



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

**47th ANNUAL CENTRAL KY HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER**

Dear Exhibitor:

As the Official Service Contractor for the **47th ANNUAL CENTRAL KY HOME & GARDEN SHOW**, we are enclosing information and order forms to assist you in exhibiting in the upcoming show, **APRIL 1-3, 2022**. 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 14, 2022**. **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 20' 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.

***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 NOTE: CARTS WILL NOT BE PROVIDED FOR MOVE-IN AND MOVE-OUT.**

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

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

Fax: 859-254-8151

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

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

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

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. In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Central Bank Center is a smoke-free facility. Additionally, CORPORATION 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.

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, tape, stickers, carpet etc. to wall surface, floors, 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 or sell food items specific to their business by submitting the Lexington Center Sampling Authorization form to CORPORATION a minimum of fourteen days prior to the event.

The Lexington – Fayette County Health Department may have additional requirements for exhibitors that are serving any food products. Please contact the local representative, Skip Castleman, at 859-899-4277 for compliance information.

Food preparation is not permitted in carpeted areas.

Possession, distribution and consumption of alcoholic beverages is prohibited except through properly authorized vendors. 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.

CENTRAL BANK CENTER

SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at The Central Bank Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy and we will be happy to help you arrange these catering services.
2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to “bite size”, not to **exceed 2oz.** portions.
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Convention Centers, and The Central Bank Center as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - A charge of \$200.00 per day, per distribution location will be paid to Levy in full prior to show/event. This fee is non-negotiable and non-refundable
 - Products must be purchased through Levy and served by a Levy Certified bartender.
 - There is no purchase requirement with the tasting of samples.
 - There is no cooperative advertising associated with the event.
 - Wine and spirits manufacturers or their agents must be registered pursuant to the state of Kentucky regulations.
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Convention Centers, and The Central Bank Center as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - Sample portions must be under the following limits for both a non-food show and a food show.
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Lexington ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - Distribution of alcoholic products must be monitored & overseen by a certified bartender from Levy in Compliance with Kentucky Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D. Exhibitor is responsible for bartender fees.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Central Bank Center fees.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$200.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$100.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$100.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$275.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy at Central Bank Center unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name

Telephone

Email address

Address

City

Zip

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and The Central Bank Center, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

EMAIL TO: Asia Ross

aross@levyrestaurants.com



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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022

CENTRAL BANK CONVENTION CENTER

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

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

Skirting around 4th side _____ 29.50 35.00

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

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

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

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$12.00 Lin Ft.	\$13.50 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	10.50 Lin Ft.	12.50 Lin Ft.....	\$ _____
Please <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.

ALL Prices Includes Sales Tax

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



AUDIO-VISUAL ORDER FORM

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

RATES QUOTED ARE PER DEVICE PER DAY

COMPUTER MONITORS OR LAPTOPS

CALL FOR QUOTE!

RIGGING

CALL FOR QUOTE!

AV EQUIPMENT

QTY.

____ VHS Player / VCR.....
____ VGA Cable.....
____ TV on Cart
____ Projector.....
____ 32" LCD Screen.....
____ DVD Player.....
____ Plasma TV - 40" or 50".....
____ 19" Confidence Monitor
____ Blue Ray Player.....
____ + More.....

CALL FOR QUOTE!

RATES DO NOT INCLUDE ELECTRICAL SERVICE FOR EQUIPMENT OR LABOR

The audio/visuals will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the Service Desk and make arrangements to return them. The exhibitor is responsible for the replacement cost for items not returned or missing.

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER.
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT
TIME OF ORDER.
MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION
SERVICES.

ALL PRICES INCLUDE KY. SALES TAX

TOTAL ORDER \$ _____

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

ADDRESS _____ CITY & STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
Signature Please Print #1-AV-2000



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

ELECTRICAL SERVICE ORDER FORM

**47th ANNUAL CENTRAL KY
 HOME & GARDEN SHOW
 APRIL 1-3, 2022
 CENTRAL BANK CONVENTION CENTER**

IMPORTANT CONDITIONS AND REGULATIONS

1. Use care in ordering power and know the requirements of your equipment. Insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, machinery horsepower etc. Exhibitor is responsible to provide cable from to power source. All temporary power connections must be in compliance with the National Electrical Code of 2014.
4. All material and equipment furnished by Lexington Center for this service shall remain the property of Lexington Center.
5. All exhibitor's cords must be the 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized shall be grounded.
6. Rates quoted for all connections cover only the bringing of service to rear of booth on the most convenient manner.
7. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.

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.

AVAILABLE SERVICES OFFERED

120 VOLT, AC, SINGLE PHASE, 60 CYCLE, 208 VOLT,
 AC, SINGLE AND THREE PHASE. 60 CYCLE, 480 VOLT, AC, THREE
 PHASE, 60 CYCLE (QUOTE BASIS)

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

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

QUOTE:

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

SPECIAL ORDERS ONLY

INDICATE IN THE SPACE PROVIDED THE DESIRED LOCATION OF SPOTLIGHTS
 AND SPECIAL 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-2000



INTERNET ACCESS SERVICE ORDER FORM

MAILING ADDRESS:

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

Internet pricing is per DEVICE per Day

<u>Wireless Internet Services:</u>	COST	QTY	DAY(S)	AMOUNT
<u>Speed</u>				
1MB.....	\$20.00	_____	_____	\$ _____
2MB.....	\$50.00	_____	_____	\$ _____
5MB.....	\$75.00	_____	_____	\$ _____
<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>Service Placement</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>
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TOTAL ORDER... \$ _____

NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCE DATE LISTED AT THE TOP OF THE ATTACHED PAYMENT FORM. 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 - 2000

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.



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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

STANDARD EXHIBIT BOOTH CARPET

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

COMPLETE EXHIBIT AREA CARPET

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

CHECK COLOR DESIRED FOR CARPET:

_____ BLUE _____ BLACK _____ BLACK TUXEDO

PADDING-PROTECTIVE PLASTIC COVERING-TAPE

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

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

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

NOTICE
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.

ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$

BUSINESS NAME _____ **PHONE ()** _____ **FAX ()** _____

ADDRESS _____ **CITY AND STATE** _____ **ZIP** _____

BY _____ **NAME** _____ **DATE** _____

Signature

Please Print

#2 B-2000



SPECIAL BOOTH CLEANING SERVICE ORDER FORM

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

Maintenance of individual booth areas is the exhibitor's responsibility. Individual cleaning for your booth may be ordered by checking the services desired that are listed below; the charges are based upon the gross exhibit booth area. Maintenance personnel are not permitted to enter your booth area without the authorization to clean your booth area.

CARPET CLEANING

AMOUNT

- ☐ Vacuuming before initial opening of Exhibit and daily thereafter,
including emptying of waste baskets nightly.
_____ (Quantity) 9' x 10' Booths at .45 cents per square ft. per day \$ _____
- ☐ Vacuuming once before initial opening of Exhibit
_____ (Quantity) 9' x 10' Booths at .50 cents per square ft. per day \$ _____

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

Detail special instructions _____

TOTAL ORDER \$ _____

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

Firm Name _____ Phone () _____ Fax # _____

Address _____ City and State _____ Zip _____

By _____ Name _____ Date _____

Signature

Please Print

BC #2 B-2000

LEXPO

EXPOSITION SERVICES

Mail To:

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

SIGN (BANNER) HANGING

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

**SIGN HANGING IS NOT AVAILABLE IN ALL AREAS. AVAILABILITY OF SIGN HANGING SERVICE
WILL BE EVALUATED ACCORDING TO BOOTH PLACEMENT. PLEASE CALL BEFORE
ORDERING TO CONFIRM IT IS AVAILABLE FOR YOUR BOOTH SPACE.**

**ANY SIGNAGE WEIGHING MORE THAN 25LBS OR THAT NEEDS SPECIAL RIGGING –
PLEASE CALL FOR QUOTE**

	QTY.	AMOUNT
FIRST HOUR UP.....	_____	\$89.00
ADDITIONAL CONTINUOUS HOUR UP.....	_____	\$58.00
FIRST HOUR DOWN.....	_____	\$89.00
ADDITIONAL CONTINUOUS HOUR DOWN.....	_____	\$58.00

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-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

**47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER**

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the
following services:

CRATED \$35.00 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.

NOTE: Bills of lading are to be completed by your show personnel and return to 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 regarding shipment to the letterhead address above. 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:

NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING & UNLOADING OF ALL MATERIALS AND EQUIPMENT.

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

RATES FOR SERVICES:

- A. There will be a minimum charge of \$42.00 per delivery on shipments totaling less than 100 lbs.
B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$39.50 charge per piece.
C. Banding is available for .90cents per foot plus minimum charge of \$45.50 per hour.
D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: _____ lbs. ÷ 100 x \$35.50 = \$ _____

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

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

TOTAL ENCLOSED \$

SHIPPING RECEIVING & PICK UP ADDRESS:

LEXPO EXPOSITION SERVICES
"SHOW NAME, BUSINESS NAME AND BOOTH #"
430 WEST VINE STREET
MANCHESTER STREET DOCK #4
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 _____ Name _____ Date _____
Signature Please Print #1 A-2000



**FORKLIFT SERVICE
ORDER FORM**

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

FORKLIFT SERVICE

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

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

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

SERVICES AVAILABLE-MINIMUM ONE HOUR CHARGE

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

DATE REQUESTED IN _____
TIME REQUESTED IN _____

DATE REQUESTED OUT _____
TIME REQUESTED OUT _____

**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

#1 A-2000

LEXPO

EXPOSITION SERVICES

EXHIBIT LABOR ORDER FORM

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

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

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

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

The LEXPO Exposition Services shall be the SOLE authority on all matters in the DOCK area. This shall include but not be confined to such items as assignment of dock space and loading and unloading of all materials and equipment.

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

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

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

Indicate
One Only

☐

ERECT EXHIBIT WITHOUT EXHIBITOR'S SUPERVISION. _____ (No.) Men _____ (No.) Hours

NOTE: Proper instructions should be given, and although the utmost care will be exercised, LEXPO Exposition Services will not be responsible for any resulting damage, loss, excessive time or improper installation.

***30% Supervision Fee Will Apply**

☐

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION.

Have _____ (No.) men available as close as possible _____ (A.M. - P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

We anticipate these men will be needed for _____ (No.) hours.

Indicate
One Only

☐

DISMANTLE EXHIBIT AT CLOSE OF EXPOSITION WITHOUT EXHIBITOR'S SUPERVISION.

_____ (No.) Men _____ (No.) Hours

Note: Exhibits will be dismantled when crates are returned. Although the utmost care will be exercised, LEXPO Exposition Services is not responsible for resulting damage or loss from improper packing, theft or any other cause.

***30% Supervision Fee Will Apply**

☐

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

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

TOTAL ENCLOSED \$ _____

FIRM NAME

PHONE ()

BOOTH #

ADDRESS

CITY AND STATE

ZIP

BY

NAME

DATE

Signature

Please Print

Labor-#2 B-2000



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

PLANT RENTAL ORDER FORM

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

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

The plants will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the service desk and make arrangements to return them. The exhibitor is responsible for the replacement cost of items not returned or missing.

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

TOTAL ORDER \$ _____

ALL PRICES INCLUDE KY SALES TAX

PLANT SELECTION SUBJECT TO AVAILABILITY

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

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

Signature

Please Print

#1 A-2000



WATER SERVICE ORDER FORM

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

47th ANNUAL CENTRAL KY
HOME & GARDEN SHOW
APRIL 1-3, 2022
CENTRAL BANK CONVENTION CENTER

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. THIS SERVICE IS TO FILL AND DRAIN.

	QTY.	PRICE	AMOUNT
WATER SERVICE FOR LESS THAN 100 GALLONS	_____	\$75.00	\$ _____
WATER SERVICE UPTO 500 GALLONS	_____	\$161.00	\$ _____
CONTINUOUS WATER SERVICE	_____	\$181.00	\$ _____

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

TOTAL ORDER \$ _____

FIRM NAME	PHONE	BOOTH#
ADDRESS	CITYANDSTATE	ZIP
BY	NAME	DATE

#1 A-2000

Return To:



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

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

PAYMENT FORM

ADVANCED DATE:
MONDAY, MARCH 14, 2022

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

RECAP OF SERVICES AND EQUIPMENT ORDERED

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

FURNITURE.....	\$
AV.....	\$
ELECTRIC.....	\$
INTERNET.....	\$
CARPET.....	\$
CARPET CLEANING.....	\$
SIGN HANGING.....	\$
FORKLIFT.....	\$
SHIPPING.....	\$
LABOR.....	\$
PLANTS.....	\$
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 _____

While Lexington Center Corp. charges a 5% service fee, Lexpo Exposition Services does not currently charge a service fee. 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: 47th ANNUAL CENTRAL KY HOME & GARDEN SHOW

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 _____ Name _____ Date _____

Signature

Please Print

(Must be received in our office by Deadline)