



**Please direct this exhibitor service kit to
the person in charge of your exhibit.**

**KENTUCKY ASSOCIATION OF COUNTIES
CONVENTION
NOVEMBER 16-18, 2022
CENTRAL BANK CONVENTION CENTER**

Dear Exhibitor:

As the Official Service Contractor for **KENTUCKY ASSOCIATION OF COUNTIES CONVENTION**, we are enclosing information and order forms to assist you in exhibiting in the upcoming event on **NOVEMBER 16-18, 2022 at CENTRAL BANK CONVENTION CENTER** in Lexington, KY.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services. The pre-order deadline is **Monday, October 31, 2022**. Orders received by this day will receive advanced pricing. Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. **A service desk will be staffed in the exhibit area during set-up, where additional orders for furniture, etc. may be made.**

BOOTH EQUIPMENT - The following equipment will be provided for each 10'x10' booth space:

- 8' high back drape with 3' high side drape in gold, royal, white, royal and gold.
- (1) 8' skirted table (skirted on three sides with a white vinyl top) in white.
- (2) Samsonite folding chairs
- (1) Wastebasket
- (1) Booth Id sign

Equipment and services such as electricity and furniture, are available by using the attached forms. Please mail, fax or email the completed form to the addresses provided.

Lexpo Exposition Services
430 W. Vine Street
Lexington, KY 40507

Email: ahensley@centralbankcenter.com
mconley@centralbankcenter.com

Fax: 859-254-8151

TERMS - We call your attention to our payment policy. Payment must accompany all orders. Orders received without payment will not be processed. Advance orders may be charged against a charge card. Orders placed at the Service Desk during move-in and set-up on show site must be paid at the time of order in form of cash, check, Visa, Mastercard, or American Express. Payment for freight handling (drayage) must be made prior to close of show.

REFUND/CANCELLATION POLICY - Due to the nature of services and equipment provided, no refunds will be approved unless written notification is received thirty days prior to event.

We are looking forward to working with you and wish to assist you in making this one of your most successful shows. If you require additional information, please call our Exhibitor Service Representatives, at 859/787-0910.



Central Bank Center Rules and Regulations

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

General Information

In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Central Bank Center is a smoke-free facility. Additionally, MANAGER prohibits the use of E-cigarettes inside its facilities. With approval of the MANAGER in writing, an area may be designated as a smoking area for private events.

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

The use or distribution of helium filled balloons is prohibited.

Commonly used 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, tape, stickers, carpet etc. to wall surfaces, floors, windows, lecterns or drapery is prohibited.

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

Pets are prohibited with the exception of those authorized by MANAGER due to the nature of the event, or guide, signal and service animals as recognized by the Americans with Disabilities Act.

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 MANAGER. 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 and Consumer Show vendors may request authorization to sample or sell food items specific to their business by submitting the [Central Bank Center Sampling Authorization Request](#) form to LEVY a minimum of fourteen days prior to the event.

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. MANAGER, 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. MANAGER 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 MANAGER for review and approval by the Central Bank 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 MANAGER's 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 Central Bank Center Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of Central Bank Center management, to take precautions for protection of MANAGER's property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of the MANAGER. 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 carpe

LEXPO

EXPOSITION SERVICES

MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 P:859-787-0910 F:859-254-8151

FURNITURE RENTAL ORDER FORM

KENTUCKY ASSOCIATION OF COUNTIES
 CONVENTION
 NOVEMBER 16-18, 2022
 CENTRAL BANK CONVENTION CENTER

DISPLAY TABLES (Wooden Tops):	QTY	TABLES W/ SKIRTING*		TABLES ONLY		AMOUNT
		ADVANCE	FLOOR	ADVANCE	FLOOR	
STANDARD HEIGHT						
4' X 2' X 30" High	_____	\$52.00	\$62.50	\$24.50	\$29.50	\$ _____
6' X 2' X 30" High	_____	58.00	70.50	30.00	33.50	_____
8' x 2 1/2' x 30" High	_____	68.00	83.00	32.50	38.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	63.00	72.50	29.00	33.50	_____
6' X 2' X 42" High	_____	71.00	80.50	34.00	37.00	_____
8' x 2 1/2' x 42" High	_____	85.50	94.00	37.50	46.00	_____
6' SKIRTED TABLE TOP RISER	_____	32.00	37.00	21.50	26.50	_____
8' SKIRTED TABLE TOP RISER	_____	42.50	47.00	31.50	36.50	_____
*Skirting is around 3 sides and includes white vinyl table cover.						
Skirting around 4th side	_____	29.50	35.00			

SKIRTING COLORS: Please **CIRCLE** the color of skirting preferred:

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

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded MTS Chair	_____	\$24.00	\$28.50.....	\$ _____
Padded 30" High Stool	_____	38.00	43.50.....	_____
Samsonite Folding Chair	_____	10.50	13.00.....	_____
30" Round Cocktail table-13"	_____	38.00	43.50.....	_____
30" Round Cocktail table-30"	_____	38.00	43.50.....	_____
30" Round Cocktail table-42"	_____	38.00	43.50.....	_____
Black Spandex for Cocktail Tables	_____	17.50	17.50.....	_____
Wastebasket	_____	14.00	16.40.....	_____
Floor Easel, Tripod	_____	18.00	22.50.....	_____
Chrome Stanchion	_____	18.00	22.50.....	_____
Rope (7')	_____	10.50/Ft.	11.50/Ft.....	_____
4' x 8' Poster Boards	_____	62.50	73.50.....	_____
4' x 8' Peg Boards	_____	62.50	73.50.....	_____
Shopping Bag Holder	_____	36.50	42.00.....	_____
Literature Rack	_____	62.50	73.00.....	_____
22"x28" Chrome Sign Frame	_____	36.50	41.50.....	_____
Iron Park Bench	_____	66.50	75.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$12.00 Lin Ft.	\$13.50 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	10.50 Lin Ft.	12.50 Lin Ft.....	\$ _____
Please CIRCLE Color Choice of 3' and 8' High Drape		Blue, Gold, White, Red, Black, Silver gray, Hunter green & Navy		
12' High Drape	_____ Lin Ft.	13.00 Lin Ft.	16.00 Lin Ft.....	\$ _____
Please CIRCLE Color Choice of 12' High Drape		Blue, Silver Gray, Black & White		

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

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
 WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCED DATE
 LISTED AT THE TOP OF THE PAYMENT FORM. ORDERS PLACED AT
 SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS
 PAYABLE TO LEXPO EXPOSITION SERVICES.

ALL Prices Includes Sales Tax

TOTAL \$ _____

FIRM NAME _____ PHONE () _____ FAX # () _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____
 Signature Please print



ELECTRICAL SERVICE ORDER FORM

**MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 P:859-787-0910 F:859-254-8151**

**KENTUCKY ASSOCIATION OF COUNTIES
 CONVENTION
 NOVEMBER 16-18, 2022
 CENTRAL BANK 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 2014.
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.

ELECTRICAL 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	\$61.00	\$75.64	\$ ___
___	15 AMP 120V DOUBLE OUTLET	\$69.00	\$86.56	\$ ___
___	20 AMP 120V DOUBLE OUTLET	\$79.00	\$97.96	\$ ___
___	10 AMP 208 VOLT ___ PHASE	\$116.00	\$143.84	\$ ___
___	15 AMP 208 VOLT ___ PHASE	\$136.00	\$168.64	\$ ___
___	20 AMP 208 VOLT ___ PHASE	\$156.00	\$193.44	\$ ___
___	30 AMP 208 VOLT ___ PHASE	\$176.00	\$218.24	\$ ___
___	40 AMP 208 VOLT ___ PHASE	\$196.00	\$243.04	\$ ___

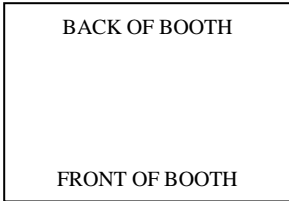
PRICES INCLUDE HOOKUP AND DISCONNECT OF CUSTOMER'S (LARGER SERVICE AVAILABLE ON QUOTE BASIS)

QUOTE: _____

QTY	ACCESSORIES	ADVANCE	FLOOR	AMT.
___	300W SPOTLIGHT W/POWER & POLE	\$83.00	\$102.92	\$ ___
___	3-OUTLET ADAPTER	\$20.00	\$24.80	\$ ___
___	EXTENSION CORDS (UP TO 25')	\$32.00	\$39.68	\$ ___
___	POWERSTRIP	\$27.00	\$33.48	\$ ___
___	ORANGE ELECTRICAL AISLE PAD	\$19.00	\$23.56	\$ ___

**Accessories (unless stated) do not include electrical service.
 SPECIAL ORDERS ONLY**

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



NOTICE
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TOTAL ORDER \$ _____

FIRM NAME _____ PHONE() _____ FAX # _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
 SIGNATURE _____ PLEASE PRINT #1 A-2000



ALL CARPETING MUST BE INSTALLED USING CARPET TAPE OR PAINTERS TAPE. IF AN EXHIBITOR USES ANY UNAPPROVED ADHESIVE TO ATTACH CARPET TO THE SHOW FLOOR, THEY WILL BE HELD RESPONSIBLE FOR PAYMENT OF ANY CLEAN-UP OR REPAIR COSTS RESULTING FROM SUCH USE.

***Carpet ordered and installed by Lexpo will include installation using approved materials.**

**MAILING ADDRESS:
LEXPO EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
P:859-787-0910 F:859-254-8151**

CARPET RENTAL ORDER FORM

**KENTUCKY ASSOCIATION OF COUNTIES
CONVENTION
NOVEMBER 16-18, 2022
CENTRAL BANK CONVENTION CENTER**

STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$87.00	\$107.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$155.00	\$189.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$221.00	\$272.00
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$287.00	\$357.00

COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$4.25	\$5.30
X _____ Ft. (Width)		
= _____ (TOTAL SQ. FT.)	X _____ (ABOVE RATE)	= _____ (RENTAL COST)

CHECK COLOR DESIRED FOR CARPET:

_____ BLUE _____ BLACK _____ BLACK TUXEDO

PADDING-PROTECTIVE PLASTIC COVERING-TAPE

Padding Area Size _____ FT x _____ FT = _____ SQ FT at .90/sq. ft. = \$ _____
(Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area _____ FT x _____ FT = _____ SQ FT at .50/sq. ft. = \$ _____
(Length) (Width) (Total Square Feet) (Rental Cost)

Carpet Tape Roll _____ Quantity at \$25.00 each. = \$ _____

NOTICE
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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
P:859-787-0910 F:859-254-8151

KENTUCKY ASSOCIATION OF COUNTIES
CONVENTION
NOVEMBER 16-18, 2022
CENTRAL BANK 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 .45 cents per square ft. per day \$

[] Vacuuming once before initial opening of Exhibit (Quantity) 9' x 10' Booths at .50 cents per square ft. per day \$

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

Detail special instructions

TOTAL ORDER \$

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCED DATE LISTED ON TOP OF THE ATTACHED PAYMENT FORM. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

Firm Name Phone () Fax #

Address City and State Zip

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

TERMS AND CONDITIONS

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
P:859-233-4567 F:859-254-8151

**KENTUCKY ASSOCIATION OF COUNTIES
 CONVENTION
 NOVEMBER 16-18, 2022
 CENTRAL BANK 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
- _____ Projector.....
- _____ 32" LCD Screen.....
- _____ DVD Player.....
- _____ Plasma TV - 40" or 50".....
- _____ 19" Confidence Monitor
- _____ Blue Ray Player.....
- _____ + More.....

CALL FOR QUOTE!

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 P:859-787-0910 F:859-254-8151

KENTUCKY ASSOCIATION OF COUNTIES CONVENTION NOVEMBER 16-18, 2022 CENTRAL BANK CONVENTION CENTER

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services: CRATED: \$35.50 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. 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. 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. 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 & 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 \$42.00 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 \$39.50 charge per piece. C. Banding is available for .90cents per foot plus minimum charge of \$45.50 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 \$35.50 = \$ _____

Minimum (100 lbs.): _____ shipments x \$42.00 = \$ _____

Banding: _____ feet x 1.10cents + \$45.50/hr. = \$ _____

TOTAL ENCLOSED \$

SHIPPING RECEIVING & PICK UP ADDRESS:

LEXPO EXPOSITION SERVICES "SHOW NAME, BUSINESS NAME AND BOOTH #" 430 WEST VINE STREET MANCHESTER STREET DOCK 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 _____ Signature _____ Name _____ Please Print _____ Date _____ #1 A-2000



SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

Please read carefully!!

Crated Shipments: Freight Handling (Over 100 lbs.)-Advanced Warehouse

*All freight for this option should be shipped to our advance warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517.

*All pieces should have a receiving label attached. Please see shipping form for instructions. Please Note: This label does not take the place of the shipping labels required by your carrier.

*Shipments consigned to the advanced warehouse should arrive no later than 5 DAYS PRIOR TO MOVE-IN DATE. Late shipments may be charged an additional delivery fee. Lexpo can't guarantee prompt delivery of late shipments and will not be responsible for set-up delays due to late shipments. One month (30 days) of storage is allowed prior to show set-up.

*Please call Angelina at (859)-551-3047 to schedule a delivery appointment for all freight with a total weight exceeding 5000lbs.

*Outbound shipping arrangements will be the responsibility of the exhibitor. All pick-ups must be scheduled prior to exhibitor move out. Pick-ups should be scheduled for the next business day after the show closes from 8:30am-4:30pm. Lexpo reserves the right to force-ship any freight not picked-up during this time, via our carrier of choice. Exhibitor will be responsible for any charges resulting from this action.

Receiving Minimum (100lbs. and under) – Advanced Warehouse

* All freight for this option should be shipped to our advance warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517. Please see the Shipping Order form for instructions. Common carrier shipments should arrive 5 DAYS PRIOR TO MOVE-IN DATE. Late shipments may be subject to an additional delivery fee. Lexpo can't guarantee prompt delivery of late shipments and will not be responsible for set-up delays due to late shipments. One month (30 days) of storage is allowed prior to show set-up.

*Outbound shipping arrangements will be the responsibility of the exhibitor. All pick-ups must be scheduled prior to exhibitor move out. Pick-ups should be scheduled for the next business day after the show closes from 8:30am-4:30pm. Lexpo reserves the right to force-ship any freight not picked-up during this time, via our carrier of choice. Exhibitor will be responsible for any charges resulting from this action.

All Services:

*All exhibit materials must have a receiving label attached. Please see shipping form for instructions.

*The exhibit materials are delivered to your booth prior to or during installation depending on the schedule. Empty crates, cartons and pallets are removed and stored for the duration of the event and returned at the show closing. Empty stickers will be provided and must be completed and attached to all items being stored.

*Exhibit materials will be picked up at your booth and shipped directly from our warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517. The exhibitor is responsible for scheduling and arranging payment for outbound shipments.

*Equipment of the size and nature making it impossible to effect delivery to booth location will be moved as far as is practical, thereafter becoming the exhibitor's responsibility.

* Materials to arrive prior to set-up days must be shipped to Lexpo Exposition Services. Failure to do so may result in the return of goods to the shipper or payment of re-consignment charges

*All shipments must be prepaid!!! Collect shipments will not be accepted! Un-skidded or uncrated freight materials will not be accepted at the warehouse.

*Correct weights should be provided otherwise receiver's estimated weights must prevail. Certified weights may be requested on shipments of machinery or uncrated materials received at the show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bill, otherwise the uncrated materials rate will apply to the entire shipment.

*All shipments should be insured by the exhibitor from the time it leaves the firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

*All payments for drayage and material handling service must be made in advance. If the exhibitor is uncertain of how to figure charges, please call us. A completed credit card form is required for all material handling services. The card will be charged as shipping is received and will be calculated according to weight listed on the package. If no weight is known, Lexpo will weigh it and charge accordingly.

Outbound Shipping Instructions

Please Read Carefully!

*All outbound pick-ups must be scheduled during the designated ship-out days from the show site.

*At the close of the event, each exhibitor will be expected to label their own freight. See below for an example of outbound labels. The completed bill of lading for your carrier of choice must be made for each shipment, signed and returned to the Lexpo Service Desk.

FROM:	SHIPPER NAME: <u>Your Company Name</u>
	SHOW NAME: _____
	FACILITY: _____
	ADDRESS: _____
	CITY, STATE, ZIP: _____
TO:	CONSIGNEE NAME: <u>Receiving Company Name</u>
	CONTACT NAME: _____
	BUSINESS NAME: _____
	ADDRESS: _____
	CITY, STATE, ZIP: _____

*Exhibitors may be required to complete an outbound shipping form for each shipment being handled by Lexpo. These will be made available at the show site prior to show move-out.

*Shipments being handled by UPS, Federal Express or any Freight Carrier, must have shipping arrangements made in advance. Lexpo can't make these arrangements. We will have Fed-ex express labels available at the Lexpo Service Desk.

*All Materials must contain a shipping address for your next destination to prevent shipment separation.

*When shipping to a different destination, a separate bill of lading is required for each destination.

*** Regarding shipments left in booth for which no disposition is provided, or if requested carrier fails to pick-up shipment by end of the scheduled pick-up date or refuses to accept shipment, LEXPO reserves the right to re-route or return materials to our warehouse and ship them out via our preferred carrier. Exhibitors will be charged accordingly for this service. LEXPO will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to facilitate the storage of exhibitor materials.**

*Any shipment returned to the Lexpo Warehouse after the scheduled pick-up date, for re-shipping, storage or for designated carrier pick-up will be at an additional charge to the exhibitor. After 30 days unclaimed items may be discarded.

*The Consignment or delivery of a shipment to Lexpo Exposition Services by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and or shipper) of the terms and conditions set forth in this bulletin.

LIMITATIONS OF LEXPO EXPOSITION SERVICES, LIABILITY & RESPONSIBILITY

1. LEXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. LEXPO shall not be held responsible for loss, theft, or disappearance of materials after delivery or to exhibitor's booth.
3. LEXPO shall not be responsible for loss, theft or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Lexpo by exhibitors, will be checked at the time of actual pick-up from booth and corrections will be made where discrepancies occur.
4. LEXPO shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
5. LEXPO shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
6. Note: Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick-up shipment by move out time or refuses to accept shipment. LEXPO reserves the right to re-route such shipments or return materials to our warehouse. Exhibitors will be charged accordingly for this service. LEXPO will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to facilitate the storage of exhibitor materials.



**FORKLIFT SERVICE
ORDER FORM**

MAIL TO:
LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
P: 859-787-0910 F: 859-254-8151

**KENTUCKY ASSOCIATION OF COUNTIES
CONVENTION
NOVEMBER 16-18, 2022
CENTRAL BANK CONVENTION CENTER**

FORKLIFT SERVICE

Definition: When an exhibitor requires the assistance of a forklift to move something around, in or out of his booth. (This service is not to be used to load or unload freight from a truck as a substitute for drayage or tailgating.)

Please indicate below the approximate starting and ending time for forklift service. Any changes in scheduling must be made at least 24 hours prior to show move-in

***Note: Exhibitor must check in at Service Desk to obtain a forklift. Forklift appointments will only be held for 30 minutes past requested time. Failure to call for forklift during this time will result in loss of appointment and you will be moved to the next available spot on our schedule.**

SERVICES AVAILABLE-MINIMUM ONE HOUR CHARGE

Forklift with operator.....\$80.00 per hour
Monday thru Friday.....8:00a to 4:30p
All other times.....\$103.00 per hour

DATE REQUESTED IN _____
TIME REQUESTED IN _____

DATE REQUESTED OUT _____
TIME REQUESTED OUT _____

*All service will be rounded up to the nearest hour with a 1hr. minimum charge for each service request.

**These rates based on 8000 lbs. or less.
Call for rates 8000 lbs. or more.**

Total Enclosed \$ _____

Forklift availability is subject to various conditions such as access to booth, etc.

**PAYMENT OF INVOICE MUST BE ARRANGED FOR
AT TIME OF ORDER.**

FIRM NAME _____ PHONE () _____ FAX # _____ BOOTH# _____
ADDRESS _____ CITY AND STATE _____ ZIP _____
BY _____ NAME _____ DATE _____
Signature Please Print

LEXPO

EXPOSITION SERVICES

EXHIBIT LABOR ORDER FORM

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
P:859-233-4567 F:859-254-8151

**KENTUCKY ASSOCIATION OF COUNTIES
 CONVENTION
 NOVEMBER 16-18, 2022
 CENTRAL BANK CONVENTION CENTER**

Skilled exhibit labor can be employed to assemble and dismantle exhibits and displays, open cases or crates, install drapery and floor covering, or use tools.

Full-time permanent employees of the exhibiting company are permitted to set-up, install and dismantle their own products, display and equipment within the confines of their contracted exhibit area. Because of worker's compensation, liability coverage's and other insurance requirements, spouse, children, friends, temporary or contract labor are not permitted. Any conflicts or disagreements shall be resolved with representatives of the Official Service Contractor and Show Management.

Exhibitors requiring the assistance of forklift, cranes and/or other power/motorized equipment must order same and related operations from the Official Service Contractor-LEXPO Exposition Services. Exhibitors are not permitted to "borrow" tools from LEXPO Exposition Services.

The 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.

In most instances workmen for the start of the day will be provided at 8:00 A.M. Workmen requested at times other than 8:00 A.M. or the official set-up time will be approximate appointments since these people are assigned to jobs at the start of the day and gauging the exact time of completion of job assignments can only be approximate. Exhibitors must sign exhibit labor out from the service desk and time will continue until the Exhibitor returns the workmen to the service desk to sign them off the job. Failure to call for labor at requested time will obligate Exhibitor to a one hour charge per man requested unless 24 hours advance notice is provided. The workday is from 8:00 A.M. to 4:30 P.M. Monday-Friday excluding holidays; all other hours are at an overtime rate.

To minimize your labor cost, please supervise your exhibit labor workmen; LEXPO Exposition Services will supervise work on your exhibit for an additional **30%** charge. Special instructions, floor plans, etc...must be included. Please do not tip the workmen nor discuss any potential problem with them. Report any problems immediately to the service desk or exhibit management. Labor is on an hourly increment basis per person.

Monday to Friday	8a to 4:30p	\$49.00 per hour
Monday to Friday	4:31p to 12mid.	\$89.00 per hour
Saturday & Sunday	All	\$89.00 per hour

Indicate
One Only

ERECT EXHIBIT WITHOUT EXHIBITOR'S SUPERVISION. _____ (No.) Men _____ (No.) Hours
 NOTE: Proper instructions should be given, and although the utmost care will be exercised, LEXPO Exposition Services will not be responsible for any resulting damage, loss, excessive time or improper installation.
 *30% Supervision Fee Will Apply

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION.
 Have _____ (No.) men available as close as possible _____ (A.M. - P.M.) on _____ (Day) _____
 _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.
 We anticipate these men will be needed for _____ (No.) hours.

Indicate
One Only

DISMANTLE EXHIBIT AT CLOSE OF EXPOSITION WITHOUT EXHIBITOR'S SUPERVISION.
 _____ (No.) Men _____ (No.) Hours
 Note: Exhibits will be dismantled when crates are returned. Although the utmost care will be exercised, LEXPO Exposition Services is not responsible for resulting damage or loss from improper packing, theft or any other cause.
 *30% Supervision Fee Will Apply

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION
 Have _____ (No.) men available for _____ hours to dismantle exhibit under exhibitor's supervision (as close as possible to
 _____ (AM-PM) or when crates arrive on _____ (Day) _____ (Date). Exhibitor must check in at service desk to request labor.

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

IN: _____ men x _____ hours x \$ _____ = \$ _____
 OUT: _____ men x _____ hours x \$ _____ = \$ _____
 +30% Supervision Fee (If Applicable) = \$ _____
TOTAL ENCLOSED \$ _____

FIRM NAME	PHONE ()	BOOTH #
ADDRESS	CITY AND STATE	ZIP
BY	NAME	DATE
Signature	Please Print	Labor-#2 B-2000



PLANT RENTAL ORDER FORM

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
P:859-787-0910 F:859-254-8151

**KENTUCKY ASSOCIATION OF COUNTIES
 CONVENTION
 NOVEMBER 16-18, 2022
 CENTRAL BANK CONVENTION CENTER**

QUANTITY	DESCRIPTION	PRICE	AMOUNT
_____	4 to 6 in. Tall Potted Plant. (table size complete in wicker basket)	PLEASE CALL FOR A QUOTE!	\$ _____
_____	18 to 24 in. Tall Potted Plant. (table size complete in wicker basket)		\$ _____
_____	24 to 30 in. Tall Potted Plant. (floor size complete in wicker basket)		\$ _____
_____	3 to 4 ft. Tall Tree (complete in wicker basket)		\$ _____
_____	4 to 6 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	6 to 8 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	8 to 10 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	10 to 12 In. Potted ferns (nice and full)		\$ _____
_____	Blooming Plants. (potted mums and seasonal plants)		\$ _____
_____	Fresh Cut Flower Arrangements	\$ _____	

The plants 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 of items not returned or missing.

***A delivery and pick-up fee of \$50.00 will be added to all plant orders.**

TOTAL ORDER \$ _____

ALL PRICES INCLUDE KY SALES TAX

PLANT SELECTION SUBJECT TO AVAILABILITY

NOTICE:
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCED DATE LISTED ON THE PAYMENT FORM.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

FIRM NAME	PHONE ()	FAX #
ADDRESS	CITY AND STATE	ZIP
BY	NAME	DATE
Signature	Please Print	#1 A-2000

Return To:



EXPOSITION SERVICES
430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 551-3047 FAX: (859) 254-8151

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

PAYMENT FORM

PRE-ORDER DATE:
MONDAY, OCT. 31, 2022

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 I
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.

Table with 2 columns: Service Name, Amount. Rows include FURNITURE, ELECTRIC, CARPET, CARPET CLEANING, INTERNET, AV, FREIGHT, FORKLIFT, LABOR, PLANT.

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: KENTUCKY ASSOCIATION OF COUNTIES CONVENTION

Firm Name Phone ()

Address City & State Zip Code

E-mail Address (for receipt) (Copies of invoices are only available by e-mail or at the service desk)

By Signature Name Date Please Print (Must be received in our office by Deadline)