



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

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW  
APRIL 9-11, 2021  
LEXINGTON CONVENTION CENTER-RUPP ARENA**

Dear Exhibitor:

As the Official Service Contractor for the **46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**, we are enclosing information and order forms to assist you in exhibiting in the upcoming show, **APRIL 9-11, 2021**. 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 22, 2021**. **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.

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

**\*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  
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](mailto: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](mailto: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 Sampling Authorization Request

## Policy for Food and Beverage Distribution on Show Floors

Please complete this form to request authorization to distribute food or beverages not purchased through Hardwood & Oak Hospitality, the exclusive food and beverage provider at the Lexington 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 Hardwood & Oak Hospitality.

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 Hardwood & Oak Hospitality. 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 Hardwood & Oak Hospitality 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.

•Beverages (non-alcoholic only) 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 (Hardwood & Oak Hospitality), and The Lexington Center as additional insured, and are responsible for state and local laws.

<https://lexingtonhealthdepartment.org/wp-content/uploads/2019/05/LFCHD-Sampling-Guidelines.pdf>

3. Vendors are responsible for all booth rental fees, electrical, plumbing, drainage, delivery, storage and all other Lexington Center services.

4. 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 Hardwood & Oak Hospitality.

## Company Requesting Sampling Permission Information

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense, reason for distribution, and method of dispensing:

Size of portion to be dispensed:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Convention Centers (Hardwood & Oak Hospitality) and The Lexington Center, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

*In signing below I understand and agree to the terms and conditions above*

Applicant Signature:

Date:

Approval Signature:

Date:

Please email this form to your Hardwood & Oak Hospitality Manager at least two weeks in advance



## FURNITURE RENTAL ORDER FORM

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

**46th ANNUAL CENTRAL KY HOME & GARDEN  
 SHOW**  
**APRIL 9-11, 2021**  
**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   | _____    |
| <b>COUNTER HEIGHT</b>         |       |                     |         |             |         |          |
| 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 22, 2021. 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

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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**

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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 22, 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   | \$60.00  | \$73.00  | \$_____ |
| _____ | 15 AMP 120V DOUBLE OUTLET   | \$67.00  | \$79.00  | \$_____ |
| _____ | 20 AMP 120V DOUBLE OUTLET   | \$73.00  | \$89.00  | \$_____ |
| _____ | 10 AMP 208 VOLT _____ PHASE | \$112.00 | \$156.00 | \$_____ |
| _____ | 15 AMP 208 VOLT _____ PHASE | \$132.00 | \$187.00 | \$_____ |
| _____ | 20 AMP 208 VOLT _____ PHASE | \$154.00 | \$197.00 | \$_____ |
| _____ | 30 AMP 208 VOLT _____ PHASE | \$172.00 | \$215.00 | \$_____ |
| _____ | 40 AMP 208 VOLT _____ PHASE | \$194.00 | \$233.00 | \$_____ |

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

| QTY   | ACCESSORIES                   | ADVANCE | FLOOR   | AMT.    |
|-------|-------------------------------|---------|---------|---------|
| _____ | 300W SPOTLIGHT W/POWER & POLE | \$84.00 | \$99.00 | \$_____ |
| _____ | 3-OUTLET ADAPTER              | \$18.00 | \$22.00 | \$_____ |
| _____ | EXTENSION CORDS (UP TO 25')   | \$30.00 | \$37.00 | \$_____ |
| _____ | POWERSTRIP                    | \$26.00 | \$31.00 | \$_____ |
| _____ | ORANGE ELECTRICAL AISLE PAD   | \$20.00 | \$20.00 | \$_____ |

### 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

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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 <sup>st</sup> 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> | <div>REAR</div> <div>LEFT                      RIGHT</div> <div>FRONT</div> |
|--|---|

**TOTAL ORDER... \$\_\_\_\_\_**

### NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY, MARCH 22, 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

**MAILING ADDRESS:**

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

**CARPET RENTAL ORDER FORM**

46th ANNUAL CENTRAL KY HOME & GARDEN SHOW  
APRIL 9-11, 2021  
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.<br>(LENGTH)  | \$3.65  | \$4.15 |
| <b>X</b> _____ Ft.<br>(Width)  |         |        |
| = _____ <b>X</b> _____ = _____<br>(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)

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

**NOTICE**

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES  
WILL APPLY TO ALL ORDERS NOT BY MONDAY, MARCH 22, 2021.  
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-1500



**SPECIAL BOOTH CLEANING SERVICE ORDER FORM**

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

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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 22, 2021.**  
**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.....                   | _____ | \$90.00 |
| ADDITIONAL CONTINUOUS HOUR UP.....   | _____ | \$55.00 |
|                                      |       |         |
| FIRST HOUR DOWN.....                 | _____ | \$90.00 |
| ADDITIONAL CONTINUOUS HOUR DOWN..... | _____ | \$55.00 |

**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-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**

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW  
APRIL 9-11, 2021  
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.  
Minimum (100 lbs.):
  6. Remove exhibit material from booth area and arrange for loading on carrier.

**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 EXPOSITION SERVICES  
"Show Name, Business Name & Booth #"  
430 W. Vine Street  
Manchester Street Dock  
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  
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

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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.....\$80.00 per hour  
Monday thru Friday.....8:00am to 4:30pm  
**All** other times.....\$90.00 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 (859) 254-8151

## EXHIBIT LABOR ORDER FORM

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

**46th ANNUAL CENTRAL KY HOME & GARDEN  
SHOW  
APRIL 9-11, 2021  
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  | \$58.00 per hour |
| Monday to Friday  | 5p to 12mid. | \$93.00 per hour |
| Saturday & Sunday | All          | \$93.00 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

**46th ANNUAL CENTRAL KY HOME & GARDEN  
SHOW  
APRIL 9-11, 2021  
LEXINGTON CONVENTION CENTER-RUPP ARENA**

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

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 22, 2021.  
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  
(859) 233-4567 (859) 254-8151

### WATER SERVICE ORDER FORM

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW  
APRIL 9-11, 2021  
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 | _____ | \$180.00 | \$ _____ |

#### NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER.  
FLOOR RATES WILL APPLY TO ALL ORDERS NOT  
RECEIVED BY MONDAY, MARCH 22, 2021. 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 X 3780 (859) 254-8151

## WATER SERVICE ORDER FORM

**46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**  
**APRIL 9-11, 2021**  
**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 | _____ | \$82.00  | \$ _____ |
| WATER SERVICE FOR UPTO 500 GALLONS      | _____ | \$169.00 | \$ _____ |

### NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER.  
FLOOR RATES WILL APPLY TO ALL ORDERS NOT  
RECEIVED BY MONDAY, MARCH 22, 2021. 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 22, 2021**

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.....\$  
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 \_\_\_\_\_

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: 46th ANNUAL CENTRAL KY HOME & GARDEN SHOW**

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ ZipCode \_\_\_\_\_

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