12" Wide x 12" High	\$30.00	\$40.00	
	6' Long, 12" Wide x 12" High	\$40.00	\$50.00	
	8' Long, 12" Wide x 12" High	\$50.00	\$60.00	
Circle Color Selection				
Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Subtotal \$ _____

****TRANSFER THIS AMOUNT TO LINE A ON THE PAYMENT INFORMATION PAGE*****

Name of Event: _____ Booth # _____ Firm Name: _____
 Phone : () _____ Fax: () _____ Address _____
 (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

*****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED******

*****PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!*****



CARPET RENTAL ORDER FORM

Payment Policy -

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

Cancellation after the deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

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P.O. Box 21245 - Louisville, KY 40221

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DEADLINE FOR RETURN OF FORM: *2 weeks prior to move in *

Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see selection below.

CHECK ONE	DISCOUNT RATE	STANDARD RATE	CHECK ONE	DISCOUNT RATE	STANDARD RATE
☐ 9 Ft. X 10 Ft.	\$140.00	\$175.00	☐ 9 Ft. X 30 Ft.	\$405.00	\$455.00
☐ 9 Ft. X 20 Ft.	\$270.00	\$310.00	☐ 9 Ft. X 40 Ft.	\$540.00	\$600.00

☐ Blue

☐ Grey

Please check color desired for standard carpet.

☐ Red

☐ Hunter Green

☐ Black

☐ Burgandy

☐ Teal

Complete Exhibit Area Carpet

Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge, taping rental and removal for carpet specifically cut to your exact measurements.

☐ Complete Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	DISCOUNT RATE	STANDARD RATE	TOTAL
	\$2.05/Sq. Ft.	\$2.45/Sq. Ft.	

☐ Blue

☐ Grey

Please check color desired for standard carpet.

☐ Red

☐ Hunter Green

☐ Black

☐ Burgandy

☐ Teal

Custom Decorators Plush Carpet

Custom carpet is an upgrade 34oz. Carpet in 15 decorator colors. Minimum order is 300 Sq. Ft. Orders must be received in our office 4 weeks prior to show.

☐ Custom Carpet Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$2.75/Sq. Ft. = \$ _____

☐ Silver Grey
☐ French Beige
☐ Grey Pearl

☐ Berry
☐ Charcoal
☐ Burgundy

Check color desired for custom carpet (Samples available upon request).

☐ Emerald
☐ White
☐ Blue Mist

☐ Black
☐ Colony Blue
☐ Red

☐ Plum
☐ Peacock
☐ Cream,

Padding - Protective Plastic Covering - Tape

6 lb. Padding Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$1.15/Sq. Ft. = \$ _____

Plastic Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$0.30/Sq. Ft. = \$ _____

Vacuuming / Shampoo

☐ DAILY VACUUM Carpet is vacuumed ONCE before initial opening of exhibit and DAILY thereafter.

☐ Per Day - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.30 per Sq. Ft. _____ x # of Days = Total \$ _____

☐ Over 1000 Sq. Ft. - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.25 per Sq. Ft. _____ x # of Days = Total \$ _____

☐ ONE TIME VACUUM-Carpet is vacuumed ONCE before initial opening of exhibit: Total Sq. Ft. _____ X \$0.35 per Sq. Ft. = Total \$ _____

There will be an additional charge for cleaning carpets that are subjected to excessive wear and such as wood shavings, food sampling, landscape, etc.

Name of Event: _____

Booth # _____

Firm Name: _____

Phone: () _____

Fax: () _____

Subtotal \$ _____

Address
(street) (City) (State) (Zip)

**TRANSFER THIS AMOUNT TO
LINE A ON THE PAYMENT
INFORMATION PAGE**

Print/Type Name: _____ Signature: _____ Date: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED
PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS



P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588

PAYMENT INFORMATION FORM

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Cancellation Policy -

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Late Request -

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Color/Size Selection -

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER

Services and Equipment Ordered

* NOTE: ONLY COMPLETE INFORMATION ASSOCIATED WITH ENCLOSED FORMS*

A) Furniture Rental Order Form _____ \$ _____
B) Carpet Rental Order Form _____ \$ _____
C) Chrome Grid Wall and Panel Board Order Form _____ \$ _____
D) Hanging Sign Information _____ Non Taxable \$ _____
E) Display Labor In Booth Forklift Service Order Form _____ Non Taxable \$ _____
F) Special Furniture _____ \$ _____
G) Freight _____ Non Taxable \$ _____

NOTE: ALL SALES/RENTALS ARE SUBJECT TO KENTUCKY SALES TAX
IF EXEMPT FROM SALES/USE TAX WITHIN THE STATE OF KENTUCKY
WE MUST HAVE A COPY OF YOUR CERTIFICATE OF EXEMPTION FORM
FOR OUR FILES OR YOU MUST PAY APPLICABLE TAX.

Subtotal: _____
6.00% State Sales Tax: _____
Non-Taxable Total: _____
TOTAL: _____

Payment By Check

PLEASE MAKE CHECK TO:
A.G. Exhibitions

Please Complete The Following:

Check Number _____ Dated _____ In Amount Of \$ _____

NOTE: All checks are deposited upon receipt. Do not post date. There is a \$35.00 for all checks returned by bank.

Payment By Credit Card

Please complete ALL information. Note: All charges are processed thru our Louisville, Ky office.

Card Member Name: _____

Card Type: ☐ VISA ☐ MASTERCARD ☐ AMEX

Account Number:

Expiration Date: Signature: _____

NOTE: PLEASE INCLUDE
THE ID NUMBER AS
SHOWN ON THE BACK
OF CARD

NOTE: ORDERS RECEIVED WITHOUT PAYMENT, IN FULL (TAX INCLUDED) WILL NOT BE PROCESSED AND WILL NOT BE ENTITLED TO ADVANCE DISCOUNT RATE

Name of Event: _____ Booth # _____ Firm Name: _____

Phone: (____) _____ Fax: (____) _____

Print/Type Name: _____ Signature: _____ Date: _____

Address (Street, City, State, Zip): _____

Date Received: _____ Invoice # _____ Check # _____ Amount: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED

PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!

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				
Gnty	Description	Discount	Regular	Cost
120 Volts				
	20 amp	\$190	\$255	\$
	20 amp GFI	\$190	\$255	\$
	30 amp	\$215	\$290	\$
208 Volts Single Phase				
	30 amp	\$395	\$655	\$
	60 amp	\$650	\$970	\$
	100 amp	\$955	\$1,290	\$
208 Volts Three Phase				
	30 amp	\$500	\$775	\$
	60 amp	\$785	\$1,205	\$
	100 amp	\$1,205	\$1,750	\$
	200 amp	\$2,168	\$3,224	\$
480 Volts Single Phase				
	30 amp	\$475	\$815	\$
	60 amp	\$965	\$1,335	\$
	100 amp	\$1,380	\$2,250	\$
480 Volts Three Phase				
	30 amp	\$780	\$1,125	\$
	60 amp	\$1,065	\$1,625	\$
	100 amp	\$1,560	\$2,320	\$
Electrician Labor				
Hours	Straight	Overtime	Double	Cost
	\$105	\$160	\$205	\$
Extension Cord Rental				
Gnty	Size	Discount	Regular	Cost
	25 ft.	\$45	\$60	\$
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**

IT SERVICES ORDER FORM

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



Online Ordering Now Available at kyexpo.org/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) 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
Shared Internet (Routers Prohibited)			
Shared Internet Service (up to 10 Mbps)	\$1,071	\$1,360	\$ _____
Additional Devices for Broadband Service, per Device up to 4	\$163	\$231	\$ _____
Dedicated Internet (Routers Allowed)			
Dedicated 3Mbps	\$3,507	\$5,030	\$ _____
Dedicated 6Mbps	\$5,665	\$7,938	\$ _____
Dedicated 10Mbps	\$7,712	\$10,778	\$ _____
Dedicated 15Mbps	\$12,023	\$15,015	\$ _____
Dedicated 20Mbps	\$15,320	\$19,845	\$ _____
Equipment & Labor			
Switch Rental - up to 24 ports	\$179	\$236	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor Work (Fee per Hour)	\$110	\$131	\$ _____
Fiber Optic Dry Pair	\$935	\$935	\$ _____
VLAN Setup & Configuration	\$2,977	\$2,977	\$ _____
Internal Networking Room-to-Room, per Connection	\$289	\$415	\$ _____
Change/Move Fee (Moving Connection Once Installed)	\$116	\$173	\$ _____
Voice Services			
Single Line (No Analog)	\$236	\$357	\$ _____
Speaker Phone w/PolyCom Unit	\$357	\$494	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$357	\$415	\$ _____
Special Quote - Please Attach a Statement of Work	Call	Call	\$ _____
Wi-Fi			
Per Device, Per the Requested Days at 3 Mbps			
24 Hours	\$23	\$23	\$ _____
3 Days	\$61	\$61	\$ _____
5 Days	\$93	\$93	\$ _____
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$23	\$23	\$ _____
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

COMPRESSED AIR, WATER, DRAINAGE and NATURAL GAS SERVICE ORDER FORM

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



ONLINE ORDERING NOW AVAILABLE - 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 Rate	Regular Rate	TOTAL
___ Service Charge for each line run from main line to booth	\$184	\$247	_____
___ Each additional connection within booth	\$131	\$158	_____
___ Additional charges for compressor rental (When applicable. Contact KEC Service Desk for details.) plus KY sales tax			_____

KEC standard connection is 1/4". 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 with no guarantee of minimum/maximum pressure. If pressure is critical, please arrange to have a pressure regulator valve installed. Service is only available in South Wings A, B and C. Other areas are available with advance request and special pricing.

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	Discount Rate	Regular Rate	TOTAL
___ Service Charge for first connection	\$200	\$275	_____
___ Each additional connection	\$140	\$195	_____
___ Fill up only (each time)	\$170	\$220	_____

NOTE: Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

DRAINAGE:	Discount Rate	Regular Rate	TOTAL
___ Service Charge for first connection	\$163	\$263	_____
___ Each additional connection	\$110	\$163	_____
___ 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.

NATURAL GAS: All service provided overhead	Discount Rate	Regular Rate	TOTAL
___ 1/2" Connection (must order Labor as well)	\$457	\$567	_____
___ 3/4" Connection (must order Labor as well)	\$824	\$935	_____
___ 1" Connection (must order Labor as well)	\$1,565	\$1,675	_____

NOTE: Exhibitors must furnish all necessary fittings to connect to 1/2", 3/4" or 1" female pipe thread connections.

PLUMBER:	Discount Rate	Discount Overtime Rate	Regular Rate	Regular Overtime Rate	TOTAL
	\$100	\$147	\$147	\$215	_____

GRAND TOTAL	_____
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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, call **(502) 367-5321**. For information regarding payment, call **(502) 367-5227**.

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	\$75
B	Targeted/On-Site Shipments	Shipments received during move-in	\$69
C	Uncrated Advanced*	Non-palletized/non-rolling/loose shipments requiring special handling and received two weeks prior to first move-in date	\$96
D	Uncrated Targeted	Non-palletized/non-rolling/loose shipments requiring special handling and received on targeted date/on-site	\$90
E	Small Package Deliveries 1-49 lbs	Shipped using UPS and FedEx	\$26
F	Small Package Deliveries 50-100 lbs**	Shipped using UPS and FedEx	\$61

* Freight received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$21 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.

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

Revised 05/07/2025

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 (_____) _____

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