



## EXHIBIT 4.1

### Rules and Regulations Lexington Center Corporation (LCC)

In order to assist our users, the following list of Rules & Regulations is provided to answer the most frequent inquiries regarding the CORPORATION's policies:

#### General Information

CORPORATION is a non-smoking facility. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

There is no "guarantee of" free parking in lots owned and operated by CORPORATION.

A five-percent (5%) convenience fee will be added to deposits and settlement charges paid by credit card.

LICENSEE (or exhibitor) is responsible for the security of items in meeting rooms and exhibit areas. CORPORATION shall not be responsible for damage or loss of property.

The use or distribution of helium filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common event decorations that require advance authorization include but are not limited to candles, glitter and confetti. Additional fees may be incurred for cleanup of these items.

Attachment of signs, display materials, decorations, etc. to wall surface, windows, lecterns or drapery is prohibited.

The hanging of signs and banners from ceilings must be approved and installed by CORPORATION personnel only as an Ancillary Service.

Pets are prohibited with the exception of those authorized by CORPORATION due to the nature of the event, or guide, signal and service animals.

Exhibits using water features (i.e. fountains, hot tubs) are prohibited in carpeted areas.

#### Food and Beverage

The sale, service, or distribution of food or beverage products is an activity that is restricted to those licensed by the CORPORATION. This includes, but is not restricted to, food/beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar service, etc.

Trade Show vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to CORPORATION prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for CORPORATION approval. Should approval be granted these vendors are subject to a \$75/day food vendor fee.

The Lexington – Fayette County Health Department may have additional requirements for exhibitors that are serving any food products. Please contact the local representative, Skip Castleman, at 859-899-4277 for compliance information.

Food preparation is not permitted in carpeted areas.

Possession, distribution and consumption of alcoholic beverages is prohibited except through properly authorized vendors. CORPORATION, at its discretion, may require full payment of estimated host bar costs one week prior to event. Events seeking an alcohol sponsor must discuss this in advance with their Sales or Event Manager to ensure steps are taken to adhere to KRS statutes governing the sale of alcohol.

As stipulated by KRS Statute 243.036, the auction of any alcoholic beverage requires a temporary permit issued by the Alcohol Beverage Control Board. The application process takes 30-45 days to complete. A permit must be presented in order for the item to be sold. For further details and the application, please contact the ABC Board at 859.258.3796.

## **Fire and Safety Regulations**

This Facility is located in a School Zone as defined by the Gun Free School Zone Act 18 U.S.C. adopted November 29, 1990 (the Act). All persons are prohibited from possessing firearms on the premises unless such possession is authorized by exceptions listed in the Act or as authorized by the Commonwealth of Kentucky. Licensor also reserves the right to restrict or prohibit possession of other weapons such as knives and other dangerous weapons.

All exit doors must be fully operable and unobstructed during all times of occupancy. Exit signs shall remain illuminated and fully visible.

Use of the Facilities for a trade show or public exhibit purposes requires a detailed floor plan depicting the intended use of the area. Floor plan will be submitted to the CORPORATION for review and approval by the Center and local fire marshal where appropriate. Displays located in corridors shall be located to one side leaving an eight foot wide clear walking path. Approval of plans shall be obtained prior to sale or allocation of space to potential exhibitors.

Rigging plans must be submitted for approval for events that require equipment in excess of 100 lbs. to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by CORPORATION staff or its authorized representatives as an Ancillary Service.

Any use of open flames or smoke generating substances or equipment must receive prior approval.

All decorations and construction materials must be non-combustible or flame retardant (documentation is required). This includes, but is not limited to, organic decorations such as mulch, hay bales, etc.

Electrical devices must be installed, operated, and maintained in accordance with manufacturers' intended use and applicable codes. In any case, electrical devices that create a hazard to life or property are not permitted.

Internal combustion equipment and motor vehicles may be displayed under the following conditions:

- Fuel supply limited to that necessary for installation and removal of equipment.
- Fuel tanks must have pressure released by removing fuel cap after vehicle has reached display position, and then the fuel cap must be locked or sealed.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at CORPORATION Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of CORPORATION management, to take precautions for protection of CORPORATION property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of the CORPORATION. Use of motorized vehicles during public occupancy of Facility is prohibited.

A maximum of two 20' x 20' tents are allowed per 15,000 square feet of space rented with the following conditions:

- Tents must be non-combustible and flame-proof.
- Tents must be open on all four sides.
- If more than one tent, tents must be spaced at least 20 feet apart.
- No open flames permitted in tents.
- Each tent must be equipped with Type ABC fire extinguisher.
- Exhibitor personnel must occupy tent during show hours.
- Electrical service must be turned off at the conclusion of each show day.

The use, display, or storage of flammable liquids, including LP gas, is prohibited except as authorized by local and state fire regulations. Complying vendors using propane for the purpose of authorized food preparation are subject to the following limitations:

- Compressed gas cylinders must be firmly secured in an upright position.
- Propane storage tanks may be no larger than 5 pounds per booth.
- Booths using propane shall be located no closer than 100 feet apart.
- Additional propane tanks must be stored outside of the building.
- Food preparation is not permitted in carpeted areas.

Lexington Center Corporation's rules and regulations state that **PETS ARE PROHIBITED**. Only animals authorized by LCC due to the nature of the event, or guide, signal or service animals are permitted in the building. Without proper documentation, your animal must be removed from the facility. Not doing so places the event promoter in breach of contract.

**In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Lexington Center Corporation/Opera House is a smoke-free facility. Additionally, LCC prohibits the use of E-cigarettes inside its facilities. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.**

**Dog Care Options:**

**DOGTOWN LLC**

Phone: 859-252-DOGS(3647)

Email: [dogtown.llc@gmail.com](mailto:dogtown.llc@gmail.com)

Hours: Monday-Friday 7a-6p

Saturday-Sunday 9-11am, 5-7pm

1026 Manchester Street

Lexington, KY 40508

**UPTOWN HOUNDS**

Phone: 255-BARK (2275)

Email: [reception@UptownHounds.com](mailto:reception@UptownHounds.com)

Hours: Monday-Saturday 10a-7p

Sunday 12p-7p

466 Angliana Avenue

Lexington, KY 40508

**PET SUITES**

Phone: 859-543-0400

Hours: 7a-8p 7 days a week

2057 Bryant Road

Lexington, KY 40509

**MASTERSON ANIMAL CLINIC**

Phone: 859-389-8387

Hours: Monday-Friday 8a-12p and 2p – 6p

Saturday 9a – noon

Sunday 5:30p – 6p

1490 Leestown Rd.

Lexington KY 40511



430 W. VINE STREET LEXINGTON, KY. 40507

PH: 859-233-4567 X 3781 FAX: 859-254-8151

**MAILING ADDRESS:**

**LEXPO EXPOSITION SERVICES  
430 WEST VINE STREET  
LEXINGTON, KENTUCKY 40507  
859-233-4567 X 3780**

**ELECTRICAL SERVICE ORDER FORM**

**SCAREFEST HORROR & PARANORMAL CONVENTION**  
[REDACTED]  
**LEXINGTON CONVENTION CENTER**

**IMPORTANT CONDITIONS AND REGULATIONS**

1. Use care in ordering power and know the requirements of your equipment. Insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, machinery horsepower etc. Exhibitor is responsible to provide cable from to power source. All temporary power connections must be in compliance with the National Electrical Code of 1999.
4. All material and equipment furnished by Lexington Center for this service shall remain the property of Lexington Center.
5. All exhibitor's cords must be the 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized shall be grounded.
6. Rates quoted for all connections cover only the bringing of service to rear of booth on the most convenient manner.
7. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.

**NOTICE**  
 PAYMENT IN FULL MUST ACCOMPANY ORDER.  
 FLOOR RATES WILL APPLY TO ALL ORDERS NOT  
 RECEIVED BY MONDAY, SEPTEMBER 18, 2017.  
 ORDERS PLACED AT SERVICE DESK MUST BE PAID  
 AT TIME OF ORDER. MAKE CHECKS PAYABLE TO:  
 LEXPO EXPOSITION SERVICES.

**AVAILABLE SERVICES OFFERED**

120 VOLT, AC, SINGLE PHASE, 60 CYCLE, 208 VOLT,  
 AC, SINGLE AND THREE PHASE, 60 CYCLE, 480 VOLT, AC, THREE  
 PHASE, 60 CYCLE (QUOTE BASIS)

QTY	DESCRIPTION	ADVANCE	FLOOR	AMT.
___	10 AMP 120V DOUBLE OUTLET	\$59.00	\$76.00	\$ ___
___	15 AMP 120V DOUBLE OUTLET	\$67.00	\$84.00	\$ ___
___	20 AMP 120V DOUBLE OUTLET	\$77.00	\$92.00	\$ ___

___	10 AMP 208 VOLT _____ PHASE	\$114.00	\$158.00	\$ ___
___	15 AMP 208 VOLT _____ PHASE	\$134.00	\$187.00	\$ ___
___	20 AMP 208 VOLT _____ PHASE	\$154.00	\$198.00	\$ ___
___	30 AMP 208 VOLT _____ PHASE	\$174.00	\$218.00	\$ ___
___	40 AMP 208 VOLT _____ PHASE	\$194.00	\$238.00	\$ ___

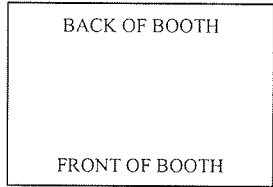
PRICES INCLUDE HOOKUP AND DISCONNECT OF CUSTOMER'S  
 (LARGER SERVICE AVAILABLE ON QUOTE BASIS)

**QUOTE:**

QTY	ACCESSORIES	ADVANCE	FLOOR	AMT.
___	300W SPOTLIGHT W/POWER & POLE	\$81.00	\$96.00	\$ ___
___	3-OUTLET ADAPTER	\$18.00	\$21.00	\$ ___
___	EXTENSION CORDS (UP TO 25')	\$30.00	\$37.00	\$ ___
___	POWERSTRIP	\$25.00	\$31.00	\$ ___
___	ORANGE ELECTRICAL AISLE PAD	\$17.00	\$17.00	\$ ___

**SPECIAL ORDERS ONLY**

INDICATE IN THE SPACE PROVIDED THE DESIRED LOCATION OF SPOTLIGHTS  
 AND SPECIAL DIRECT WIRING CONNECTIONS.



**TOTAL ORDER \$ \_\_\_\_\_**

FIRM NAME \_\_\_\_\_ PHONE( \_\_\_\_\_ ) \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ PLEASE PRINT #1 A-2000



MAILING ADDRESS:  
 LEXPO EXPOSITION SERVICES  
 430 WEST VINE STREET  
 LEXINGTON, KENTUCKY 40507  
 859-233-4567 X 3780

**FURNITURE RENTAL ORDER FORM**

SCAREFEST HORROR & PARANORMAL CONVENTION  
 [REDACTED]  
 LEXINGTON CONVENTION CENTER

DISPLAY TABLES (Wooden Tops):	QTY	TABLES W/ SKIRTING*		TABLES ONLY		AMOUNT
		ADVANCE	FLOOR	ADVANCE	FLOOR	
STANDARD HEIGHT						
4' X 2' X 24" High	_____	\$51.00	\$62.00	\$23.50	\$28.50	\$ _____
6' X 2' X 24" High	_____	57.00	70.00	28.00	32.50	_____
8' x 2 1/2' x 30" High	_____	67.00	82.50	31.50	37.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	62.00	72.00	28.00	32.50	_____
6' X 2' X 42" High	_____	70.00	80.00	33.00	36.00	_____
8' x 2 1/2' x 42" High	_____	84.50	93.50	36.50	45.00	_____
6' SKIRTED TABLE RISER	_____	31.00	36.50	20.50	25.50	_____
8' SKIRTED TABLE RISER	_____	41.50	46.50	30.50	35.50	_____
*Skirting is around 3 sides and includes white vinyl table cover.						
Skirting around 4th side	_____	28.50	34.00			

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

blue, white, red, black, gold, teal green, kelly green, hunter green, plum, maroon, silver and navy.

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$23.00	\$27.50.....	\$ _____
Padded 30" High Stool	_____	37.00	42.50.....	_____
Gray Walnut Arm Chair	_____	37.00	42.50.....	_____
Rectangular Coffee Table	_____	37.00	42.50.....	_____
Round Coffee Table	_____	37.00	42.50.....	_____
Samsonite Folding Chair	_____	9.50	12.00.....	_____
30" Round Cocktail table-13"	_____	37.00	42.50.....	_____
30" Round Cocktail table-30"	_____	37.00	42.50.....	_____
30" Round Cocktail table-42"	_____	37.00	42.50.....	_____
Wastebasket	_____	13.00	42.50.....	_____
Floor Easel, Tripod	_____	17.00	15.50.....	_____
Chrome Stanchion	_____	17.00	21.50.....	_____
Rope (7')	_____	9.50/Ft.	21.50.....	_____
4' x 8' Poster Boards/ Pegboards	_____	61.50	10.50/Ft.....	_____
Shopping Bag Holder	_____	35.50	72.00.....	_____
Literature Rack	_____	61.50	41.00.....	_____
22"x28" Chrome Sign Frame	_____	35.50	72.00.....	_____
Iron Park Bench	_____	65.50	40.50.....	_____
			74.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$11.00 Lin Ft.	\$12.50 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	9.50 Lin Ft.	11.50 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape		Blue, Gold, White, Red, Teal green, Black, Silver gray, Maroon, Plum, Hunter green		
12' High Drape	_____ Lin Ft.	12.00 Lin Ft.	15.00 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 12' High Drape		Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon		

\*PLEASE NOTE: If no table skirting or drapery color is specified, show colors will be used.

**NOTICE**  
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ALL Prices Includes Sales Tax

**TOTAL \$** \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ BOOTH# \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 BY \_\_\_\_\_ NAME \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Please print #1 A-2000



430 W. VINE STREET, LEXINGTON, KY. 40507  
 (859) 233-4567 X 3781 FAX: (859) 254-8151

MAILING ADDRESS:  
 LEXPO EXPOSITION SERVICES,  
 430 WEST VINE STREET  
 LEXINGTON, KENTUCKY 40507  
 859-233-4567 X 3780

## CARPET RENTAL ORDER FORM

SCAREFEST HORROR & PARANORMAL CONVENTION  
 [REDACTED]  
 LEXINGTON CONVENTION CENTER

### STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$85.00	\$105.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$153.00	\$187.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$219.00	\$270.00
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$285.00	\$355.00

### COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$3.75	\$4.10
X _____ Ft. (Width)		
= _____ X _____ = _____ (TOTAL SQ. FT.) (ABOVE RATE) (RENTAL COST)		

CHECK COLOR DESIRED FOR CARPET:

\_\_\_ BLUE    \_\_\_ SILVER/GREY    \_\_\_ RED    \_\_\_ BLACK    \_\_\_ BLACK TUXEDO

### PADDING-PROTECTIVE PLASTIC COVERING-TAPE

Padding Area Size \_\_\_\_\_ FT x \_\_\_\_\_ FT = \_\_\_\_\_ SQ FT at .80/sq. ft. = \$ \_\_\_\_\_  
 (Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area \_\_\_\_\_ FT x \_\_\_\_\_ FT = \_\_\_\_\_ SQ FT at .40/sq. ft. = \$ \_\_\_\_\_  
 (Length) (Width) (Total Square Feet) (Rental Cost)

Carpet Tape Roll \_\_\_\_\_ Quantity at \$24.00 each. = \$ \_\_\_\_\_

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 18, 2017. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME  
 OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION  
 SERVICES.

ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$

BUSINESS NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

Signature

Please Print

#2 B-2000



**SPECIAL BOOTH CLEANING SERVICE ORDER FORM**

MAILING ADDRESS:  
 LEXPO EXPOSITION SERVICES  
 430 WEST VINE STREET  
 LEXINGTON, KENTUCKY 40507  
 859-233-4567 X 3780

SCAREFEST HORROR & PARANORMAL CONVENTION  
 [REDACTED]  
 LEXINGTON CONVENTION CENTER

Maintenance of individual booth areas is the exhibitor's responsibility. Individual cleaning for your booth may be ordered by checking the services desired that are listed below; the charges are based upon the gross exhibit booth area. Maintenance personnel are not permitted to enter your booth area without the authorization to clean your booth area.

**CARPET CLEANING**

**AMOUNT**

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly.  
 \_\_\_\_\_ (Quantity) 9' x 10' Booths at .42cents per square ft. per day \$ \_\_\_\_\_

Vacuuming once before initial opening of Exhibit  
 \_\_\_\_\_ (Quantity) 9' x 10' Booths at .47cents per square ft. per day \$ \_\_\_\_\_

**Note:** Waste baskets must be placed outside your booth area for emptying.

Detail special instructions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL ORDER \$ \_\_\_\_\_

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 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_

By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Please Print BC #2 B-2000





430 W. VINE STREET LEXINGTON, KY. 40507  
 PH: 859-233-4567 X 3781 FAX: 859-254-8151

**INTERNET ACCESS SERVICE  
 ORDER FORM**

**MAILING ADDRESS:**

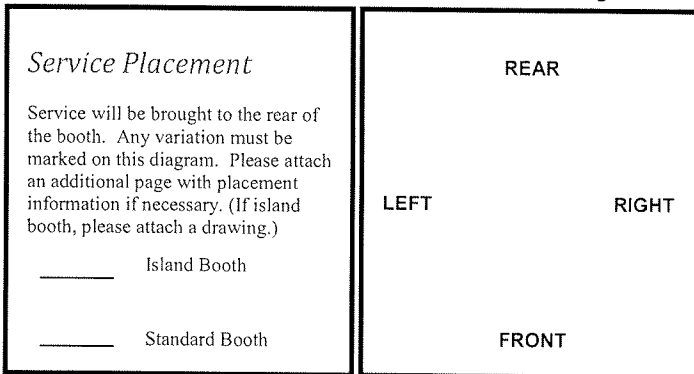
**LEXPO  
 EXPOSITION SERVICES  
 430 WEST VINE STREET  
 LEXINGTON, KENTUCKY 40507  
 859-233-4567 X 3780**

**SCAREFEST HORROR & PARANORMAL CONVENTION**  
 [REDACTED]  
**LEXINGTON CONVENTION CENTER**

**\*Internet pricing is per Device per Day\***

<u>Wireless Internet Services:</u>	COST	QTY	DAY(S)	AMOUNT
<u>Speed</u>				
512K .....	\$20.00	_____	_____	\$ _____
1MB.....	\$50.00	_____	_____	\$ _____
2MB.....	\$75.00	_____	_____	\$ _____
 <u>Wired Internet Service:</u>	\$100.00	1 <sup>st</sup> LINE	_____	\$ _____
Additional Wired Internet Line(s)	\$50.00	_____	_____	\$ _____

For Wired Internet Service, please complete the Placement Diagram Below



**TOTAL ORDER... \$ \_\_\_\_\_**

**NOTICE**

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Firm Name _____	Phone ( ) _____	FAX # ( ) _____
Address _____	City and State _____	Zip _____
By _____	Name _____	Date _____
Signature	Please Print	#2 B - 2000

1. CONDITION FOR PROCESSING SERVICE ORDER FORM:
  - a. Payment (in US dollars) for ALL services must accompany Service Order Form, or service requested cannot be activated.
  - b. Booth/room number(s) must be identified on Service Order Form.
  - c. Placement of data connections is a booth/room must be accompanied by a floor plan provided by the client, or the connection will be placed in the rear of booths that are in rows or in the center of island booths.
  - d. There is a minimum \$75.00 charge to move an installed line. Time and material rates may apply and service cannot be guaranteed operational by event opening.
  - e. Incomplete Service Order Form will delay processing.
2. EQUIPMENT PROCEDURES:
  - a. With shared Ethernet service, clients will receive a standard RJ-45 jack as part of the contract pricing.
  - b. Clients are responsible for the protection and safe keeping of any equipment issued by or rented from LCC/LEXPO.
  - c. Lost, stolen or damaged equipment will be charged at the prevailing rates, including line cords provided.
3. PAYMENTS AND REFUNDS:
  - a. Services installed but not used will not be refunded.
  - b. For customers paying by credit card, the signing of this form constitutes authorization for ALL services ordered.
  - c. For clients prepaying by check, balances due over and above the amount of prepayment will be charged to the referenced credit card.
  - d. Refunds, after installation – NO REFUNDS
4. ONLY CONVENTION CENTER PERSONNEL are authorized to modify system wiring or cabling. Material and equipment furnished for this service shall remain property of LCC/LEXPO.
5. ALL CUSTOMER EQUIPMENT must comply with FCC regulations.
6. COMPLETION OF SIGNED SERVICE ORDER FORM constitutes authorization to proceed with work necessary to accomplish the services ordered and handle negotiations for the installation of the service. This includes arranging for disconnections or rearrangements of service and equipment as appropriate.
7. THERE IS A \$150.00 cancellation charge on each cancelled shared Ethernet service.
8. CLIENT CONTRACTING FOR services from LCC/ LEXPO agrees to indemnify and hold and save whole and harmless, LCC/LEXPO, its employees and/or its subcontractors from any and all loss, damage or injury to person or property arising from or related to customer and its employees, guests, invitees, or agents use of telecommunications/Internet services from LCC/LEXPO unless such loss is due to, the sole negligence, gross negligence or willful misconduct of LCC/LEXPO, its employees and/or its subcontractors.
9. LCC/LEXPO is not responsible for loss of communications services caused by local and/or long distance carriers or service providers.
10. LCC/LEXPO CANNOT GUARANTEE the security of proprietary information carried on lines installed by LCC/LEXPO and/or its subcontractors.
11. LCC/LEXPO OBLIGATIONS UNDER this Agreement are subject to, and LCC/LEXPO and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services. Also, any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or governments requisitions, shortages of equipment or supplies, unavailability of transportation, act or omissions of anyone other than LCC/LEXPO, it's representatives, agents, subcontractors, employees, or any other cause beyond LCC/LEXPO's reasonable control.
12. INTERNET SERVICE PROVIDERS (ISP'S) for Internet services will be LCC's selected provider(s).
13. INTERNET CLIENT HAS FULL, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) or LCC/LEXPO. Subscribers agree to indemnify and hold and save whole and harmless Internet Service Provider(s) and LCC/LEXPO from any/all problems and damages resulting from translation of services.
14. INTERNET SERVICES ARE TO BE ordered by each client separately, and are not to be shared with other customers. Any client sharing Internet services without written authorization from LCC/LEXPO, shall be charged for a full and complete second service.



**AUDIO-VISUAL ORDER FORM**

**MAILING ADDRESS:**  
 LEXPO EXPOSITION SERVICES  
 430 WEST VINE STREET  
 LEXINGTON, KENTUCKY 40507  
 859-233-4567 X 3780

**SCAREFEST HORROR & PARANORMAL CONVENTION**  
 [REDACTED]  
 LEXINGTON CONVENTION CENTER

RATES QUOTED ARE PER DEVICE PER DAY

COMPUTER MONITORS OR LAPTOPS CALL FOR QUOTE!  
 RIGGING CALL FOR QUOTE!  
 AV EQUIPMENT

- QTY.**
- \_\_\_\_\_ VHS Player / VCR.....
  - \_\_\_\_\_ VGA Cable.....
  - \_\_\_\_\_ TV on Cart..... CALL FOR QUOTE!
  - \_\_\_\_\_ Projector.....
  - \_\_\_\_\_ 32" LCD Screen.....
  - \_\_\_\_\_ DVD Player.....
  - \_\_\_\_\_ Plasma TV - 40" or 50".....
  - \_\_\_\_\_ 19" Confidence Monitor.....
  - \_\_\_\_\_ Blue Ray Player.....
  - \_\_\_\_\_ + More.....

**\*RATES DO NOT INCLUDE ELECTRICAL SERVICE FOR EQUIPMENT OR LABOR\***

The audio/visuals will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the Service Desk and make arrangements to return them. The exhibitor is responsible for the replacement cost for items not returned or missing.

**NOTICE**  
 PAYMENT IN FULL MUST ACCOMPANY ORDER.  
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT  
 TIME OF ORDER.  
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION  
 SERVICES.

**ALL PRICES INCLUDE KY. SALES TAX**

**TOTAL ORDER \$** \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ FAX #( ) \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 Signature \_\_\_\_\_ Please Print \_\_\_\_\_ #1-AV-2000



PLEASE MAKE SURE PACKAGES ARE CLEARLY LABELED WITH YOUR BOOTH NAME & SHOW NAME TO ENSURE PROPER DELIVERY.

## SHIPPING INSTRUCTION AND FREIGHT SERVICE ORDER FORM

**MAILING ADDRESS:**  
**LEXPO EXPOSITION SERVICES**  
**430 WEST VINE STREET**  
**LEXINGTON, KY 40507**  
**859-233-4567 X 3780**

**SCAREFEST HORROR & PARANORMAL CONVENTION**  
**██████████ OCTOBER 1, 2017 ██████████**  
**LEXINGTON CONVENTION CENTER**

**FREIGHT HANDLING** (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services:

CRATED..... \$34.00 CWT

1. Receive and store shipments up to four weeks prior to show opening.
2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
3. Furnish storage labels and remove empty containers and hold for duration of show.
4. Return empty containers to booth at conclusion of show.
5. Provide shipping labels and bills of lading for your outbound shipments.
6. Remove exhibit material from booth area and arrange for loading on carrier.

**NOTE:** Bills of lading are to be completed by your show personnel and return to the service desk.

1. All shipments must be prepaid. Collect shipments will not be accepted.
2. Shipments will only be accepted between 8:30 a.m. - 4:00 p.m. Monday-Friday
3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
4. All material should be shipped to arrive not later than one week prior to initial installation date:

**NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND UNLOADING OF ALL MATERIALS AND EQUIPMENT.**

**PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.**

**RATES FOR SERVICES:**

- A. There will be a minimum charge of \$40.50 per delivery on shipments totaling less than 100 lbs.
- B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$38.00 charge per piece.
- C. Banding is available for .85cents per foot plus minimum charge of \$44.50 per hour.
- D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: \_\_\_\_\_ lbs. ÷ 100 x \$34.00 = \$ \_\_\_\_\_

Minimum (100 lbs.):  
 \_\_\_\_\_ shipments x \$40.50 = \$ \_\_\_\_\_

Banding:  
 \_\_\_\_\_ feet x .90cents + \$44.50/hr. = \$ \_\_\_\_\_

**TOTAL ENCLOSED \$**

**SHIPPING RECEIVING & PICK UP ADDRESS:**

LEXPO EXPOSITION SERVICES  
 "SHOW NAME, BUSINESS NAME AND BOOTH #"  
 430 WEST VINE STREET  
 MANCHESTER STREET, DOCK DOOR #8  
 LEXINGTON, KY 40507

LEXPO PICK UP & DELIVERY HRS: M-F 8:30AM-4:00PM EST.

**TRACING INFORMATION**

Shipped Via: \_\_\_\_\_

Approx. Weight \_\_\_\_\_ No. of Pieces: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_

By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Please Print #1 A-2000

Return To:



430 W. VINE STREET, LEXINGTON, KY. 40507  
(859) 233-4567 X 3780 FAX: (859) 254-8151

**THIS FORM SHOULD BE COMPLETED  
AND RETURNED WITH ORDER!!!**

## PAYMENT FORM



NO CHECKS DRAWN ON A FOREIGN BANK ACCEPTED, NOR CHECKS MARKED "PAYABLE IN U.S. FUNDS". PLEASE ISSUE ON A U.S. BANK OR A U.S. MONEY ORDER OR AMERICAN EXPRESS INTERNATIONAL MONEY ORDER. WE WILL ALSO ACCEPT AMERICAN EXPRESS OR MASTERCARD OR VISA CARD CHARGES. PLEASE WRITE THE APPROPRIATE CHARGE ACCOUNT NUMBER AND SIGN BELOW.

### RECAP OF SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

ELECTRIC.....	\$ _____
FURNITURE.....	\$ _____
CARPET.....	\$ _____
BOOTH CLEANING.....	\$ _____
INTERNET.....	\$ _____
AUDIO VISUAL.....	\$ _____
SHIPPING.....	\$ _____

SUB-TOTAL \$ \_\_\_\_\_

CREDIT CARD PAYMENT FOR THIS AMOUNT \$ \_\_\_\_\_

### CREDIT CARD INFORMATION

Charge to:  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

PRINT Card member Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date on card: \_\_\_\_\_

CVB (3) OR (4) DIGIT #: \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Please see LEXPO Exposition Services service desk personnel prior to opening if you have a problem.

### CHECK PAYMENT

Check No. \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amount \_\_\_\_\_

Event Name: **SCAREFEST HORROR & PARANORMAL CONVENTION**

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Signature Please Print (Must be received in our office by Dead-line)