

## MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)  
Credit card information will **ONLY** be accepted through online ordering or over the phone.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please read the Shipping and Material Handling Instructions on the following page before proceeding with your order.**

### MATERIAL HANDLING AND FREIGHT SERVICE

CATEGORY	DESCRIPTION	RATE PER CWT
A	<b>Advanced Warehouse*</b> – received two weeks prior to first move-in date	\$85.00
B	<b>Targeted/On-site Shipments</b> – received during move-in	\$80.00
C	<b>Uncrated Advanced*</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received two weeks prior to first move-in date	\$125.00
D	<b>Uncrated Targeted</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$115.00
	<b>Small Package Deliveries</b> – UPS and FedEx:	
E	1-49 lbs.	\$40.00
F	50-100 lbs.	\$85.00

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

**\* Freight that is received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$20.00 per CWT**

### ESTIMATED MATERIAL HANDLING CALCULATION

	CATEGORY	# OF PIECES	CWT WEIGHT	CWT RATE	ESTIMATED TOTAL
Shipment 1	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____
<b>GRAND TOTAL</b>					_____

**Prices are subject to change without notice.**

If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

For information regarding services and payment procedures, please call **(502) 367-5321**. Revised 3/27/2018

## Kentucky Exposition Center

# SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.  
UNMARKED SHIPMENTS WILL NOT BE RECEIVED.

### RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

### EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

### OUTBOUND SHIPPING

- KEC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will **NOT** pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

### GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KEC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will **NOT** be responsible for items after tendered to common carrier.
- **All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.**

**Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.**

For information regarding services and payment, please call **(502) 367-5321**.

EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

SHIP TO:  
NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

SHIP TO:  
NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

SHIP TO:  
NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

SHIP TO:  
NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

SHIP TO:  
NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

## INDOOR ELECTRIC SERVICE ORDER FORM

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.  
Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**

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

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip :** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Conditions & Regulations**

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky Exposition Center (KEC) for a service order shall remain KEC's property and shall be removed only by KEC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KEC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.

**Standard Electrical Service**

- 208/120 Volt AC single phase or three phase
- 480/277 Volt AC single phase or three phase
- 480 Volt AC single phase or three phase

**Electrician Labor**

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30am-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

If you prefer to pay by check complete service order form and submit to address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

Electric Service				
Qty	Description	Discount	Regular	Cost
120 Volts				
	20 amp	\$125.00	\$180.00	\$
	20 amp GFI	\$125.00	\$210.00	\$
	30 amp	\$150.00	\$225.00	\$
208 Volts Single Phase				
	30 amp	\$275.00	\$465.00	\$
	60 amp	\$460.00	\$690.00	\$
	100 amp	\$670.00	\$915.00	\$
208 Volts Three Phase				
	30 amp	\$350.00	\$550.00	\$
	60 amp	\$555.00	\$860.00	\$
	100 amp	\$850.00	\$1,245.00	\$
	200 amp	\$1,525.00	\$2,295.00	\$
480 Volts Single Phase				
	30 amp	\$300.00	\$405.00	\$
	60 amp	\$750.00	\$950.00	\$
	100 amp	\$1,100.00	\$1,300.00	\$
480 Volts Three Phase				
	30 amp	\$550.00	\$800.00	\$
	60 amp	\$600.00	\$800.00	\$
	100 amp	\$850.00	\$1,055.00	\$
Electrician Labor				
#Hrs	Straight	Overtime	Double	Cost
	\$70.00	\$115.00	\$140.00	\$
Extension Cord Rental				
Qty	Size	Discount	Regular	Cost
	25 ft.	\$25.00	\$40.00	\$
6% Sales Tax (for extension cord rental only)				\$
<b>Total</b>				<b>\$</b>

## OUTLET & DISTRIBUTION LOCATION GRID

Please email completed form to [Exhibitor.services@kyvenues.com](mailto:Exhibitor.services@kyvenues.com)

COMPANY NAME \_\_\_\_\_

SHOW NAME \_\_\_\_\_

BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

1. Either write the measurements or use the boxes as the scale for outlet locations.  
Each square = \_\_\_\_\_ feet.

2. Mark the adjoining orientation. booth # or aisle for

ADJACENT BOOTH # _____ OR AISLE
---------------------------------

ADJACENT BOOTH # _____ OR AISLE
---------------------------------

		ADJACENT BOOTH # _____ OR AISLE							

ADJACENT BOOTH # _____ OR AISLE
---------------------------------



# INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky  
Exposition Center  
937 Phillips Lane  
Louisville, KY 40209  
kyexpo.org



## Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 367-5275**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

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

All work performed on equipment by KEC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

Kentucky Exposition Center  
**COMPRESSED AIR – WATER – DRAINAGE  
 SERVICE ORDER FORM**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted through online ordering or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.

Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions.**

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

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

<b>COMPRESSED AIR: 125 PSI</b>	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for each line run from main line to booth	\$180.00	\$280.00	_____
_____ Each additional connection within booth	\$140.00	\$185.00	_____
_____ Additional charges for compressor rental <i>(When applicable. Contact KEC Service Desk for details.)</i> plus KY sales tax			_____

Circle size of connections required – 1/4" 1/2" 3/4"

Circle location of connection(s) – Left Rear Right

CFM Required \_\_\_\_\_ PSI Required \_\_\_\_\_

**NOTE:** Pressure may vary. No guarantee can be made of minimum or maximum pressure.

If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Service is only available in South Wings A, B and C. For service in North Wing, please call for quote.

<b>WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"</b>	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$175.00	\$250.00	_____
_____ Each additional connection	\$115.00	\$165.00	_____
_____ Fill up only (each time)	\$135.00	\$140.00	_____

**NOTE:** Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

<b>DRAINAGE:</b>	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$135.00	\$215.00	_____
_____ Each additional connection	\$ 80.00	\$125.00	_____
_____ Additional charges for water pump <i>(When applicable. Contact KEC Service Desk for details.)</i> plus KY sales tax			_____

**NOTE:** Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

<b>PLUMBER:</b>	Discount Order Rate	Discount Overtime Rate	Regular Order Rate	Regular Overtime Rate	TOTAL
	\$70.00	\$105.00	\$115.00	\$172.50	_____

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

All work performed on equipment by KEC service personnel including repairs, tracing malfunctions, etc., will be charged at prevailing rates in one-hour increments (minimum charge of one hour). Orders received less than 36 hours prior to the show may not be installed in time for opening. **Prices are subject to change without notice.** If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

Kentucky Exposition Center

**LABOR AND EQUIPMENT  
SERVICE ORDER FORM**

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Credit card information will **ONLY** be accepted through online ordering or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions.**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Labor and equipment services for lessee/exhibitors of the Kentucky Exposition Center shall be charged at the following rates:

Date Needed	Number Needed	Work Required	Hours Worked	Discount Rate	Discount Overtime Rate	Regular Rate	Regular Overtime Rate
		Painter		\$ 50.00	\$ 75.00	\$ 90.00	\$135.00
		Laborer		\$ 40.00	\$ 60.00	\$ 60.00	\$ 90.00
		Carpenter		\$ 50.00	\$ 75.00	\$ 90.00	\$135.00
		Bobcat or 6,000-8,000lb Forklift with Operator		\$110.00	\$165.00	\$160.00	\$240.00
		Payloader or JLG Hy-Lift with Operator		\$200.00	\$300.00	\$300.00	\$450.00
		Scissor Lift with Operator		\$180.00	\$270.00	\$270.00	\$405.00
		Banding per Skid/Item		\$ 75.00	\$105.00	\$ 75.00	\$105.00
		Shrink Wrap per Skid/Item		\$ 60.00	\$ 90.00	\$ 60.00	\$ 90.00

**Mobile Spotter Fee** – Assistance with clearing aisles and moving rolling equipment. **\$110.00 Flat Fee**

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

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

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

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

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

If you prefer to pay by check complete a service order form and submit to the address below.

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