

# EXHIBITOR SERVICES FORM

## ELECTRICAL SERVICES

Kentucky International Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



### Online Ordering Now Available at [kyconvention.com/order-services](http://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		

#### 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
	20 AMP	\$120	\$180	\$
<b>208 SINGLE PHASE</b>				
	208v/30amp	\$260	\$400	\$
	208v/60amp	\$430	\$630	\$
	208v/100amp	\$530	\$750	\$
<b>208 THREE PHASE</b>				
	208v/30amp	\$330	\$480	\$
	208v/60amp	\$540	\$840	\$
	208v/100amp	\$780	\$1000	\$
	208v/200amp	\$1200	\$1600	\$
<b>480 THREE PHASE</b>				
	480v/30amp	\$560	\$840	\$
	480v/60amp	\$750	\$1100	\$
	480v/100amp	\$1400	\$2200	\$
<b>LABOR</b>				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$70	\$115	\$
	Electrician Helper	\$50	\$90	\$
<b>GRAND TOTAL \$ _____</b>				

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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](http://kyconvention.com)



Please email completed form to [exhibitor.services@kyvenues.com](mailto: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) 595-4367**  
 Information regarding payment procedures: **(502) 367-5227**



# Exhibitor AV Order Form

Prestige Audio Visual & Creative Services  
KENTUCKY VENUES



Prestige AV at KICC  
221 S. 4<sup>th</sup> St, Louisville, KY 40204  
Email: [kicc@prestigeav.com](mailto:kicc@prestigeav.com)  
Office: (502)-715-4873

Prestige AV at KEC  
937 Phillips Ln, Louisville, KY 40209  
Email: [kec@prestigeav.com](mailto:kec@prestigeav.com)  
Office: (502)-715-4875

Video Equipment	Daily Price with 14 day notice	Standard Daily Rate	Equipment Qty	# of days (max. 3 days)	Show Total
32" Flat Panel Monitor 16:9 ratio XGA	\$125	\$175			
42" Flat Panel Monitor 16:9 ratio XGA	\$200	\$250			
50" Flat Panel Monitor 16:9 ratio XGA	\$300	\$350			
60" Flat Panel Monitor 16:9 ratio XGA	\$400	\$500			
80" Flat Panel Monitor 16:9 ratio XGA	\$700	\$800			
Media Player with USB or SD Card reader	\$50	\$75			
DVD Player	\$75	\$100			
Monitor Pole Stand without Shelf	\$75	\$100			
Monitor Pole Stand with Shelf	\$100	\$125			
<b>Audio Equipment</b>					
Wireless Microphone <input type="checkbox"/> Lavalier or <input type="checkbox"/> Handheld	\$150	\$175			
Two Speaker Sound System with Wired Microphone	\$175	\$225			
Laptop/Media player audio adapter	\$35	\$40			
<b>Computer Equipment</b>					
24" LCD Flat Panel Monitor	\$100	\$175			
Desktop: Core i5, Win 7, 4gb RAM, 21.5" Monitor	\$150	\$200			
Notebook: Core i5, Win 7, 4gb Ram, 15.6" Display	\$100	\$175			
Laser Printer (Black and White)	\$100	\$150			
<b>Presentation Equipment</b>					
HD LCD Projector (4000 Lumens)	\$400	\$500			
Tripod Screen with Skirt <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$45	\$55			
Skirted AV Cart w/ Power <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$30	\$45			
Wireless Presenter Mouse with built-in Laser Pointer	\$35	\$50			
Flipchart with Pad and Markers	\$50	\$65			
White Board 3'x5'	\$75	\$100			
<b>Subtotal</b>					
<b>\$25 Set Up/Delivery Labor</b>					\$25.00
<b>Ky Venues Service Charge</b>					20%
<b>Kentucky Sales Tax</b>					6%
<b>TOTAL</b>					\$

- All rates shown are daily up to 3 days. (3 days = 1 week)
- Tax will be charged on all orders without a valid Tax Exempt Form
- A 20% Service Charge will apply to all orders
- Cancellations without 48 hour notice will be charged 50% of total
- Booth representative must be present in booth when equipment is delivered
- When this form is complete, we will forward a formal quote with a secure payment link
- Client is required to supply all necessary adapters for laptops without an HDMI connection

## Required Customer & Delivery Information

Company Name: \_\_\_\_\_  
 Onsite Contact Name: \_\_\_\_\_  
 Booth or Room No.: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please complete and submit a Client Information form with all billing information to [kicc@prestigeav.com](mailto:kicc@prestigeav.com) or [kec@prestigeav.com](mailto:kec@prestigeav.com)

# EXHIBITOR SERVICES FORM

## COMPRESSED AIR/WATER/DRAINAGE

Kentucky International Convention Center  
 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://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	

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	\$150.00 X _____	\$200.00 _____
_____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)	\$100.00 x _____	\$125.00 _____ 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	\$150.00 X _____	\$200.00 X _____
_____ Each additional connection	\$110.00 X _____	\$ 130.00 X _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$120.00 X _____	\$150.00 X _____
_____ Each additional connection	\$ 90.00 X _____	\$100.00 X _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:	ADVANCED RATE	FLOOR RATE
Order Rate	\$ 80.00 _____	\$125.00 X _____
Overtime Rate	\$125.00 X _____	\$172.50 X _____

**GRAND TOTAL** \_\_\_\_\_

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**Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

# EXHIBITOR SERVICES FORM

## EQUIPMENT ORDER FORM

Kentucky International Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.com](http://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) 8' x 8' section (40"H up to 60"H)	\$1.25 sq.ft	_____	\$ _____
<b>SEATING</b> Banquet Chair Boardroom Chair Bleachers	\$11.50 \$25 Call	_____ _____ _____	\$ _____ \$ _____ _____
<b>TABLES</b> 5' Round 6' Round 30" Round (Cocktail) 30" Round (Tall Boy) 8' x 30" Rectangle 8' x 18" Rectangle	\$30 \$30 \$20 \$20 \$20 \$20	_____ _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<b>TABLE LINEN</b> 8' x 30" Table Linen Round Table Linen Spandex Table Cover 8' x 30" Table Skirted	\$8 \$10 \$19.50 \$25	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____
<b>MISCELLANEOUS</b> American Flag State Flag Extension Cord Easel Copies Tensa Barrier Cable Ramps Fire Extinguisher (rental) Garment Rack w/hangers Garbage Compactor Dance Floor (30' x 30')	\$17 \$17 \$25 \$10 \$0.40 \$10 \$25 \$40 \$25 \$80/Ton \$150	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
<b>FREIGHT &amp; HANDLING</b> Small Package Delivery 1-49lbs. Small Package Delivery 50-100lbs. Freight - Drayage per pound after 100lbs.  Shrink Wrap Skid/Item Banding per Skid/Item	\$20  \$45  \$65  \$60 \$75	_____ _____ _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<b>GENERAL LABOR</b> Badge Checker Coat Check Attendant Concierge (Info Booth) Ticket Taker Greeters/Ushers Banner Hanging Dock Master T-Shirt Security LMPD (Uniformed, armed off-duty Police)  EMT team (2) (with Ambulance) First aid team (2)  Electrician (1hr min) Plumber (1hr min.)	  \$16.50/hr \$18.50/hr \$18.50/hr \$16.50/hr \$16.50/hr \$40/hr \$19.50/hr \$18.50/hr \$38 & Up/hr  \$120/hr \$67/hr  \$70/hr \$70/hr	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<b>GRAND TOTAL</b>			\$ _____

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# EXHIBITOR SERVICES FORM

## FORK LIFT ORDER FORM

Kentucky International Convention Center  
 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



### Online Ordering Now Available at [kyconvention.com/order-services](http://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	

Labor and equipment service for lessee/exhibitors of the Kentucky Convention Center shall be charged the following:

Date Needed	Number Needed	Work Required	Hours Worked	Advance Order Rate	Floor Order Rate	Total Amount
		Bobcat or 6,000-8,000lb Forklift with KSFB Operator		\$110.00	\$160.00	
		JLG Hy-Lift with KSFB Operator		\$200.00	\$300.00	
		Scissor Lift with KSFB Operator		\$180.00	\$270.00	

Starting Time \_\_\_\_\_ Work Accepted \_\_\_\_\_

Stopping Time \_\_\_\_\_ Date \_\_\_\_\_ Total \_\_\_\_\_

**All charges are based on a one-hour minimum. Prices are subject to change without notice.**

Straight time is Monday through Friday, 7:30am-4:00pm.

Overtime is all other hours including weekends. Holidays are double time.

For information regarding services, please call **(502) 595-4367**.

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

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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 [www.kyconvention.org/facilityservices.html](http://www.kyconvention.org/facilityservices.html)

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**.

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
<b>Routers Prohibited</b>			
Broadband Internet Service (1.5 Mbps)	\$650	\$900	\$ _____
Broadband Internet Service (up to 10 Mbps)	\$900	\$1,150	\$ _____
Additional devices for Broadband Service, per device up to 4	\$140	\$200	\$ _____
<b>Routers Supported</b>			
Dedicated 3Mbps	\$3,000	\$4,300	\$ _____
Dedicated 6Mbps	\$4,900	\$6,900	\$ _____
Dedicated 10Mbps	\$6,700	\$9,400	\$ _____
Upgrade to 29 Public Static IP Addresses	Call	Call	\$ _____
<b>Equipment &amp; Labor</b>			
Switch Rental - up to 24 ports	\$150	\$200	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor work (Fee per Hour)	\$90	\$110	\$ _____
Fiber Optic Dry Pair	\$800	\$800	\$ _____
VLAN Setup & Configuration	\$2,500	\$2,500	\$ _____
Internal Networking Room-to-Room, per connection	\$250	\$350	\$ _____
Change/Move Fee (Moving connection once installed)	\$100	\$150	\$ _____
<b>Voice Services</b>			
Single Line	\$200	\$300	\$ _____
Speaker Phone w/PolyCom Unit	\$300	\$425	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$300	\$350	\$ _____
ISDN Lines, 3rd Party Circuits	Call	Call	\$ _____
Special Quote - Please attach a Statement of Work	Call	Call	\$ _____
<b>Wi-Fi</b>			
1.5 Mbs to 3 Mbps			
24 hours	\$14.95	\$14.95	\$ _____
3 Days	\$44.95	\$44.95	\$ _____
5 Days	\$75	\$75	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
<b>GRAND TOTAL</b>			\$ _____

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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**

# METHOD OF PAYMENT FORM



Click the following link for online ordering: <https://kyconvention.com/order-services>

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (required) \_\_\_\_\_ Email (required) \_\_\_\_\_

## PLEASE REMIT THIS FORM TO THE ADDRESS BELOW

Kentucky International Convention Center  
ATTN: Finance Dept.  
PO Box 37130  
Louisville, KY 40233

WIRE TRANSFER

Wire Info: 042 000314  
Swift# FTBC US 3C

ACH TRANSFERCHECK

Kentucky State Fair Board  
Fifth Third Bank  
401 South Fourth Street  
Louisville, KY 40202  
(502) 562-5215  
ABA# 083 002342  
ACCT: 0082195031

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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