



PLEASE DIRECT THIS EXHIBITOR SERVICE KIT TO THE PERSON IN CHARGE OF YOUR EXHIBIT.

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

Dear Exhibitor:

As the Official Service Contractor for the **45th ANNUAL CENTRAL KY HOME & GARDEN SHOW**, we are enclosing information and order forms to assist you in exhibiting in the upcoming show, **APRIL 3-5, 2020**.

Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. Please take a moment to read the rules & regulations and complete the attached forms, listing the additional equipment or services you may need for your booth space. Return your forms to LEXPO Exposition Services prior to **MONDAY, MARCH 23, 2020**. **A service desk will be staffed in the exhibit area during set-up, where additional orders may be made.**

BOOTH EQUIPMENT- The following equipment will be provided for each 10'X10' or 10'x 5' booth space:

- 8' high background drapery with 3' high side partitions in black.
- (1) Booth ID Sign

Equipment and services, such as furniture and electric orders are available by using the attached forms.

***PRESSURIZED AIR SERVICE/RUNNING WATER SERVICE**-Available only in specific areas. Please call for information and quote. Due to the nature of these services, only those orders placed in advance can be accepted.

***HANGING OF SIGNS**-Arrangement for installation of overhead signs within exhibitor's space must be made prior to the first scheduled move-in day. Please call for details and quote.

***Please be aware that there may be a waiting period if you wait and order labor or forklift services on the day of move-in.**

***FORKLIFT SERVICE SHOULD BE ORDERED AND SCHEDULED IN ADVANCE. ORDERS MADE ONSITE WILL BE ACCOMMODATED TO THE BEST OF OUR ABILITY. HOWEVER, THOSE EXHIBITORS WHO HAVE PRE-ORDERED SERVICE WILL HAVE PRIORITY OVER THOSE WHO HAVE NOT SCHEDULED SERVICE.**

Please mail, fax or email the forms to the address provided.

Lexpo Exposition Services Fax: 859-254-8151 Email: ahensley@lexingtoncenter.com
430 W. Vine Street mhaase@lexingtoncenter.com
Lexington, KY 40507

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.

EXHIBIT 4.1

Rules and Regulations Lexington Center Corporation (LCC)

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

General Information

CORPORATION is a non-smoking facility. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

There is no "guarantee of" free parking in lots owned and operated by CORPORATION.

A five-percent (5%) convenience fee will be added to deposits and settlement charges paid by credit card.

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

The use or distribution of helium filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common 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, etc. to wall surface, windows, lecterns or drapery is prohibited.

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

Pets are prohibited with the exception of those authorized by CORPORATION due to the nature of the event, or guide, signal and service animals.

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 CORPORATION. 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 vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to CORPORATION prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for CORPORATION approval. Should approval be granted these vendors are subject to a \$75/day food vendor fee.

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. CORPORATION, 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**. Licensor 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 CORPORATION for review and approval by the 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 CORPORATION 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 CORPORATION Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of CORPORATION management, to take precautions for protection of CORPORATION property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of the CORPORATION. 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 carpeted areas.

Lexington Center Corporation's rules and regulations state that **PETS ARE PROHIBITED**. Only animals authorized by LCC due to the nature of the event, or guide, signal or service animals are permitted in the building. Without proper documentation, your animal must be removed from the facility. Not doing so places the event promoter in breach of contract.

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

Dog Care Options:

DOGTOWN LLC

Phone: 859-252-DOGS(3647)

Email: dogtown.llc@gmail.com

Hours: Monday-Friday 7a-6p

Saturday-Sunday 9-11am, 5-7pm

1026 Manchester Street

Lexington, KY 40508

UPTOWN HOUNDS

Phone: 255-BARK (2275)

Email: reception@UptownHounds.com

Hours: Monday-Saturday 10a-7p

Sunday 12p-7p

466 Angliana Avenue

Lexington, KY 40508

PET SUITES

Phone: 859-543-0400

Hours: 7a-8p 7 days a week

2057 Bryant Road

Lexington, KY 40509

MASTERSON ANIMAL CLINIC

Phone: 859-389-8387

Hours: Monday-Friday 8a-12p and 2p – 6p

Saturday 9a – noon

Sunday 5:30p – 6p

1490 Leestown Rd.

Lexington KY 40511

Lexington Center Corporation

AUTHORIZATION REQUEST / FOOD SALE AND DISTRIBUTION SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Lexington Center Corporation has exclusive food and beverage distribution rights within the Lexington Center complex. Exposition sponsoring organizations and/or their exhibitors may sample or sell food products ONLY upon written authorization.

GENERAL CONDITIONS:

- Food sales and/or sampling are restricted to the business purpose of said exhibitor, and distribution is restricted to a bonafide exhibit space. **All alcoholic beverage sampling and/or sales are strictly prohibited by exhibitors. As stipulated by the Kentucky Alcohol Beverage Control regulations, all alcohol service must be provided through Lexington Center Corporation.**

Check appropriate block(s):

☐ Food and /or beverage offerings are for sampling purposes only.

- Non-alcoholic beverages limited to maximum of 4 oz. container and 3 oz. product.
- Food items limited to "bite size."

☐ Food sales of items that **are not** for on-site consumption. (Examples: jams, jellies, dry mixes, spices, marinades, country hams, etc.).

☐ Food sales of items that may be consumed on site. (Examples: candy, fudge, jerky, baked goods, nuts and snack items.) If approval is granted, a service fee of Seventy Five Dollars (\$75.00) per day of sales will be assessed to said exhibitor and collected by the Event Promoter. Approval will not be granted for any item(s) in direct conflict with items which are available from the Lexington Center Corporation concessions department or its designated representative.

- The firm named below acknowledges they have sole responsibility for use, servicing or any other disposition of such items and is in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Lexington Center Corporation and the Lexington Center complex from all liabilities, including product liability, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or any other disposition of such items.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.

Name of Event: _____

Firm Name: _____ Phone No.: _____ Booth No.: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Title: _____ Date: _____, 20____

Signature: _____

Products you wish to offer for sale: _____

Proposed method of preparation and dispensing: _____

Approved: _____ Date: _____

Lexington Center Corporation

IN ORDER FOR REQUEST TO BE CONSIDERED, THIS FORM MUST BE RETURNED TO OUR OFFICE A MINIMUM OF FOURTEEN DAYS PRIOR TO START OF SHOW.

THE LEXINGTON - FAYETTE COUNTY HEALTH DEPARTMENT MAY HAVE ADDITIONAL REQUIREMENTS FOR EXHIBITORS THAT ARE SERVING ANY FOOD PRODUCTS. PLEASE CONTACT THE LOCAL REPRESENTATIVE AT 859-231-9791 FOR COMPLIANCE INFORMATION.

Return for to Lexington Center Sales Department: sales@lexingtoncenter.com or (859) 253-2718 (FAX)
For additional information on services available, please call the Lexington Center sales office at 859-233-4567.



Lexington-Fayette County Health Department

Environmental Health
650 Newtown Pike
Lexington, KY 40508-1197
(859) 231-9791
(859) 231-9459 Fax

LFCHD Temporary Foodservice Guidelines

Permitting

A temporary food service permit is required for preparing and/or serving food/drinks to the public; to include, beverages or samples of food/drink products. Commercial pre-packaged, shelf-stable food products do not need a temporary permit.

A public Foodservice establishment or other food vendor must obtain a permit from the Lexington-Fayette County Health Department (LFCHD) for each temporary Foodservice event in which it participates. LFCHD will inspect temporary events and if minimum sanitation standards are not met, the Foodservice operation will be discontinued until corrections are completed and verified by LFCHD Environmental Health Specialists.

Owners / operators of a temporary Foodservice must notify LFCHD of the following items no less than two business days prior to the scheduled event and complete a Temporary Foodservice Registration form to include the following information:

- 1) Type of Foodservice proposed,
- 2) Food list, method of storage, and how (coolers, refrigerators, hot boxes, etc.) temperature will be maintained,
- 3) Time and location of the event,

If, for whatever reason, you do NOT set-up or are late please call 859-231-9791 during normal working hours or after-hours / weekends / holidays call 859-335-7071 to notify the Environmental Health representative.

Fees

Temporary public Foodservice establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$50
- 4-7 day event – \$75
- 8-14 day event - \$100

Foodservice Personnel

All Foodservice personnel that prepare/handle food must have a valid Lexington-Fayette County Food Handler Card.

- Food handler cards may be obtained for \$20 at 650 Newtown Pike, 2nd Floor, Monday-Friday from 8:30 a.m. – 4:00 p.m.; or they may be obtained online for \$15 at www.LexingtonHealthDepartment.org

Employees may not touch ready-to-eat (RTE) food with their bare hands. Employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

All personnel must wash their hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become unclean.

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

Facilities

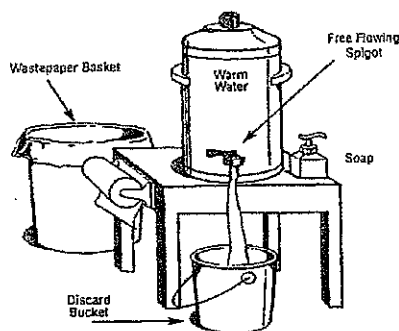
The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements include:

- 1) Foodservice operators must provide overhead protection where food is prepared or portioned or stored or ware washing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings should be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by an effective means.
- 5) A three-compartment sink is required within the temporary Foodservice for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or Foodservice establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become unclean. (See diagram below)
- 6) A hand washing station is required. This station may be a clean, portable container equipped with an on/off valve and a catch bucket to collect the waste water. Soap and single-service paper towels must be available for hand washing and hand drying. (See the diagram below)

HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service.

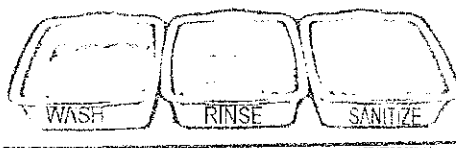
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine
50-100 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

Water

All Foodservice operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee hand washing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved waste water system.

To Prevent Foodborne Illness

- Obtain foods from an approved source. **The preparation of foods in a home kitchen or any other establishment not subject to a Health Department inspection is prohibited. Home canned foods or shellfish are also prohibited.**
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° F or above.
- Maintain cold foods at temperatures of 41° F or below.
- Reheat cooked foods to a minimum temperature of 165° F within two hours for hot holding.
- **Check food temperatures frequently with a metal stem thermometer.**
- Heat foods quickly and cool foods rapidly to minimize the time foods are in the food danger zone (41° F to 135° F).
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products, equipment, and single-service articles (cups, straws, napkins) at least six inches off the ground.
- Store prepackaged foods and drinks in drained ice.
- Condiments must be provided in individual packages or approved dispensers.
- Do not display relish/onions/etc. for customer self-service.
- All light fixtures (exception: heat lamps) shall be shielded or shatter-proof

Type of Food	Minimum Internal Temperature
Poultry	165°F
Ground meats (beef, pork, and seafood)	155°F
Steaks of pork, beef, veal, and lamb	145°F

Required Items

- Sanitizer (Quaternary Ammonia or properly diluted unscented bleach may be used)
- Metal stem thermometer
- Thermometers for refrigeration unit(s) / cooler(s)
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or Foodservice establishment
- Use utensils and scoops with handles for food and ice.
- Hair restraints (hair net, ball cap, visor, scarf, or bandanas are acceptable)
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures (keep hot foods hot >135°F and cold foods cold <41°F)
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food



Lexington-Fayette County Health Department

Environmental Health
650 Newtown Pike
Lexington, KY 40508-1197
(859) 231-9791
(859) 231-9459 Fax

TEMPORARY FOOD SERVICE REGISTRATION

Name of Concession _____

Owner/Sponsoring Organization _____

Contact Person _____ Daytime Phone _____

Location of Booth _____

Construction of Booth (trailer, tent, etc.) _____

Date(s) of Operation _____

Hours of Operation: From _____ To _____

FOOD LIST

FOOD TYPE	WHERE PURCHASED	METHOD OF STORAGE	FACILITIES TO MAINTAIN TEMPERATURE

FOOD MUST BE PREPARED ON-SITE OR AT A PERMITTED FOOD SERVICE LOCATION.

If any food is to be prepared at another location, give location name and address and date and time facility will be used.

TO BE COMPLETED BY PERSON AUTHORIZING USE OF FACILITY.

LOCATION NAME	ADDRESS OF FACILITY	DATE	TIME PREPARED

Signature of Owner of Facility _____

Date _____

- The Health Department reserves the right to prohibit the sale of specified items after reviewing the completed list. The applicant hereby grants the right of inspection to the Lexington-Fayette County Health Department Representatives.

Signature _____

Date _____



FURNITURE RENTAL ORDER FORM

LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN
SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

DISPLAY TABLES (Wooden Tops):		TABLES W/ SKIRTING*		TABLES ONLY		AMOUNT
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	
4' X 2' X 30" High	_____	\$45.00	\$59.00	\$23.00	\$27.00	\$ _____
6' X 2' X 30" High	_____	54.00	66.00	28.00	31.00	_____
8' x 2 1/2' x 30" High	_____	65.00	80.00	31.00	36.00	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	54.00	71.00	28.00	32.00	_____
6' X 2' X 42" High	_____	66.00	78.00	34.00	40.00	_____
8' x 2 1/2' x 42" High	_____	80.00	94.00	36.00	43.00	_____
6' SKIRTED TABLE RISER	_____	33.00	38.00	22.00	27.00	_____
8' SKIRTED TABLE RISER	_____	43.00	48.00	32.00	37.00	_____

*Skirting is around 3 sides and includes white vinyl table cover.

Skirting around 4th side _____ 28.20 33.00

Skirting Colors: Please CIRCLE color of skirting preferred:

blue, white, red, gold, teal green, kelly green, hunter green, plum, black, maroon, silver and navy

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR
Padded Fiberglass Chair	_____	\$21.00	\$27.00.....\$ _____
Padded 30" High Stool	_____	33.00	39.00....._____
Gray Walnut Arm Chair	_____	37.00	43.00....._____
Samsonite Folding Chair	_____	10.00	14.00....._____
30" Round Cocktail Table: 13" H	_____	37.00	43.00....._____
30" Round Cocktail Table: 30" H	_____	37.00	43.00....._____
30" Round Cocktail Table: 42" H	_____	37.00	43.00....._____
Black Spandex for Cocktail Table	_____	18.00	18.00....._____
Wastebasket	_____	13.00	14.00....._____
Floor Easel, Tripod	_____	18.00	20.00....._____
Chrome Stanchion	_____	16.00	20.50....._____
Rope (7')	_____	8.00/Ft.	8.00/Ft....._____
4' x 8' Double Sided Tac Boards	_____	57.00	67.00....._____
Shopping Bag Holder	_____	37.00	42.00....._____
Literature Rack	_____	57.00	57.00....._____
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.	10.00 Lin Ft.	12.00 Lin Ft..... \$ _____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Teal green, Black, Silver Gray, Maroon, Plum, Hunter green			
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, Red, Gold, White, Plum, Hunter Green, Maroon			

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

ALL PRICES INCLUDE KY SALES TAX

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
 WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY,
 MARCH 23, 2020. 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

AUDIO-VISUAL ORDER FORM

MAIL TO:
LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

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-1500

ELECTRICAL SERVICE ORDER FORM

LEXPO
EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

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, horsepower etc. Exhibitor is responsible to provide cable from machinery to power source. All temporary power connections must be in compliance with the National Electrical Code of 1999.
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.

NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER.
FLOOR RATES WILL APPLY TO ALL ORDERS
NOT RECEIVED BY MONDAY, MARCH 23, 2020.
ORDERS PLACED AT SERVICE DESK MUST BE
PAID AT TIME OF ORDER. MAKE CHECKS
PAYABLE TO: LEXPO EXPOSITION SERVICES.

AVAILABLE SERVICES

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	\$58.00	\$72.00	\$_____
_____	15 AMP 120V DOUBLE OUTLET	\$66.00	\$78.00	\$_____
_____	20 AMP 120V DOUBLE OUTLET	\$72.00	\$88.00	\$_____
_____	10 AMP 208 VOLT _____ PHASE	\$111.00	\$155.00	\$_____
_____	15 AMP 208 VOLT _____ PHASE	\$131.00	\$186.00	\$_____
_____	20 AMP 208 VOLT _____ PHASE	\$153.00	\$196.00	\$_____
_____	30 AMP 208 VOLT _____ PHASE	\$171.00	\$214.00	\$_____
_____	40 AMP 208 VOLT _____ PHASE	\$193.00	\$232.00	\$_____

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

QTY	ACCESSORIES	ADVANCE	FLOOR	AMT.
_____	300W SPOTLIGHT W/POWER & POLE	\$83.00	\$98.00	\$_____
_____	3-OUTLET ADAPTER	\$17.00	\$20.00	\$_____
_____	EXTENSION CORDS (UP TO 25')	\$29.00	\$36.00	\$_____
_____	POWERSTRIP	\$25.00	\$30.00	\$_____
_____	ORANGE ELECTRICAL AISLE PAD	\$19.00	\$19.00	\$_____

SPECIAL ORDERS ONLY

INDICATE IN THE SPACE THE DESIRED LOCATION OF SPOTLIGHTS OR
DIRECT WIRING CONNECTIONS.

BACK OF BOOTH

FRONT OF BOOTH

TOTAL ORDER \$ _____

FIRM NAME _____ PHONE () _____ FAX # _____
ADDRESS _____ CITY AND STATE _____ ZIP _____
BY _____ NAME _____ DATE _____

SIGNATURE

PLEASE PRINT

#1 A-1500



430 W. VINE STREET LEXINGTON, KY. 40507
PH: 859-233-4567 FAX: 859-254-8151

INTERNET ACCESS SERVICE ORDER FORM

LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

Internet pricing is per Computer per Day

<u>Wireless Internet Services:</u>	COST	QTY	DAY(S)	AMOUNT
<u>Speed</u>				
1MB.....	\$20.00	_____	_____	\$_____
2MB.....	\$50.00	_____	_____	\$_____
<u>Wired Internet Service:</u>	\$100.00	1 st LINE	_____	\$_____
Additional Wired Internet Line(s)	\$50.00	_____	_____	\$_____

For Wired Internet Service, please complete the Placement Diagram Below

<p><i>Service Placement</i></p> <p>Service will be brought to the rear of the booth. Any variation must be marked on this diagram. Please attach an additional page with placement information if necessary. (If island booth, please attach a drawing.)</p> <p>_____ Island Booth</p> <p>_____ Standard Booth</p>	<p>REAR</p> <p>LEFT RIGHT</p> <p>FRONT</p>
--	---

TOTAL ORDER... \$_____

NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY, MARCH 23, 2020. ORDERS PLACED AT THE 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	#2 B - 1500

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.



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

NOTE: Carpeting not available in all areas. Please call us to confirm availability before ordering.

MAILING ADDRESS:

LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

CARPET RENTAL ORDER FORM

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$80.00	\$99.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$135.00	\$177.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$189.00	\$261.00

COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$3.65	\$4.15
X _____ Ft. (Width)		
= _____ X _____ = _____ (TOTAL SQ. FT.) (ABOVE RATE) (RENTAL COST)		

CHECK COLOR DESIRED FOR CARPET:

_____ BLUE _____ SILVER/GREY _____ RED _____ 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)

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
WILL APPLY TO ALL ORDERS NOT BY MONDAY, MARCH 23, 2020.
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF
ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION
SERVICES.

Carpet Tape Roll _____ Quantity at \$23.00 each. =
\$ _____

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-1500



NOTE: Carpeting and cleaning not available in all areas. Please call us to confirm availability before ordering.

SPECIAL BOOTH CLEANING SERVICE ORDER FORM

MAILING ADDRESS:

**LEXPO EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567**

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

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 .45cents per square ft. per day \$_____
- ☐ Vacuuming once before initial opening of Exhibit
_____ (Quantity) 9' x 10' Booths at .50cents 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 MONDAY, MARCH 23, 2020. 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** _____ **BC #2 B-1500**



430 W. VINE STREET LEXINGTON, KY. 40507
PH: (859) 233-4567 FAX: (859) 254-8151

Mail To:

SIGN (BANNER) HANGING

**LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567**

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

	QTY.	AMOUNT
FIRST HOUR UP.....	_____	\$88.00
ADDITIONAL CONTINUOUS HOUR UP.....	_____	\$53.00
FIRST HOUR DOWN.....	_____	\$88.00
ADDITIONAL CONTINUOUS HOUR DOWN.....	_____	\$53.00

**IF YOU ARE EXHIBITING IN THE RUPP ARENA OR ANY AREA OTHER THAN
HERITAGE HALL, PLEASE CALL US TO DISCUSS YOUR SIGN (BANNER)
HANGING @ 859-787-0910.**

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-A-1500



430 W. VINE STREET LEXINGTON, KY. 40507
PH: 859-233-4567 FAX: 859-254-8151

FORKLIFT SERVICE ORDER FORM

LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

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.....\$70.00 per hour
Monday thru Friday.....8:00am to 4:30pm
All other times.....\$80.00 per hour

DATE REQUESTED IN _____
TIME REQUESTED IN _____

DATE REQUESTED OUT _____
TIME REQUESTED OUT _____

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
PRIOR TO THE CLOSE OF SHOW.**

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

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
Signature Please Print

#1 A-1500



430 W. VINE STREET LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

**PLEASE MAKE SURE PACKAGES ARE
CLEARLY LABELED WITH YOUR BOOTH
NAME & SHOW NAME TO ENSURE PROPER
DELIVERY.**

SHIPPING INSTRUCTION AND FREIGHT SERVICE ORDER FORM

**LEXPO EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567**

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO Exposition Services will furnish the following services:

- CRATED..... \$29.50 CWT
Specialized Handling..... \$32.00 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. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
 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.
- Minimum (100 lbs.):

NOTE: Bills of lading are to be completed by your representative and returned to us at the Service Desk.

1. All shipments must be prepaid. Collect shipments will not be accepted.
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. This will enable us to trace shipment if necessary.
4. All material should be shipped to arrive not later than one week prior to initial installation date:

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

**NO LIABILITY WILL BE ASSUMED AS A RESULT OF
ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR
WHICH NO DISPOSITION IS PROVIDED.**

RATES FOR SERVICES:

- A. There will be a minimum charge of \$36.00 or 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 \$35.00 charge per piece.
C. Banding is available for 1.00 per foot plus minimum charge of \$42.00 per hour.

All weights rounded up to the NEXT ONE HUNDRED

Crated: _____ lbs. ÷ 100 x \$30.00 = \$ _____

Special Handling: _____ lbs. ÷ 100 x \$33.00 = \$ _____

Minimum Shipments (under 100lbs) x \$36.00 = \$ _____

Storage (B above): NOT FOR ADVANCE RECEIVING
_____ pieces x \$36.00 = \$ _____

Banding: _____ feet x .91 + \$42.00/hr. = \$ _____

TOTAL ENCLOSED \$ _____

SHIPPING ADDRESS:

**LEXPO EXPOSITIONSERVICES
"Show Name, Business Name & Booth #"
430 W. Vine Street
Manchester Street Dock Door #5
Lexington, Ky. 40507**

**LEXPO PICK UP & DELIVERY HRS: M-F
8:30AM-4:00PM EST.**

TRACING INFORMATION:

Shipped Via: _____

No. of Pieces: _____ Approx. Weight _____

Date Shipped: _____

Firm Name	Phone ()	Fax #
Address	City and State	Zip
By	Name	Date
Signature	Please Print	#2 B - 1500



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 (859) 254-8151

EXHIBIT LABOR ORDER FORM

**MAIL TO: LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567**

**45th ANNUAL CENTRAL KY HOME & GARDEN
SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

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 workman'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	\$48.00 per hour
Monday to Friday	5p to 12mid.	\$83.00 per hour
Saturday & Sunday	All	\$83.00 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.

☐ **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.

☐ **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 obtain 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 \$ _____ = \$ _____

TOTAL ENCLOSED \$ _____

FIRM NAME

PHONE ()

BOOTH #

ADDRESS

CITY AND STATE

ZIP

BY

NAME

DATE

Signature

Please Print

Labor-#2 B-1500



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

PLANT RENTAL ORDER FORM

MAIL TO: LEXPO

EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN
SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

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 MONDAY, MARCH 23, 2020.
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 #2 B-1500



430 W. VINE STREET LEXINGTON, KY. 40507
PH: 859-233-4567 FAX: 859-254-8151

COMPRESSED AIR SERVICE ORDER FORM

MAIL TO:

LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA

IMPORTANT CONDITIONS AND REGULATIONS

1. Use care in ordering compressed air and know the requirements of your equipment. Additional charges will be made for changes and additions.
2. All material and equipment furnished by LEXPO Exposition Services for this service shall remain the property of LEXPO.
3. Rate quoted for all connections cover only the bringing of service to rear of booth in the most convenient manner.
4. Each exhibitor is responsible for his own pressure regulator, filter and dryer.
5. All connections are 1/4" quick connect unless specific arrangements are made in advance.
6. PRESSURIZED AIR SERVICE/RUNNING WATER SERVICE - Available only in specific areas. Please call LEXPO Exposition Services for information and quote. Due to the nature of these services, only those orders placed in advance can be accepted.

NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER.
FLOOR RATES WILL APPLY TO ALL ORDERS NOT
RECEIVED 10 BUSINESS DAYS PRIOR TO MOVE IN OF
SHOW. ORDERS PLACED AT SERVICE DESK MUST
BE PAID AT TIME OF ORDER. MAKE CHECKS
PAYABLE TO: LEXPO EXPOSITION SERVICES.

STANDARD SERVICE AVAILABLE

@ 90 PSI

ADVANCE FLOOR

AMT.

_____ 0-3 CFM	\$148.00	\$193.00	_____
_____ 4-10 CFM	\$193.00	\$245.00	_____

OTHER PSI AND CFM AVAILABLE PLEASE CALL FOR QUOTE

RENTAL INCLUDES KY SALES TAX

TOTAL ORDER \$ _____

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

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____

SIGNATURE

PLEASE PRINT

#1 -A-1500



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 (859) 254-8151

WATER SERVICE ORDER FORM

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

RUNNING WATER SERVICE: AVAILABLE ONLY IN SPECIFIC AREAS. PLEASE CALL FOR INFORMATION. DUE TO THE NATURE OF THESE SERVICES, ONLY THOSE ORDERS PLACED IN ADVANCE CAN BE ACCEPTED.

	QTY.	PRICE	AMOUNT
CONTINUOUS WATER SERVICE	_____	\$178.00	\$_____

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER.
FLOOR RATES WILL APPLY TO ALL ORDERS NOT
RECEIVED BY MONDAY, MARCH 23, 2020. ORDERS
PLACED AT SERVICE DESK MUST BE PAID AT TIME
OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO
EXPOSITION SERVICES

RENTAL INCLUDES KY SALES

TOTAL ORDER \$_____

FIRM
NAME _____ PHONE _____ BOOTH# _____
ADDRESS _____ CITY AND STATE _____ ZIP _____
BY _____ NAME _____ DATE _____



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 (859) 254-8151

WATER SERVICE ORDER FORM

**45th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 3-5, 2020
LEXINGTON CONVENTION CENTER-RUPP ARENA**

RUNNING WATER SERVICE: AVAILABLE ONLY IN SPECIFIC AREAS. PLEASE CALL FOR INFORMATION. DUE TO THE NATURE OF THESE SERVICES, ONLY THOSE ORDERS PLACED IN ADVANCE CAN BE ACCEPTED.

	QTY.	PRICE	AMOUNT
WATER SERVICE FOR LESS THAN 100 GALLONS	_____	\$72.00	\$_____
WATER SERVICE FOR UPTO 500 GALLONS	_____	\$159.00	\$_____

NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY, MARCH 23, 2020. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

RENTAL INCLUDES KY SALES

TOTAL ORDER \$_____

FIRM NAME _____ PHONE () _____ BOOTH _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____



ADVANCE PRICE DEADLINE:
MONDAY, MARCH 23, 2020

MAILING ADDRESS:

430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

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

PAYMENT FORM

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

FURNITURE.....	\$
CUSTOM FURNITURE.....	\$
AV.....	\$
ELECTRIC.....	\$
INTERNET.....	\$
CARPET.....	\$
CARPET CLEANING.....	\$
SIGN HANGING.....	\$
FORKLIFT.....	\$
SHIPPING.....	\$
LABOR.....	\$
PLANTS.....	\$
AIR.....	\$
WATER.....	\$

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: 45th ANNUAL CENTRAL KY HOME & GARDEN SHOW

Firm Name _____ Phone () _____

Address _____ City & State _____ Zip Code _____

By _____ Name _____ Date _____
Signature Please Print (Must be received in our office by Dead-line)