



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

**KENTUCKY ASSOCIATION OF COUNTIES CONVENTION
NOVEMBER 15-17, 2023
CENTRAL BANK CONVENTION CENTER**

Dear Exhibitor:

As the Official Service Contractor for the **KENTUCKY ASSOCIATION OF COUNTIES CONVENTION**, we are enclosing information and order forms to assist you in exhibiting in the upcoming event on **NOVEMBER 15-17, 2023 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, NOVEMBER 6, 2023**. 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 blue, Kelly green, white, Kelly green & blue.
- (1) 8' skirted table (skirted on three sides with a white vinyl top) in white.
- (2) Black 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: fnickens@centralbankcenter.com
ahensley@centralbankcenter.com

Fax: 859-254-8151
Phone: 859-787-0910

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. A 3% processing fee will be added to all credit card orders. 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. **It is the responsibility of the exhibitor to provide proof of tax-exempt status. If no proof of tax-exempt status is provided, KY State Sales taxes of 6% will be added to all orders**

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.

A-Z Rules and Regulations for Exhibitors

Central Bank Center (CBC)

A

ADA – As a public assembly facility, CBC is responsible for permanent building access accommodations including, but not limited to wheelchair ramps, elevator standards, door width standards, automatic entrance doors and restroom accessibility.

Adhesives – Only approved tape and adhesive backed materials (non-residue, easy removable) are permitted for use on the facilities floor surfaces. Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to any facility surfaces nor distributed to attendees. If this regulation is ignored, a cleaning fee will be assessed for removal of any decals or stickers that are placed in complex property.

Aisles – Aisle dimensions are subject to the Fire Marshal approval. Aisles must be a minimum of 6' wide. Cross aisles must be a minimum of 10' wide.

Animal Policies – with the exception of approved guide, signal or service dogs as recognized by ADA, animals are not allowed in CBC without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. Animals that are approved to be on premises must meet the following guidelines:

- Animal(s) to be always on a leash, if not, confined to a pen/crate.
- Animal(s) must always be under control.
- Animal exhibits not permitted on carpeted areas.
- Owner or handler responsible for animal(s) and waste clean-up and removal.

Alcohol – Possession, distribution and consumption of alcoholic beverages is prohibited except through CBC approved caterer, Levy/Hardwood & Oak.

As stipulated by KRS Statute 243.036, the **auction** of any alcoholic beverage requires a temporary permit issued by Alcohol Beverage Control Board (ABC). 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, please contact the ABC Board at 859.258.379

B

Balloons - The use or distribution of helium-filled balloons is prohibited. Balloons filled with air are permissible.

C

Cables, Cords and Wires – All wires and cables that cross doorways, aisles or walkways must be sufficiently covered or taped down in a safe and secure manner and marked with caution tape. They can be covered with rubber matting, carpet and/or marked reflective tape. When applying tape to non-carpeted surfaces, only non-residue tape may be used. When applying to carpeted surfaces, only non-residue carpet tape may be used.

Candles – All candle flames must be enclosed and always protected in either water or sand.

Cooking – Cooking is not allowed on premises without prior written approval from General Manager of CBC.

D

Damages and Clean-up – Any damage to the Complex property or equipment should be reported immediately to the Event Manager and/or Complex Security HQ.

Decorations – All decorative materials displayed or installed in the Complex must be flame retardant in accordance with the Public Safety and Fire Regulations. Proof of satisfactory flame retardant treatment (certificate) is required and must be maintained within the specific exhibit area for inspection. The Complex does not allow anything to be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, lecterns, columns, fabric or decorative walls. Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are NOT permitted on any carpeted areas. NOTE: Cleaning and/or removal of décor items such as confetti, glitter, streamers, etc. will incur additional charges.

Drones - Request for use of Unmanned Aircraft Systems (Drones) should be submitted to Event Manager 30 days prior to event and must follow the established CBC Drone Policy.

E

Electrical Equipment – All electrical devices must be installed, operated and maintained in accordance with manufacturer's intended use and applicable codes.

Extension cords should not be affixed to structures, extend through walls, ceilings and floors or run under doors.

Elevators and Escalators – Transport of freight and equipment between floors is permissible only via the freight elevators. Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that cannot be carried by hand. Additionally, escalators are for the use of the public and may not be blocked or used to transport freight and equipment (i.e. tables, chairs, etc.)

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

There must be 20' clearance in front of all exits in Exhibit Halls and 10' in ballrooms and meeting rooms.

F

Fire Extinguishers – Clear access must be maintained to all fire extinguishers.

An ABC fire extinguisher is required in all temporary structures larger than 20'x20', including tents.

Fire Lanes – All fire lanes in and around complex must be clear and unobstructed.

Flame Resistance/Retardant – All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage or within an exhibit, shall be coated or treated by approved methods to render them flame resistant as demonstrated by testing in accordance with NFPA 701 standard methods of fire tests for flame propagation of textiles and films. Documentation upon request.

All decorations, such as, hay, mulch or other organic material, must be treated with flame retardant.

Food & Beverage – Levy/Hardwood & Oak is the exclusive food and beverage provider for both concessions and catering at Central Bank Center. This includes, but is not restricted to, food and beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar services, etc.

Food & Beverage Sampling – 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 at least fourteen (14) days prior to event. <add link for form>

Forklifts – Only CBC forklift certified staff may operate forklifts owned/leased by CBC. Forklift service is available for some events in specific areas of the building. If forklift service is available for your event a forklift service order form will be provided to you

Freight – All equipment and freight shall be loaded/unloaded in the appropriate building dock areas at all times. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas, is strictly prohibited.

Freight (Exhibitor) – All shipments for exhibits must be coordinated with LEXPO decorator services. If shipments arrive to the complex prior to the move-in date of event, the complex will accept delivery, subject to handling charges, at Licensee's expense. Freight will be accepted Monday-Friday from 8:30am-4:30pm EDT.

The complex is unable to accept C.O.D shipments.

Fuel Storage – Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within CBC complex or on loading docks during an event or during move-in or move-out.

H

Hazardous Materials – Hazardous materials are not permitted in the complex without approval from your Event Manager.

Exhibitors shall supply the Event Manager with a written list of any hazardous materials along with the OSHA Material Safety Data Sheet (MSDS) on the hazardous material(s) at least 30 days prior to event.

Hazardous Materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents and biological contaminants including blood, body fluids, organic material and used first aid supplies) are the responsibility of the Licensee and/or Exhibitor. All items must be placed in a clearly marked, safe container and safely stored and secured. Exhibitor shall dispose properly, according to local, state and federal regulations. Hazardous waste left in the complex will be disposed of immediately at the expense of the Exhibitor.

I

Internet – Dedicated wireless is available for an additional charge. Basic open Wi-Fi is offered in the complex.

L

Load-in/Load-Out – Loading in and loading out must be done through the designated loading docks assigned to your event. Loading in and loading out through lobbies and public spaces is restricted to hand-carried items. Items/equipment which require a two-wheeled (or more) device must go through the designated loading dock area. Based on availability, floats (carts) can be arranged through show promotor; however, floats (carts) are not guaranteed.

Loading in and loading out should only occur during the pre-arranged time with your show promotor. All trade shows, large exhibit shows and public shows will have load-in and load-out security guards to assist exhibitors.

O

Operating Hours – The show promotor will provide Move-in/Move-out times and Show hours.

P

Parking – Parking is available at prevailing rates in parking lots controlled by CBC. Parking in CBC lots is based on availability and not guaranteed.

Personal Transporters – Bicycles, Segways, skateboards, hoverboards, scooters of any kind, are not allowed inside CBC.

Propane – 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 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 exhibit booth or area.
- Exhibit booths or areas using propane shall be located no closer than 100 ft. apart.
- Additional propane tanks must be stored outside of the building.

Protection of Facilities- The driving of any nails, hooks, tacks or screws in any part of the complex or altering the complex in any respect is not permitted. Exhibitors will not be permitted to affix any material to the walls, floors, doors or ceilings. In the event of damage to complex, the exhibitor will pay CBC the cost of repair or replacement.

Pyrotechnics, Open Flames, Lasers and Special Effects – The use of open flame devices is strictly regulated by Lexington Fire Department Fire Marshal’s Office and the complex’s rules and regulations.

A special permit is required for the use of pyrotechnics and/or lasers. Permit process is the responsibility of the Licensee. Each situation must be individually approved by the Director of Events or General Manager. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. A demonstration of the open flame device, pyrotechnics/lasers display and/or special effects may be required at the discretion of the Fire Marshal. Standby Fire Personnel may be required at Licensee’s expense. If the paperwork is not submitted to the Fire Marshal’s office in a timely manner, the use of pyrotechnics/lasers will not be allowed.

R

Rigging – Any and all rigging services must be provided through CBC and approved by the promoter. Rigging is not available in all areas. If rigging is available for your event a sign hanging form will be provided to you.

S

Sampling – Food & Alcohol – Any food sampling must be approved by CBC approved food & beverage company, Levy/Hardwood & Oak. <attach link>

All alcoholic beverage sampling must be coordinated through Levy/Hardwood & Oak and must be served by a Levy/Hardwood & Oak licensed bartender.

Security - The CBC maintains an exclusive in-house security operation. Our trained building security staff and security system maintains 24-hour security coverage for the CBC’s perimeter areas, internal corridors, and life safety alarm system.

Shipping/Receiving – see Freight

Signs and Banners – All banners and signage installed must be placed by building staff and approved by the show promotor and/or CBC Staff. If banner hanging is permitted for your event, a form will be provided to you.

Smoking – CBC is a non-smoking facility. Vaping is not allowed in facility. Smoking is permitted outside and no closer than 25’ to an entrance, per city ordinance. Smoking is not permitted on the loading docks or in the covered garage.

Solicitations – No collections or donations, whether for charity or otherwise, shall be made, attempted or announced in the complex without prior authorization of Event Manager and Director of Events.

T

Tents – A maximum of two 20'x20' tents are allowed per 15,000 square feet of space contracted 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.

V

Vehicle Display – 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 covered with tape.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at CBC Security Headquarters.
- Motor vehicles are prohibited in carpeted spaces, unless under the direction of Event Manager and Director of Events, to take precautions for protection.
- Any use of motorized vehicle in the complex is subject to prior approval from Event Manager. Use of motorized vehicles in public occupied spaces in complex is prohibited.
- Use of oil based cleaning sprays, waxes or “tire shine” is prohibited inside of the facility. Exhibitor will be responsible for any damages and/or cleaning fees due to the use of these chemicals. This includes tracks or puddles made in the facility resulting from use of these chemicals prior to entering the building.

Exhibitor Parking – Show promoter will work with you to determine the location of exhibitor parking based on availability during your event (in accordance with other events in the facility).

W

Water Features – Exhibits using water features (i.e., fountains, hot tubs, ice sculptures) are prohibited on carpeted spaces.

Weapons – CBC 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. It is also at the discretion of the complex to restrict or prohibit possession of other weapons such as knives or other dangerous weapons.

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 15-17, 2023
 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	_____	\$53.00	\$63.50	\$25.50	\$30.50	\$ _____
6' X 2' X 30" High	_____	59.00	71.50	31.00	34.50	_____
8' x 2 1/2' x 30" High	_____	69.00	84.00	33.50	39.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	64.00	73.50	30.00	34.50	_____
6' X 2' X 42" High	_____	72.00	81.50	35.00	38.00	_____
8' x 2 1/2' x 42" High	_____	86.50	95.00	38.50	47.00	_____
6' SKIRTED TABLE TOP RISER	_____	33.00	38.00	22.50	27.50	_____
8' SKIRTED TABLE TOP RISER	_____	43.50	48.00	32.50	37.50	_____
*Skirting is around 3 sides and includes white vinyl table cover.						
Skirting around 4th side	_____	30.00	35.50			

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	_____	\$24.50	\$29.00.....	\$ _____
Padded 30" High Stool	_____	38.50	44.00.....	_____
Samsonite Folding Chair	_____	11.00	13.50.....	_____
30" Round Cocktail table-13"	_____	39.00	44.50.....	_____
30" Round Cocktail table-30"	_____	39.00	44.50.....	_____
30" Round Cocktail table-42"	_____	39.00	44.50.....	_____
Black Spandex for Cocktail Tables	_____	18.50	18.50.....	_____
Wastebasket	_____	14.50	16.90.....	_____
Floor Easel, Tripod	_____	18.50	23.00.....	_____
Chrome Stanchion	_____	18.50	23.00.....	_____
Rope (7')	_____	11.00/Ft.	12.00/Ft.....	_____
4' x 8' Poster Boards	_____	63.50	74.50.....	_____
4' x 8' Peg Boards	_____	63.50	74.50.....	_____
Shopping Bag Holder	_____	37.00	42.50.....	_____
Literature Rack	_____	63.00	73.50.....	_____
22"x28" Chrome Sign Frame	_____	37.00	42.00.....	_____
Iron Park Bench	_____	67.00	76.00.....	_____

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 <u>CIRCLE</u> 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 <u>CIRCLE</u> 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.

TOTAL \$ _____

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

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____

Signature

Please print

#1 A-2000



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 15-17, 2023
 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	\$62.00	\$76.64	\$ ___
___	15 AMP 120V DOUBLE OUTLET	\$70.00	\$87.56	\$ ___
___	20 AMP 120V DOUBLE OUTLET	\$80.00	\$98.96	\$ ___
___	10 AMP 208 VOLT _____ PHASE	\$117.00	\$144.84	\$ ___
___	15 AMP 208 VOLT _____ PHASE	\$137.00	\$169.64	\$ ___
___	20 AMP 208 VOLT _____ PHASE	\$157.00	\$194.44	\$ ___
___	30 AMP 208 VOLT _____ PHASE	\$177.00	\$219.24	\$ ___
___	40 AMP 208 VOLT _____ PHASE	\$197.00	\$244.04	\$ ___

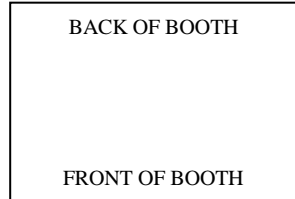
PRICES INCLUDE HOOKUP AND DISCONNECT OF CUSTOMER'S (LARGER SERVICE AVAILABLE ON QUOTE BASIS)

QUOTE: _____

QTY	ACCESSORIES	ADVANCE	FLOOR	AMT.
___	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
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCED DATE LOCATED AT THE 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.

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 15-17, 2023
CENTRAL BANK CONVENTION CENTER**

STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$88.00	\$108.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$156.00	\$190.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$222.00	\$273.00
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$288.00	\$358.00

COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$4.75	\$5.80
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 1.10/sq. ft. = \$ _____
(Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area _____ FT x _____ FT = _____ SQ FT at .75/sq. ft. = \$ _____
(Length) (Width) (Total Square Feet) (Rental Cost)

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

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 ATTACHED PAYMENT FORM. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

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 15-17, 2023
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.
[] Vacuuming once before initial opening of Exhibit

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 15-17, 2023
 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.

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 15-17, 2023 CENTRAL BANK CONVENTION CENTER

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services: CRATED..... \$36.50 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 \$43.00 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 \$40.00 charge per piece. C. Banding is available for .90cents per foot plus minimum charge of \$46.00 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 \$36.50 = \$ _____

Minimum (100 lbs.): _____ shipments x \$43.00 = \$ _____

Banding: _____ feet x 1.10cents + \$46.00/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.)-

*All freight for this option should be shipped to our 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 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 from our warehouse for Pick-ups should be scheduled from our warehouse for the next business day after the show closes. 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) –

* All freight for this option should be shipped to our 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 from our warehouse for the next business day after the show closes. 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.
- *Exhibitors shipping freight internationally should use their own customs broker/agents. Lexpo Exposition Services will not be responsible for any fees or taxes associated with International 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.

*Exhibitors shipping freight internationally should use their own customs broker/agents. Lexpo Exposition Services will not be responsible for any fee or taxes associated with international shipments.

*** 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 15-17, 2023
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.....\$81.00 per hour
Monday thru Friday.....8:00a to 4:30p
All other times.....\$104.00 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



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 15-17, 2023
 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	\$50.00 per hour
Monday to Friday	4:31p to 12mid.	\$90.00 per hour
Saturday & Sunday	All	\$90.00 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 \$ _____

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 15-17, 2023
 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 \$ _____

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
FNICKENS@centralbankcenter.com

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

PAYMENT FORM

ADVANCED PAYMENT DATE: MONDAY, NOV. 6, 2023

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

RECAP OF SERVICES AND EQUIPMENT ORDERED

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

Table with 2 columns: Service/Equipment Name and Amount. Rows include FURNITURE, ELECTRIC, CARPET, CARPET CLEANING, INTERNET, AV, FREIGHT, FORKLIFT, LABOR, PLANT, SUB-TOTAL, and 6% KY State Sales Tax.

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. A 3% processing fee will be added to all credit card orders. 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

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)