

Kentucky Exposition Center EVENT PLANNING GUIDE



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WELCOME

Thank you for choosing Louisville for your upcoming event. And thank you for choosing the Kentucky Exposition Center (KEC). We take our vision seriously – to create event experiences that leave our guests excited to come back to Louisville. The success of your event is as important to us as it is to you. Our commitment to you is to make it easy to plan and execute an unforgettable event and we are prepared to do that by providing the following resources:

- A flexible, state of the art venue that can accommodate dynamic events
- An experienced team of event professionals that will guide you each step of the way
- Unwavering commitment to excellent customer service at every point of contact

This Event Planning Guide provides a one-stop-shop for your event details. It includes a suggested timeline for the planning process, introduces facility guidelines and policies, and offers helpful information to assist you with executing the logistical aspects of your event and to ensure exceptional experience at KEC. This planning tool is also meant to complement the personal communication you have with your Event Manager.

Our dedicated Sales Team will initiate your event booking needs, matching your event to the space that best fits your event's requirements. From there, an Event Manager will be assigned to be your direct point of contact for all of your planning, executing, and settlement needs.

Please share this guide with vendors and use it as a reference tool as you develop guidelines for your exhibitors, guests and sponsors.

We look forward to serving you,

Team KEC

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ABANDONED PROPERTY

Any property unclaimed after thirty (30) days following the term of the Lessee Contract will be considered abandoned by Lessee, its contractors, or exhibitors. KEC may take possession of it and treat it as its own or dispose of such property without liability. The Lessee shall be liable for any cost incurred, including, but not limited to, storage, if applicable, and disposing of the abandoned property.

ACCESSIBILITY

Kentucky Exposition Center (KEC) is committed to accommodating the needs of individuals with disabilities. Following the Americans with Disabilities Act (ADA), KEC is responsible for accommodating access of permanent facility constructs, and the Lessee is responsible for accommodating access of temporary constructs as required. Should you or your attendees need special assistance and/or services such as listening devices, wheelchairs, lifts or stage ramps, please contact your Event Manager for assistance in advance of the event.

Elevators & Escalators

There are escalators and elevators throughout our facility. Elevator locations include North Wing Lobby, South Wing A, South Wing C Mezzanine and Broadbent Arena.

Parking

There are 306 ADA compliant parking spaces located within the various parking lots at the Kentucky Exposition Center. Visit kyexpo.org/parking-directions for directions.

Restrooms

All public restrooms in KEC are accessible according to Federal ADA requirements. Family restrooms are also located throughout the facility.

Seating

Within Freedom Hall Arena, accessible seating is located on the Northeast, Northwest, Southeast and Southwest corners on the main concourse level. There is limited accessible seating in the upper arena. All accessible seating is determined by the show's production team. All seating within the Exhibit Halls and Meeting Rooms are temporary and therefore can be arranged for special accommodation with advance notice. Accessible seating within Broadbent Arena is temporary and can be arranged for unique accommodations with advance notice.

Service Animals

Service animals are permitted inside the facility. Under the ADA has defined a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Service animals must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other adequate controls.

Visual Impairment Aid Application

The Nearby Explorer mobile app, developed by the American Printing House, gives people who are blind or visually impaired audio cues about the world around them and communicates information with beacons that are installed at strategic points throughout KEC.

Wheelchairs

All perimeter public access points have an ADA door. Should you or your attendees require wheelchairs, please contact your Event Manager for assistance in advance of the event.

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ADDITIONAL SERVICES

Additional services are available to help make your event more successful. Additional services include:

- Levy Restaurants (Catering & Concessions)
- Audio Visual
- Information Technology
- First Aid/Emergency Medical Team

NOTE: The Lessee will need to pay any fee(s), which may be due for additional services, accommodations, materials, or items loaned.

ADDRESSES

Mailing

Kentucky Exposition Center
P.O. Box 37130
Louisville, KY 40233-7130

Shipping & Receiving

Kentucky Exposition Center
Show Name, Booth Number and Contact Phone Number
937 Phillips Lane
Louisville, KY 40209

ADVERTISING & MARKETING YOUR EVENT

KEC offers a variety of ways to advertise throughout the facility. We also have companies we can connect you with to fulfill your marketing efforts. Contact your Event Manager for prices or a list of service partners.

Digital & Social Media Exposure

For most public events hosted at KEC, they receive a minimum of one social post. Our event booking software is integrated within our website, and this allows your event to be present to thousands of website visitors. If you choose, your event can be hidden. Google currently pulls our event listing, giving your event more exposure to those who check what is going on in Louisville on google.com.

Event Specific Advertising

In addition to hosting hundreds of events, we produce several events of our own, attracting a broad and diverse audience. These events include the Kentucky State Fair, the World's Championship Horse Show, North American International Livestock Exposition, North American Championship Rodeo, National Farm Machinery Show and Championship Tractor Pull. Opportunities are available to promote your event to your ideal audience. Contact our Sponsorship Department at sponsorship@kyvenues.com.

Facility Specific Marketing & Advertising

Our facilities include the Kentucky Exposition Center and the Kentucky International Convention Center. Year-over-year we have seen millions of visitors enter our facilities and sponsors have the opportunity to promote their business on-site. Contact our Sponsorship Department at sponsorship@kyvenues.com for available opportunities.

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Indoor Signage

The Kentucky Exposition Center has thousands of branding opportunities. These opportunities can be a significant revenue generator for your event. You can also explore opportunities to have a presence at one of our signature events. Contact our Sponsorship Department at sponsorship@kyvenues.com for available opportunities.

Outdoor Signage

The Kentucky Exposition Center has thousands of locations signage can be placed or hung. We also have digital signage neighboring a busy interstate and at the Main Entrance and Gate 6. You can also explore opportunities to have a presence at one of our signature events. Contact our Sponsorship Department at sponsorship@kyvenues.com for opportunities that are available.

Ticketmaster Promotion

The Kentucky Exposition Center is a Ticketmaster facility. KEC has contacts to explore ticket and event promotions within the Ticketmaster network. When an event is generated through Ticketmaster, it creates a Facebook event that helps sell tickets and promote your event. We have a robust database of visitors who have purchased tickets in the past at our facility, and we can leverage it to help promote your event. Additional promotional opportunities are available.

AIR CONDITIONING & HEATING

The Kentucky Exposition Center provides heating or cooling in the exhibit halls and meeting rooms during show hours only. Should HVAC be requested during move-in/out, a service fee will apply. Contact your Event Manager for a quote.

AIR WALLS

The opening and closing of air walls must only be completed by KEC staff. The Lessee is responsible for the labor costs associated with adjusting the air walls and will be priced at the prevailing rates.

ATM'S

ATM's are available throughout the facility and are the exclusive right of the Kentucky Exposition Center to operate on the property. If you would like additional ATM's for your event, please contact your Event Manager.

AUDIO & VISUAL

KEC has a preferred audio visual provider. This professional audio visual team is available to assist you with any need you may have.

Audio Visual Equipment Rentals

- Audio Visual Coordination
- Computer Rentals
- Lighting
- Multi-Media Presentations
- Operators and Technicians
- Podiums & Easels
- Technology
- Video I-Mag and Taping

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BOARDROOMS

We have three permanent boardrooms located in Freedom Hall, South Wing A and South Wing C. Please discuss with your Event Manager for availability.

CLIENT EVENT CHECKLIST

Please use this timeline to help with the planning, coordination and implementation of your upcoming event. Failure to adhere to the Event Checklist such as on-the-fly floor plan adjustments or event changes may incur additional charges to the show.

7-12 Months Prior

- Advise your Event Manager of any service provider working with your event
- Begin to coordinate audio visual, internet and telecom needs
- Obtain menus and begin to coordinate with Levy for all food and beverage needs with your assigned Catering Sales Manager
- Provide your Event Manager with the first draft of event specifications, floor plan requirements and program agenda
- Obtain KEC's electric and utility order forms (digital) for exhibitor kits
- Schedule a site tour with your Event Manager

3-6 Months Prior

- If using any outside service provider, send revised copies of floor plans to your Event Manager
- Review the first draft of floor plans with your Event Manager to approve or request any changes
- Begin to finalize food and beverage requirements with your Catering Sales Manager (Levy)
- Provide an exhibitors list for your Event Manager to include exhibitor contact information

2 Months Prior

- Determine event staffing for security and guest services with Venue Services and your Event Manager
- Determine electrical services needs through your Event Manager if needed
- Place an order for audio visual needs if needed
- Obtain an event work order form from Event Manager detailing event specifications (TBD)
- Sign finalized food and beverage contract, provide initial guarantees and deposit to your Catering Sales Manager (Levy)
- Provide Rigging Plots, Loading Capacity/Requirements

1 Month Prior

- Submit floor plan to Event Manager for Compliance Officer's review
- Provide your certificate of liability (insurance) to your Event Manager
- Provide final event specifications and program agenda/timeline to your Event Manager
- Review and approve final versions of floor plans with your Event Manager
- Obtain an estimate of ancillary services from your Event Manager

2-3 Weeks Prior

- Finalize audio visual and internet needs
- Sign and return the estimate of expenses to your Event Manager
- Sign and return your event work order from your Event Manager detailing event specifications
- Provide your Event Manager with an event staffing schedule and contact information
- Confirm catering guarantees with your Catering Sales Manager – final guarantees due 72 hours before your event

1 Week Prior & On-Site

- Let your Event Manager know of any last minute changes to your event floor plan(s)
- Have a pre-con and production meetings with key contacts and vendors
- Update your Event Manager daily with any program changes or delays

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CLEANING SERVICES

KEC provides cleaning of all public areas, including restrooms and lobbies before, during, and after events, as well as all uncarpeted aisles and trash cans in the exhibit hall during show hours at no additional cost to you. Cleaning does not include vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibit booths. The Lessee of an exhibit hall will be responsible for the removal of all trash, crates, lumber, tape, floor decals, stickers and packing materials brought in by exhibitors and/or contractors before the show opening, during the show, and through move-out. Any costs incurred by KEC for trash not removed by the Lessee will be charged to the Lessee at the prevailing rate. The exhibit hall floor should be left in the same condition as when Lessee took possession. Meeting and ballrooms used for non-conference events, including exhibits, are the responsibility of the show cleaning contractor. In the absence of a show cleaning contractor, KEC cleaning staff will provide the necessary cleaning at prevailing rates. Confetti, streamers, etc. may require additional cleaning. Contact your Event Manager for rates and details.

COAT & LUGGAGE CHECK

KEC staff can operate a coat check room to provide your attendees with a secure place for their coats while attending your event. Contact your Event Manager for more information on locations and rates.

DAMAGES

If damages, beyond typical wear and tear, have resulted from the event's operations or the doings of any party affiliated with the event, the Lessee shall be responsible for the costs of repairs. Damages should be reported to the assigned Event Manager as soon as they are known. KEC encourages the Lessee to schedule a pre- and post-event walk-through to verify the condition of the facility.

DECORATIONS & SIGNS

Within all public spaces, lobbies, concourses, mezzanines, covered walkways and the like, banners and static/digital signage remain the exclusive right of Kentucky Venues. Should a Lessee desire to sell sponsorships or place revenue-generating signage, a buyout shall be negotiated. Lessee may at times be permitted to place signage in lobbies and concourses as a part of registration and exhibits. Such installation must be approved by the Event Manager. These advertising opportunities will provide exposure to your attendees and create sponsorship opportunities for exhibitors to increase their ability to attract new customers and increase brand awareness.

In order to maintain the interior appearance of the Exhibit Halls, we request that you follow these guidelines:

- Please do not drill, core, or punch holes in the building
- Signs must be of professional quality
- Handwritten signs are not permitted
- Signage or décor cannot obstruct or be attached to any fire suppression equipment or exit
- Helium balloons or adhesive backed decals (except name tags) are not permitted. They cannot be given away or used in the venue. Any costs incurred from the use of, or removal of these items will be charged to the Lessee at the prevailing rate
- Any signs, banners and streamers should not be attached, taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface or wall of the venue. Any special decorations or signs must be approved by your event manager.
- Confetti/Glitter/Rice are prohibited without prior approval by your Event Manager.
- Anything Kentucky Venues determines is lewd or offensive language are subject to removal
- No permanent markings such as permanent marker, paint is permitted on the building.

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ELECTRICITY

KEC shall be the exclusive electric service contractor, which shall include labor and equipment as required by the Lessee and all show exhibitors. This includes permanent electrical outlets. The additional electrical current that may be required by the Lessee, its' contractors, or its exhibitors shall be paid for by the Lessee or its exhibitors at rates that shall be established by KEC. Any additional equipment shall not be installed unless the Lessee obtains prior written approval from KEC. Lessee shall request any such additional electric current and/or equipment at least two weeks in advance of the first available occupancy date of this Lease Agreement.

If a KEC team member determines through reasonable information that the power ordered by the exhibitor was less than what is required, the facility has the right to upgrade the power and bill the exhibitor at the prevailing rates for the equipment and services provided.

EMERGENCY SITUATIONS

To report an emergency, please call **(502) 367-5360**. We require first aid and/or first responders (EMT) on-site, depending on the history, type or location of the event throughout event hours on scheduled event dates. You will need to work with your Event Manager to schedule first aid for your event through the American Red Cross. Also, refer to the First Aid Policy in this manual.

EQUIPMENT & LABOR

KEC maintains a variety of inventory items to furnish basic sets. Equipment is subject to inventory and availability. Your Event Manager can discuss availability of equipment with you. All KEC equipment must be set up and operated by authorized building personnel. Fees will be assessed if any equipment is moved by unauthorized building personnel or used by lessee or its participants without event management approval. Rooms will be setup on a one-time basis. Lessee will pay costs for any additional room changes at the prevailing rates. Lessee is responsible for any KEC equipment use. KEC equipment should be left in the same condition as it was before The Lessee's usage.

EVENT COST ESTIMATE

Clients are provided an event cost estimate before their event. This is only an estimate of what you have preordered through your Event Manager. As your requirements change, so will your estimate of ancillary charges. Audio & visual and food & beverage estimates are provided separately.

EVENT MANAGEMENT

A key element in the success of any event is a consistent level of communication between the meeting planner/show manager/show organizer and the facility. KEC could assign multiple event managers to handle different facets or stages of your event. Our goal is to make your event run smoothly and for us to have someone available for you when you need them. All event requirements must be coordinated with your Event Manager and approved by Kentucky Venues at least 14 days before the event taking place.

EVENT STAFFING

Venue Services is the KEC exclusive in-house team of employees trained to execute best practices of the guest experience for each event. We empower our staff to implement their knowledge of the facility to exceed safety and security needs for the venue, clients and guests.

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Venue Services offers Dock Managers, Security Personnel, Guest Service Reps, Ticket Takers, and Ushers. Staffing requirements are based on the risk level, the volume of people, and square footage of your event. Staff services will be planned, scheduled, and approved through your Event Manager.

First Aid Staffing Requirements

Requirements of First Aid vary depending on the type of event and the location on premises being held. The comprehensive First Aid Policy can be found in the policies section at the end of this guide. Contact your Event Manager for minimum requirements.

Safety & Security Staffing Requirements

KEC requires safety & security staff on-site for all events. Specific staffing requirements can be determined by contacting your Event Manager. KEC adheres to NFPA (national fire protection association) guidelines through state regulations. Lessee is required to provide safety & security staffing necessary to protect property owned by the Lessee and adequate security staffing that will provide a safe environment for guests.

Exclusive Services

- Electrical, compressed air, water and gas
- Food and beverage provided by Levy
- Telecommunications, internet, cable/satellite connections
- Venue Services
- ATMs
- Freight

NOTE: Please check with your Event Manager as our exclusive service providers may change.

FACILITY REGULATIONS

- All Exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky and health guidelines issues by the Kentucky Department for Public Health
- Hanging of signage is strictly prohibited from sprinkler lines, water, gas, or air lines, HVAC ductwork, electrical buss ducts or any other lines. Items found hanging on prohibited structures will be removed at owners' expense
- No holes may be drilled, cored, or punched in the building without prior written approval from facility management
- No adhesive backed (stick-on) decals, advertisements or similar items may be distributed
- Decorations, signs, banners, etc. may not be taped, nailed, stapled, or otherwise fastened to the ceilings, walls, doors, painted surfaces or columns without prior written approval from facility management
- No lighter-than-air (helium, etc.) balloons are permitted in any building. It is a violation of the City of Louisville ordinance to release lighter than air balloons into the atmosphere
- Passenger elevators and escalators are not to be used for transporting freight from level to level
- No door shall be chained or blocked in any manner or rendered inaccessible at any time
- No furniture shall be removed from the VIP suite or South Wing Board rooms. The conference tables shall not be moved around within these rooms
- No bicycles are to be operated indoors without prior written approval from facility management. No, skates, razor scooters, skateboards, hoverboards, etc. are permitted to be used in or on property
- No group or individual may sell items on the property without prior written approval of the Lessee and facility management
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed in non-leased areas or parking areas. Such materials can only be distributed from exhibitor booths with the consent of show management. Clean up for non-authorized materials will be billed to the advertiser
- Tipping an employee is strictly prohibited

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FLOOR CARE

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

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

FLOOR PLANS

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

FORK LIFTS & HEAVY EQUIPMENT

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

FREIGHT ELEVATORS

Freight elevators weight limits are as follows:

South Wing C – 20,000lb
Freedom Hall – 10,000lb
Levy – 6,000lb

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

The freight elevators at the Kentucky Exposition Center are located in the South Wing C service corridor near E-20 overhead and inside Freedom Hall in the southeast corner.

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GRATUITIES

KEC prohibits any employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with KEC. Show management, service contractors and exhibitors should refrain from any such activity.

HELICOPTERS

Lessee or exhibitors requiring helicopter usage on Kentucky Exposition Center premises shall provide insurance coverage of \$10 million Aircraft Liability, including passenger liability. A Certificate of Insurance naming the Kentucky Exposition Center as an additional insured must be provided thirty (30) days before the use of the facility for landing a helicopter. The Kentucky Exposition Center holds a permit to land helicopters in the "C" Lot. Shows do not require additional permits to land in the designated area. However, the Louisville Metro Fire Department (LMFD) must be notified of your intent to land a helicopter on our property. Air traffic control communication must be established with the local airports for both take-offs and landings. Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.

HELIUM BALLOONS

Helium balloons are not allowed. Should a balloon, or any other lighter-than-air object, be released inside the facility, Lessee is responsible for the retrieval costs associated with prevailing rates.

HOURS

During move-in and move-out, hours provided are 8 a.m. to 6 p.m. and show hours are 8 a.m. to 11:59 p.m. Events that go over these set hours will be billed at the prevailing rates.

INSURANCE & INDEMNITY

We require that all lessees provide general liability insurance issued by a company acceptable to Kentucky State Fair Board or its designee, insuring both the Lessee and the facility with the appropriate policy limits (typically \$1,000,000.00 per occurrence – plus such additional coverage as may be required by the Kentucky State Fair Board) to insure against claims or damages.

LIGHTING

Lighting will be maintained at a reduced level during move-in/out and full lighting will be provided during show hours.

LOBBIES & PRE-FUNCTION SPACE

Lobbies are generally not leased spaces and must always be kept open for public access and used within specific guidelines set forth by Kentucky Venues. Although there will, on rare occasions, be lobby space included with a lease, this area is understood to mean registration and exhibit footprints only.

LOCKS & KEYS

KEC has a process for issuing room locks & keys, core lock changes and a penalty for unreturned/lost keys. Please contact your Event Manager for specific information.

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LOST & FOUND

KEC has a lost and found located in the Security Office located between Freedom Hall and the North Wing lobby. Please visit kyexpo.org/lost-and-found for a list of all lost and found items. KEC is not responsible for lost items.

MOVE-IN/MOVE-OUT

Under no circumstances shall anyone attempt to move-in or out any materials through the main entrance areas of the facility. KEC pre-function spaces must be protected with visqueen or other approved covering to move-in or out exhibits, registration counters and materials, freight, etc. onto carpeted and tiled areas. Under no circumstances should show management allow move-in to start earlier than the contracted time unless approved by the Event Manager. Nor should the move out time be adjusted without the approval of the Event Manager.

OUTDOOR EXHIBITS

Outdoor Exhibit space may be provided on a lease-basis and is subject to the same floor plan approval as all other events. A permit is required from the Kentucky Department of Housing, Buildings and Construction, to erect or operate an air, supported temporary membrane structure or tent having an area above 400 square feet or a canopy above 400 square feet. A canopy is defined as a temporary structure of fabric or pliable material supported by any means except the air of the contents it protects and is open without sidewalls on 75% or more of its perimeter. All tent layouts must be stamped for approval by The Kentucky Department of Housing, Buildings and Construction and an architect or engineer. The Kentucky Department of Housing, Buildings and Construction must approve tent models. Tents must have model approval and site placement approval. Depending on usage of the Tent, additional approval from Fire Marshall or Electrical Inspectors could be needed. Stages and elevated platforms will need same approval from HBC. Reference section 430, temporary structure for housing, building, and construction.

NOISE GUIDELINES

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

OCCUPANCY LOADS

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

PARCEL & TRUCK INSPECTION

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

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PARKING

The Kentucky Exposition Center has multiple lots surrounding the facility, comprised of asphalt, gravel and grass. The parking rate is \$10 per car and \$20 per bus per entry but can change based on demand. The availability of specific lots may be limited due to weather or other contracted events. There are no in-out privileges provided unless in-out parking passes are being sold for your event. Parking is on a first come, first served basis. Visit kyexpo.org/parking-directions for directions.

PETS & ANIMALS

Except for service animals, animals are not permitted inside the facility without advanced approval. KEC uses the definition provided by the ADA, a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other adequate controls.

Approval otherwise is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

PYROTECHNICS & SPECIAL EFFECTS

The use of pyrotechnics, fog machines, hazers, etc. within KEC is strictly regulated by the State Fire Marshal and must be approved before the date of the event. Contact your Event Manager for additional details.

ROOM SETUP

The initial room set is complimentary for all ballrooms and meeting rooms, which are set theater, classroom, conference, banquet or reception style. Tables do not include a skirt or cloth. Exhibit Hall sets are not included, and equipment will be invoiced as ordered. All sets are contingent upon available inventory during the term of the lease contract. Subsequent turnover fees will be assessed beyond the complimentary set for turnovers. Please see your Event Manager for details. Changes to the approved room set up five (5) days or less before the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, e.g., tables, chairs, risers and performance staging.

SAFETY & SECURITY

KEC maintains 24-hour security primarily for monitoring facility perimeters and parking lots. All clients of KEC are responsible for complete security within exhibit areas, meeting rooms and other areas leased and used by the client. KEC Public Safety department shall have final approval of security within the facility. Additional security is available at prevailing rates through Venue Services. KEC safety and security can be contacted at **(502) 367-5360**.

Minimum Requirements

- Loading Dock Area – (2) Dock Masters during move-in and move out times may be required for specific events
- Entrance and exit areas to be used by exhibitors, guests, the general public
- EMTs may be required to be on-site during show hours depending on the risk level of the show
- General areas in use when multiple events necessitate pedestrian traffic management which many include exhibit halls and pre-function space

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SALES & USE TAX

Show management, exhibitors and contractors must collect sales tax as required by the Kentucky Department of Revenue.

Visit this website for forms and details: revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx

Contact Information

Kentucky Department of Revenue
Division Sales & Use Tax
Station 67
POB 181
Frankfort, KY 40602-0181

P: (502) 564-5170

F: (502) 564-2041

SERVICE DESK

KEC staff will provide an exhibitor services representative to assist exhibitors with questions and ordering of KEC services during exhibitor move-in/out hours.

SHIPPING

KEC will accept advance shipments of freight or materials before the contracted move-in date. All shipments delivered to KEC after the official move-in date shall be addressed to the attention of the show contractor. Under no circumstances will cash on delivery be accepted by KEC. If you have questions regarding shipping or receiving, please contact your Event Manager. If any labor is required by KEC staff, the exhibitor or show will be charged the prevailing rates for all laborers and equipment used. Freight is the Exclusive Right of KEC.

SHUTTLE LOCATIONS

The Lessee manages transportation logistics. This includes street closures and pull-off areas. Speak to your Event Manager for additional information.

SOIL, WATER & GARDEN DISPLAYS

Displays must use a protective coating of fire-retardant plastic, visqueen (minimum 6 ml), plywood or Masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and prevent leaks and water seepage. Lessee is responsible for any associated cleaning and/or damage incurred.

Event Planning Guide

TECHNOLOGY SERVICES

Kentucky Venues is the exclusive technology services provider for Kentucky Exposition Center's infrastructure.

Services

- Multiple high-speed, gigabyte internet connections
- Dedicated and shared internet access from 3MB to 1GB
- High-Density Wireless in Class A exhibit halls and meeting rooms
- Dedicated Wireless SSID's & buyout for marketing opportunities
- Daily Wi-Fi Access
- VLAN Setup and Configuration
- Fiber Optic Dry Pair

Voice Support

- VoIP Service
- VoIP Handset Rental
- Long-distance service

Network Support

- On-site tech staff to assist with configuration needs and support during your event

Other Features

- Network equipment rental
- Specialized quotes as needed for your event

For more detailed information, please contact your Event Manager.

TICKETED EVENTS

Should Lessee's use of the property involve an event for which tickets are sold, Lessee must use the exclusive event staffing and security of Kentucky Venues to staff ticket sellers and takers. If an Internet or professional ticketing service is required, it shall be at the sole discretion of Kentucky Exposition Center Ticket Office to provide exception. The Kentucky Exposition Center is a Ticketmaster Facility.

TRANSIENT VENDOR LICENSE

If you are a person/business selling or offering to sell new merchandise to the public on temporary premises and do not have a permanent, fixed location in Kentucky where the business is conducted you are considered a vendor. A transient vendor can be both a Kentucky resident or an out of Kentucky resident. Permits can be obtained by visiting: jeffersoncountyclerk.org/official-documents/

Event Planning Guide

VEHICLES, GOLF CARTS & MOTORIZED SCOOTERS

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

Flammable Liquids/Gases – Display of any motor vehicle, aircraft, or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five (5) gallons or 25% fuel capacity, whichever is less. Aviation equipment tanks must be 100% full. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Contact your Event Manager for final approval.

VENUE SERVICES

The Lessee shall be required to use Venue Services for the event, including, but not limited to, all box office personnel, ticket sellers, ticket takers, ushers, concierges, event security, and such other personnel as KEC, in its reasonable discretion, shall deem required, together with such additional personnel as Lessee may reasonably request. The costs of such personnel will be charged to the Lessee unless otherwise agreed upon with KEC.

WEIGHT LOADS

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

Event Planning Guide

ADDITIONAL POLICIES

Alcoholic Beverages

Per 303 Kentucky Administrative Regulation 1:030, Section 1: No person shall carry or transport into the "Premises" any beer or other alcoholic beverages except for delivery to the licensed retailer of same, located on the "Premises" or except with specific permission of Kentucky Venues. Violation of any of the foregoing will be punishable as provided by law. Alcoholic beverages sold on premises are not allowed to leave the facility.

There shall be no alcohol sales on the "Premises" after Midnight on show days unless the same is permitted by prior written agreement set forth in an amendment to this Lease Agreement.

Confederate Battle Flag Merchandise

Kentucky Venues strives to create on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties, a welcoming environment for all, regardless of race, color, ethnicity or cultural background and recognizes that the Confederate Battle Flag (also known as the Rebel Flag or Stars and Bars), is offensive to many persons. Therefore, while Kentucky Venues itself does not sell or giveaway any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag, all new contracts or renewals of existing contracts for events in the future shall include a ban on the sale or giveaway of any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag by its long and short term lessees and their vendors, exhibitors and participants, with limited exceptions related to history books or other educational and interpretive media where the Confederate Battle Flag is depicted in its historical context.

Kentucky Venues strongly encourages adherence to this policy by its exhibitors, vendors, participants and long and short term lessees and their vendors, exhibitors and participants who are operating under existing contracts.

Compliance With Laws

The Lessee shall not discriminate against any person. Lessee shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services shall be refused or restricted due to discrimination.

Event Planning Guide

Drone Policy

Kentucky Venues has established the following drone policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

A Drone or Unmanned Aerial Vehicle (UAV) is defined as a “powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload”.

In order to ensure the safety of all patrons at the Kentucky Exposition Center and Kentucky International Convention Center, drones are allowed on the property with the following requirements:

- Drones are not allowed inside any Kentucky Venues facility during move-in, show hours, and/or move-out without the express written consent of Kentucky Venues
- Drones are not allowed outside any Kentucky Venues facility without the express written permission of Kentucky Venues and the FAA
- Drones are not allowed to fly over nor hover above areas with people. Examples include: standing crowds, occupied exhibit space, seating areas and pre-function space
- Drones may fly over occupied stages if a written waiver of liability is filed between the drone operator and stage performers. Signed waivers must be submitted

If the Lessee would like to use a drone, a written request needs to be submitted to the event’s Event Manager and the Director of Safety and Security of Kentucky Venues for review and approval:

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

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

Kentucky Venues and its employees shall be held harmless as a result of any operation of a drone or UAV on or in any Kentucky Venues facility.

Firearms Policy Lessee

As state government facilities, Kentucky Venues does not prohibit persons able to lawfully possess a firearm from carrying concealed firearms or open carry firearms on the premises at either the Kentucky International Convention Center or the Kentucky Exposition Center. At their discretion, individual lessees of Kentucky Venues shall have the option to restrict firearms during their event in the exhibit hall, ballroom, meeting room, outdoor, or other area leased by the lessee. Staff of Kentucky Venues shall contact law enforcement in the event of any alleged illegal patron conduct.

Event Planning Guide

Fire Marshal Requirements

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

1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the Kentucky State Fire Marshal's Representative (KSFM Representative) in care of the Kentucky Exposition Center not less than 60 days prior to move-in and setup of the area being reviewed. Plans shall be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Lessee, if requested, subject to an on-site inspection by KSFM Representative.
2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to the Kentucky Exposition Center.
3. Any motor vehicles, gasoline-powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. Absolutely no storage of any fuel in any building.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.
5. Decorations and displays shall not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
6. All decorations shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall be removed.
7. All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
8. "Closed Top" displays including canopies, horizontal signs, displays with roofs and multilevel displays. Closed top displays must have prior written approval from the KSFM Representative. Approval requests for multilevel displays must be submitted 90 days in advance of the show and include stamped engineer drawings of the structural components. Enclosed displays must have a working smoke detector, which is audible outside of the enclosure.
9. During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
10. Signs designating exits and the direction of travel to exits approved by the KSFM Representative shall be provided by the Lessee and in place prior to the show's opening.
11. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
12. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used shall be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and or devices that present a hazard will be subject to confiscation.
13. All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted
14. Kentucky Venues shall require security where occupants are allowed to reside overnight inside of any state-owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
15. Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
16. It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.
17. Lessee will be responsible for making key personnel (including security) aware of and familiar with the facility's emergency procedures, which would include (but not be limited to) fire, bomb threats, inclement weather, etc.

Event Planning Guide

First Aid Policy

Kentucky Venues has established the following FIRST AID policy for the Kentucky Exposition Center (KEC):

Events promoted by Kentucky Venues will use the American Red Cross (ARC) and Lessees are encouraged to use ARC also but it is not mandatory as long as the minimum requirements set forth below are met by an alternative provider. The ARC may be contacted at **(502) 561-3706**.

To insure the safety and proper care of all patrons at Kentucky Venues, the **MINIMUM FIRST AID** requirements during events at KEC are outlined below:

Broadbent Arena

All Events: One (1) team

Freedom Hall

Sporting Events: One (1) team per each seating level used

All Other Events: One (1) team

North Wing, South Wing, West Wing & Pavilion

All Events: One (1) team per non-adjacent area

Other Areas (Meeting Rooms, East Hall, West Hall & Outside Areas)

All Events: No minimum first aid requirements

(Unless the history of the event or other information would indicate a need for first aid. This will be determined by Kentucky Venues Assistant Director of Security.)

Livestock Shows

All Events: Based upon history of the event or similar events.

One team consists of (2) people trained and certified in Basic Life Support (BLS) and CPR unless stated otherwise.

These minimum recommendations are subject to increase in number of personnel and/or level of service. The Kentucky Venues Event Manager will work with the Kentucky Venues Assistant Director of Security to determine if increases are necessary. The Assistant Director of Security will be the final authority on the matter. Increases are based upon the following criteria (but not limited to them):

- Type of event
- History of the event or similar events
- Anticipated attendance
- Resumes, work experience and references of team members

For most events, the hours of coverage are the hours the event is open to the public. For trade shows and some public shows, the hours could include the scheduled times for move-in and move-out.

Event Planning Guide

The Lessee may select their FIRST AID provider but is required to coordinate this with the Kentucky Venues Event Manager and Kentucky Venues Assistant Director of Security. The organization providing FIRST AID must meet the following criteria:

- Provide Kentucky Venues proof of liability insurance
- Provide copies of BLS and CPR Certifications of FIRST AID Team Members including contact information and a photocopy of identification
- Provide resumes, work experience and references of Team Members
- Provide approved communication between FIRST AID Team Members and Lessee as well as with Kentucky Venues staff. Communication can be by two-way radio or telephone
- Be familiar with the Kentucky Exposition Center facility and emergency procedures
- Provide the following basic FIRST AID supplies and equipment: two way radios for communication; gauze bandages; non-stick sterile, rolled, flexible or stretch gauze; bandage tape, adhesive strip bandages; triangular bandages; splints of various sizes; ladder splints; eye dressing or pads; crash scissors; tweezers; safety pins; thermometers; flashlights; disposable latex gloves of all sizes; wheel chair; back board; peroxide; alcohol; antibiotic cream; finger splints; tongue depressors; alcare foam; sterile water; blood pressure cuffs; stethoscopes; sterile burn sheets; large and small combine dressings; AED; and other supplies as needed
- Maintain and provide a log to the Assistant Director of Security containing the minimum information of the name of patron, date and time of the services sought by the first aid provider. This requirement is not intended to impede the HIPPA, but rather provide the facility with a measurement of usage of first aid services during the event.
- Maintain medical and treatment records in accordance with all HIPAA laws and regulations

Items Representing Racist Ideology

The Kentucky Venues strives to create an environment on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties, a welcome environment for all, regardless of race, color, ethnicity or cultural background and recognizes that certain items that clearly represent racist ideology including but not limited to Ku Klux Klan items, items reproduced since World War II denoting swastikas are offensive to many persons; therefore, while the Kentucky Venues itself does not sell or giveaway any merchandise that resembles the aforementioned, the Kentucky Venues hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items. This policy shall become a ban on the sale or giveaway of any of the merchandise offered for sale or giveaway at the Kentucky Exposition Center and the Kentucky International Convention Center as described above.

Minor Attendance Policy

Attendance age and custodial care requirement

Kentucky Venues has established the following Minor Attendance policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

Kentucky Venues welcomes children to attend events at our facilities and properties. However, the safety and well-being of children on the premises of Kentucky Venues are of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that our facility provides a safe and pleasant experience for all. Responsibility for children attending the facilities rest with the parents/guardian/assigned chaperone, not with Kentucky Venues personnel.

Children and minors are classified as any youth under eighteen years of age.

Event Planning Guide

Chaperone by definition, will include parents, coaches, teachers, other parents, organizational leaders and show managers having responsibility for children. Siblings and babysitters over the age of sixteen and having a means of transportation to and from the facility will also be considered a valid chaperone.

Unattended Children

Children age eleven and younger are required to have a chaperone with them at all times.

Children age twelve and thirteen are required to have a chaperone with them on-site while attending events operated at Kentucky Venues.

If a child in these age groups is found unattended, the staff will attempt to locate the chaperone and inform him/her of the rules. If a chaperone cannot be found, the police will be called for assistance to determine the child's parent/caregiver.

This is a particular concern in inclement weather, after dark, and at the closing of the facility. All children should have the telephone number of someone who can assist them in an emergency. When the safety of an unattended child is in doubt, the parent or responsible caregiver cannot be located, or if the facility is closing, staff is authorized to call the police and stay with the child until the police arrive.

Disruptive Children

Disruptive behavior is considered to be behavior that represents a physical danger to the child or others, or behavior that interferes with other patrons or staff. Disruptive behavior that is unacceptable includes, but is not limited to:

- Running, chasing, horseplay
- Screaming, shouting, yelling, or other intentional nuisance noise
- Abnormal, erratic behavior that hinders normal facility use
- Pushing, hitting, fighting, biting
- Bullying
- Jumping on furniture or event displays
- Uninvited loitering or trespass on Kentucky Venues property
- Gathering in unsupervised disruptive juvenile groups

Staff will approach disruptive children in the following manner:

- Give a verbal warning to the child, indicating that such behavior is disruptive to others and is unacceptable.
- If the disruptive behavior continues, we will approach the chaperone with the same warning. If the child is unattended and under the age of thirteen, the staff will seek an appropriate resolution that is safe to the child's welfare and seek to remove them from the property by returning them to their parent or guardian.
- Continuously disruptive unaccompanied children over the age of fourteen will be directed and escorted to leave the property. Before removal, every attempt will be made to contact a guardian for pick-up.
- If the disruptive behavior continues at any age and an appropriate return to guardianship cannot be reasonably acquired, police assistance will be utilized.

Minor Age Guide

0-11 requires a chaperone to be with the child at all times.

12-13 requires a chaperone to be on-site.

14-17 can attend without a chaperone.

16-17 can act as a babysitter or chaperone, must have access to transportation to and from the site.

Event Planning Guide

Tobacco-Free Policy

All indoor facilities are designated as smoke-free spaces. There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors. Smoking is permitted outdoors but must be done a minimum distance of 25 feet from building entrances. This policy is strictly enforced and violators are subject to removal.

Change Log

FEBRUARY 26, 2021

- **Addresses > Shipping & Receiving:** Changed "SHOW NAME and BOOTH" to "Show Name, Booth Number and Contact Phone Number"
- **Advertising & Marketing Your Event > Outdoor Signage:** Changed "primary access gate" to "Main Entrance and Gate 6"
- **Client Event Checklist:** Added "Failure to adhere to the Event Checklist such as on-the-fly floor plan adjustments or event changes may incur additional charges to the show." to first paragraph
- **Client Event Checklist > Two Months Prior:** Added "Provide Rigging Plots, Loading Capacity/Requirements"
- **Cleaning Services:** Added "tape, floor decals, stickers" to third sentence
- **Decorations & Signs:** Added "No permanent markings such as permanent marker, paint is permitted on the building."
- **Equipment & Labor:** Added "Fees will be assessed if any equipment is moved by unauthorized building personnel or used by lessee or its participants without event management approval."
- **Facility Regulations:** Added "and health guidelines issues by the Kentucky Department for Public Health" to first bullet point
- **Floor Care:** Added "Freight items are prohibited from entering the property through the lobby doors. This includes large carts and dollies"
- **Helium Balloons:** Added "or any other lighter-than-air object"
- **Lost & Found:** Changed paragraph text to "KEC has a lost and found located in the Security Office located between Freedom Hall and the North Wing lobby. Please visit kyexpo.org/lost-and-found for a list of all lost and found items. KEC is not responsible for lost items."
- **Outdoor Exhibits:** Added "Tents must have model approval and site placement approval. Depending on usage of the Tent, additional approval from Fire Marshall or Electrical Inspectors could be needed. Stages and elevated platforms will need same approval from HBC. Reference section 430, temporary struture for housing, building, and construction."
- **Occupancy Loads:** Added "Additional requirements may be in place from the Local Health Department."
- **Room Setup:** Deleted "lecterns"
- **Weight Loads:** Added "A specification of weight loads are required 60 days in advance of your event."
- **Additional Policies > Alcoholic Beverages:** Added "Alcoholic beverages sold on premises are not allowed to leave the facility." to first paragraph

OCTOBER 1, 2021

- **Firearms Policy Lessee:** Revised the text with updated copy.

NOVEMBER 15, 2021

- **Covid-19 Safety and Sanitization:** Removed this page.
- **Client Event Checklist > One Month Prior:** Added "Submit floor plan to Event Manager for Compliance Officer's review."
- **Decorations and Signs:** Added "Lessee may at times be permitted to place signage in lobbies and concourses as a part of registration and exhibits. Such installation must be approved by the Event Manager."
- **Event Staffing > Exclusive Services:** Added "ATMs" and "Freight".
- **Safety and Security:** Added "KEC safety and security can be contacted at (502) 367-5360."
- **Shipping:** Added "Freight is the Exclusive Right of KEC."
- **Technology Services > Services:** Changed "1.5MB" to "3MB".
- **Fire Marshal Requirements:** Changed "not less than 15 days" to not less than 60 days".



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