



Kentucky Public Health Association

P.O. Box 4647
(502) 875-2255

Frankfort, KY 40604 Tel:
Fax: (502) 226-5155
www.kpha-ky.org

December 16, 2019

Dear Potential Exhibitor or Sponsor:

The Kentucky Public Health Association is proud to announce our 72nd annual conference “**2020 Transformation – A Clear Vision for a Healthy Kentucky**” will be held at the [Northern Kentucky Convention Center](#) in Covington, KY, April 22-24, 2020. The conference brings together public health professionals from across Kentucky and surrounding states with the common goal of giving public health practitioners the best continuing education opportunities available anywhere. This year we continue to expand our scope and reach out to other disciplines that contribute to public health!

2020 Exhibit Schedule *Exhibitor set-up Wednesday, April 22, from 8:00am-10:00am.*

Wednesday April 22

Exhibits open 10:00am-12:30pm with a "Meet, Greet, and Eat with the Exhibitors"

Exhibits will close from 12:30-2:00pm and will reopen from 2:00-6:00pm

Thursday April 23

Exhibits open 8:00am-3:00pm

Breakdown for vendors will occur on Thursday, April 23 from 3:00-5:00pm

It is through generous contributions like yours that our annual conference is such a great success with over 400 public health professionals in attendance last year! As a result of your feedback, we are carving out more time for participants to visit with you this year and are planning to incorporate other conference events, such as breakfast, coffee breaks, auction, etc. in the same area, so that you can have maximum exposure to the participants. This year, as we did last year, we are including electricity in the cost of all exhibit packages. Please let us know when you register if you would like to utilize the electricity offered at your booth so that we can have everything set-up for you when you arrive. We are also planning to utilize social media again this year, so stayed tuned for more ways to help us promote the great services and products that you all are offering. This conference is a great way to expand your services across the whole state!

We hope that you will consider being an exhibitor for our 2020 conference! If you are interested, please complete the required online registration form [here no later than March 16, 2020](#). If you select an exhibitor package that includes an AD, please submit your ad no later than March 20, 2020 to guarantee your ad makes it into the program. A limited number of slots are available, so please reserve yours today! If you are unable to pay online, please contact the KPHA office at (502) 875-2255. For more details, please review the attached flier labeled Exhibitor Information. Complete conference details are available [here](#). Specialty services such as compressed air, sign and banner hanging, use of motorized vehicles, and food/beverage distribution **must be requested directly through the Northern Kentucky Convention Center**. Please review the attached NKY Convention Center Exhibitor Kit for information on purchasing these services. Rooms are now available at the Marriott RiverCenter and the Embassy Suites RiverCenter at a KPHA discounted rate of **\$143**. A link to room reservations can be found [here](#) or call 877-465-9282 by **March 27, 2020 to reserve**.

Sponsorships, are also encouraged, which include exhibit booth, are a crucial part of our conference success. These may be purchased at three different levels: Diamond (\$5000), Platinum (\$2500), and Gold (\$1000). For more information, please review the attached flier labeled Sponsor Information or visit the “Exhibitors” link on our [conference home page](#). Can’t do a sponsor or exhibit but still want to be involved? We will continue our “Friends of KPHA” sponsorship of \$150, which includes recognition in the conference program and on the KPHA website plus member mailings (selected)! For all sponsorship questions, please contact Jill LeMaster at (502) 875-2255 or jilemaster.kpha@gmail.com.

Thank you for your continued support of the KPHA and hope to see you at the conference!

Sincerely,
Brandi Gilley
Exhibits Chair, Kentucky Public Health Association
(606) 878-7754 X 238, BrandiN.Gilley@ky.gov

Promoting healthy communities through education, leadership, and commitment to excellence.

Conference Exhibits/Sponsorship Packages



The Kentucky Public Health Association is proud to announce our 72nd annual conference being held at the [Northern Kentucky Convention Center](#) in Covington, KY, April 22-24, 2020. The conference brings together public health professionals from across Kentucky and surrounding states with the common goal of giving public health practitioners the best continuing education opportunities available anywhere. Complete details are located on our [website](#). Click [here](#) to register today!

Diamond (\$5000)	Platinum (\$2500)	Gold (\$1000)
Exhibit table, Full color back cover ad in program <i>(ads due by March 16th)</i>	Exhibit table, 1/2 page color ad in program <i>(ads due by March 16th)</i>	Exhibit table, 1/4 page color ad in program <i>(ads due by March 16th)</i>
Four Complimentary Conference Registrations*	Two Complimentary Conference Registrations*	One Complimentary Conference Registration*
Link on KPHA website for one year to your business or social media page	Link on KPHA website for one year to your business or social media page	Social media spotlight on KPHA Facebook site; Recognition on conference page of KPHA Website
Acknowledgement at the conference awards luncheon on hotel signage	Acknowledgement at the conference awards luncheon on hotel signage	Acknowledgement at the conference awards luncheon on hotel signage

LOCAL HEALTH DEPARTMENTS PACKAGE

For \$300, local health departments will get a 1/4 page ad in the conference program and an exhibit booth! *(Ads due by March 16th)*

EXHIBIT ONLY PACKAGE

For \$650 (For Profit) or \$350 (Not for Profit), exhibitors will receive: 10X10 table/booth with draped table, two chairs and identification sign, free WIFI *(an additional fee of up to \$55 may be incurred for electricity services)*, one complimentary registration*, and company description and contact information in our program

FRIENDS OF KPHA

For a sponsorship of \$150, Friends of KPHA get their name/company in the conference program

**Conference Registration includes all sessions, awards luncheon (April 23, 2020), exhibitors' reception, and all social activities.*

SPACE IS LIMITED, SO REGISTER TODAY! DEADLINE IS MARCH 16, 2020

FOR QUESTIONS, CONTACT BRANDI GILLEY, BrandiN.Gilley@ky.gov, 606-878-7754



ONE WEST RIVERCENTER BLVD.
COVINGTON, KY 41011
(859) 261-1500
(859) 392-7704 FAX
WWW.NKYCC.COM

Welcome to the Northern Kentucky Convention Center!

We look forward to
Kentucky Public Health Association
2020 Annual Conference
Wednesday 04/22/20 - Saturday 04/25/20

*Below are the instructions on locating the order forms for services provided by the Convention Services Team of the **Northern Kentucky Convention Center**. Please remember, prompt receipt of these forms by the Center will ensure delivery of service as well as the discount rate (forms will not be processed without payment).*

SERVICES PROVIDED

- Electric
- Water *Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

ORDERS

Event or Show: 2020 Annual Conference

Discount Rate Deadline Date: Wednesday, April 8, 2020

Standard Rate Deadline Date: Thursday, April 9, 2020

Please note: **Discount Rates** apply to orders received and paid for at least 14 days prior to event Start Date. **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted). **Floor Rates** apply to orders received on Event Start Date and afterwards.

PAYMENT

Check, money order, Visa, MasterCard.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

PLEASE LET US KNOW HOW WE CAN ASSIST YOU!
CONVENTION SERVICES (859) 261-1500
Fax orders 859-392-7704 or email at services@nkycc.com



One West RiverCenter Blvd.
Covington KY 41011
Ph: 859.261.1500 Fax: 859.392.7704
Email: services@nkycc.com

EXHIBITOR/VENDOR SERVICE CONTRACT TERMS AND CONDITIONS

The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.

- I. AMERICANS WITH DISABILITIES ACT** - All events, floor plans and exhibits must comply with ADA.
- II. ANIMALS** - For the safety and wellbeing of our guests, animals are not permitted in the Center. Limited approval may be given for an exhibit/display which absolutely requires the use of an animal. The Client is responsible for obtaining all appropriate permits. Guide, signal or service animals (as defined by Law) are welcomed in the Center. All animal needs are the responsibility of the Client, Exhibitor and/or Guest.
- III. AUTO DISPLAYS/MOTORIZED VEHICLES/VEHICLES** - NOTE: DEALERS WISHING TO DISPLAY OR SELL MOTOR VEHICLES AT A SHOW THAT IS OPEN TO THE PUBLIC MUST HAVE A PERMIT WITH THE COMMONWEALTH OF KENTUCKY.
Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to all state & local fire codes, including code NFPA 54 and return the completed Vehicle Display form to the Center fourteen (14) days prior to official show installation.
- A. THE TEMPORARY USE OR EXHIBITION OF GASOLINE POWERED MOTOR VEHICLES; BOATS SHALL CONFORM TO THE FOLLOWING:**
1. Move-in, move-out and/or any movement within the Center of vehicles must be scheduled with Event Planner. The scheduled times must be times the Center is unoccupied.
 2. The installation or operation of all equipment shall be under the supervision of a competent operator.
 3. The Client who executed the Center Rental Contract shall employ a Center Security Officer whenever vehicle engines are to be used to enter the building. The Center shall determine: The number of personnel and whether a member of the Covington Fire Department is required to be employed. (See published rates for details.)
 4. The maximum amount of fuel permitted to remain in a tank shall be five gallons for gasoline vehicles and ten gallons for diesel vehicles.
(Or a maximum of 1/8th tank—whichever is lesser amount)
 5. A locking type gas cap shall be installed on all gas tanks or caps secured with tape to prevent tampering and the escape of vapors.
 6. All batteries shall be disconnected while the vehicle is not in actual use. Exception made on Hybrid high voltage battery.
 7. Fueling or de-fueling of vehicles shall not take place inside the building or on the Center's property.
 8. Visqueen must be placed under the vehicle for any possible leakage.
 9. Ignition keys for vehicles on display shall be kept by a responsible person at the display location or in the Center's Security Office for the removal of such vehicles from the building in event of emergency.
 10. Vehicles with LP-Gas fuel systems, LNG or CNG fuel systems must have the cylinder shutoff valve closed.
 11. Vehicles with LP-Gas, LNG or CNG fuel systems shall not be parked near sources of heat, open flames, or similar sources of ignition.
 12. The use of aerosol to shine tires creates a dangerous slip condition on the floors and is prohibited.
 13. Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment may not be operated on any tile or terrazzo areas of the building.
- IV. BANNERS/SIGNAGE**
- A. Signage is not permitted on the streets, sidewalks or right-of-way adjoining the Center.
 - B. Temporary signs or decorations may not be attached to permanent Center structures.
 - C. Building signage, graphics, displays, restrooms, elevators, escalators and similar features may not be blocked in any manner.
 - D. Requests to hang banners and large signs within the Center, must be submitted to your Customer Services Coordinator for approval FOURTEEN WORKING DAYS PRIOR TO EVENT START DATE. Installation will be arranged with authorized Center maintenance personnel. See published rate schedule for details on assessed charges.
 - E. Large signs and banners must be delivered to the Center 72 BUSINESS HOURS PRIOR TO THE INSTALLATION DATE. Signs delivered after that time will be put in place only if it is logistically possible as determined by the Director of Operations.
- V. BOOTHS/DISPLAYS/EXHIBITS**
- A. FIRE CODE REGULATIONS - Please refer to "FIRE CODE REGULATIONS" Section XIII within these terms.

B. FLOOR PLANS/BOOTH LAYOUT

1. Restrooms, concession stands and emergency exits shall be visible and accessible at all times and not physically blocked.
2. The utilities come from the ceiling in the Event Center.
3. Service drops are made to the back of each booth.
4. The Center reserves the right to decline move-in and set-up of an exhibit that was not approved in advanced.

C. FLOORING

1. Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms and most Lobby Space is carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE to be used to adhere the carpet to the Center's existing flooring. DUCT TAPE IS PROHIBITED. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
2. Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

D. HAZARDOUS WASTE - The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

E. LANDSCAPING and BUILDING MATERIALS ON DISPLAY

1. No bricks/stone work can be placed directly on the floor of the facility.
2. A covering must be laid first on which bricks/stone work are to be set.
3. The Center must have a diagram/list of the materials that you will be using.
4. Live trees, shrubs, etc. for landscaping displays are permitted.
5. Use ice or a spray bottle to water plants.
6. Only non-acidic mulch may be used & must be laid on top of plastic/plywood.
7. Client/Show Promoter/Exhibitor must remove all live plant material, dirt, sand, pavers, concrete blocks, wood, etc. from Center property during the pre-established move-out hours.
8. Any damage that occurs to the facility will be billed to the Client responsible for license agreement.

F. LOADING DOCKS - The Loading dock, located off RiverCenter Blvd. side of the Center, is solely for unloading and loading materials to be used during an event at the Center and is contracted by the Client/Promoter for use. Access to the dock area is regulated by Client/Show Promoter and Center security. Parking at loading docks is restricted to authorized personnel only. Authorized vehicles must display a dashboard parking pass, park head-in only and obey all customary parking regulations or be subject to removal at the owner's expense. Dashboard passes will be issued to the Client through the Event's Event Planner.

G. STAGING - In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

1. Boxed or loose product, materials or literature.
2. Fiber cases used to ship pop-up displays.
3. Personal items such as luggage, purses, briefcases or coats.
4. The following restrictions must be observed when staging these additional items:
 - a. The amount of product/materials/literature that may be staged within booth space must not exceed a one-day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are placed under a table must not protrude outside the table dimensions.
 - d. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - e. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - f. Items may not be placed behind drape within the booth.
5. For public safety and the protection of our Center, the use of cutting, welding or painting equipment must be approved by the Center. When equipment is approved, the floor is to be protected with plywood when using saws and other powered equipment to construct booths.
6. Plastic should be used to protect floors when painting or applying spackle, tile, or like products.
7. Spray painting indoors is prohibited.
8. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

H. STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS - The Center is not equipped with onsite storage space. This requires that all crates, pallets and boxes be removed from the Center. Pallets, empty crates, cartons and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- VI. **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, NO EXCEPTIONS. Claims regarding service operations will not be considered unless filed in writing by the exhibitor PRIOR to the close of the show. Please allow 14 days for processing.
- VII. **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.
- VIII. **DECORATIONS**
- A. Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.
 - B. All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
 - C. **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
 - D. **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
 - E. Table candles or alcohol-burning equipment must have the flame enclosed in glass.
 - F. The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance. The Client will be charged on a time and materials basis for this service.
 - G. Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps, and be mounted and chained to tank carts.
 - H. **PEEL-OFF LABELS, DECALS, AND TAPE**
 - 1. The distribution of peel off labels, stickers and decals is prohibited.
 - 2. The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
 - 3. Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/ decorator. In the event that tape or chalk used by the Client, exhibitors, vendors and/or service contractor/ decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.
- IX. **DELIVERY PROCEDURES** - The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/ decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/ decorator.
- X. **EQUIPMENT & SERVICE PROCEDURES**
- A. Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
 - B. Lost, stolen or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
 - C. Changes to original orders will require an exhibitor contract to be signed by the exhibitor acknowledging the receipt of service.
 - D. The Center conducts an installation audit of services supplied. Exhibitors using services not ordered on a service contract form will be required to pay on site for services to continue service.
 - E. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
 - F. Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
 - G. All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
 - H. Prices are based on current rates and subject to change without notice.
 - I. 24-Hour Service: Add 50% to service requirement charge.
 - J. When 24-hour service is NOT required, exhibitor is required to turn equipment off at the end of each day, or anticipate to be billed for 24-hour service.
 - K. Any item weighing over 100 pounds will require special review by the Center's Facility Maintenance and the Convention Services Office.
 - L. Any special service requiring an outside contractor will be billed to the authorized exhibitor.
- XI. **FACILITY ACCESS** - Access to the Center will be granted per the time stated in the Event's Contract with Client.
- XII. **FIRE CODE REGULATIONS** - Fire Code Regulations will be strictly enforced at the Center. The Center was built in accordance with the Kentucky Fire Prevention Code 1996 Edition, with specific revisions and interpretations for review of occupancies and events. Compliance with this code and all applicable updates is mandatory.
- Prior to an Event opening and at any time during an event, the Fire Marshall may inspect any aspect of an exhibit to ensure requirements are met. If they are not, adjustments can be costly, and if any aspect of the exhibit imposes a significant fire/safety hazard, it will be prohibited from exhibiting.

Highlights of pertinent provisions are outlined below:

A. AISLES/EXITS/DOORWAYS

1. Means of egress shall be continuously maintained obstruction and impediment free to full instant use in case of emergency.
2. No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress there from, or visibility thereof.
3. State Fire Marshal requires a 10' radius around all exit doors.
4. Every door and every principle entrance that is required to serve as an exit shall be designed and constructed so that the path of egress travel is obvious and direct.

B. FIRE RETARDANCY

1. All decoration and/or booth construction materials must be fire retardant. It is suggested that a certificate of retardancy be available at the event to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other decoration and/or construction materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:
 - a. Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics. (These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
 - b. Acoustical and decorative materials including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated.
 - c. Corrugated cardboard/display boxes. (These materials can best be made fire retardant at a factory.)
 - d. Wood and wood by products. (If wood materials are not sufficiently fire retardant, a certified fire-retardant specialist using pressure impregnation or similar impregnation method must treat them.)
 - e. Polyurethane foam, plastic and similar products need to be treated as well.
2. Materials that cannot be treated with flame retardant are prohibited.

C. COMBUSTIBLE MATERIALS AND OPEN FLAME DEVICES

1. If an event must use any of these items for illumination or decorations, such as but limited to candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:
 - a. Prior notification and review by Center's Executive Director and possibly Covington Fire Chief and/or Covington Fire Marshall. Approval requests must be submitted in writing 60 days prior to event contracted start date. The request must state how the demonstration will avoid hazards to people and nearby objects. Plexiglas or similar protection is required whenever sparking may occur.
 - b. Must be contained in a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
 - c. Must be positioned on a non-combustible surface with 24-inch clearance for the flame device from any combustibles including a booth back wall.
 - d. Must have a mechanism available to quickly and safely extinguish the flame.
 - e. Must have at least one multi-purpose fire extinguisher rated a minimum 2-A: 10-BC strategically located within 10 ft. of device.
 - f. Designated exhibit personnel should be familiar with the operation of a fire extinguisher.
 - g. Designated exhibit personnel must be in attendance whenever the device is in use.
2. With Center approval, combustible materials for exhibit booths/displays/presentations shall be limited to a one-day supply. Storage of combustible materials behind the booth/display/stage is prohibited.
3. Device must be allowed to cool before refueling.
4. Flame must be extinguished ½ hour prior to show closing.

D. HAZARDOUS DEMONSTRATION/DISPLAY MATERIALS/PYROTECHNICS

1. The following items are **PROHIBITED** within the facility:
 - a. Compressed flammable gases.
 - b. Flammable or combustible liquids.
 - c. Hazardous chemicals or materials.
 - d. Class II or greater lasers.
 - e. Blasting agents and explosives.
 - f. Untreated Christmas trees, cut evergreens or similar trees.

- g. Fireplace logs and similar materials.
 - h. Charcoal.
 - i. Untreated mulch, Hay Straw, Bamboo and Spanish moss.
2. When designing demonstrations and displays, note the following devices require written pre-approval by the Center's Executive Director and/or the Covington Fire Department and/or the Kentucky Department of Human Resources-Radiological Division:
- a. Use of lasers and x-ray equipment is subject to review and approval by the Kentucky Department of Human Resources-Radiological Division. Contact Event Planner for specific information on submission requirements for this approval.
 - b. Open flames (including candles).
 - c. Smoke producing devices (including hazers).
 - d. Indoor Pyrotechnics have special permitting procedures through the City of Covington. Contact Event Planner for specific information on submission requirements for this approval.
 - e. Heating appliances.
 - f. Welding, brazing or cutting equipment.
 - g. Radioactive materials.
 - h. Compressed gas or compressed liquid cylinders if applicable must be securely anchored to prevent toppling.
 - i. Gasoline, kerosene or other flammable, toxic liquid, solid or gas.
 - j. A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - k. All fuel transfers must use safety cans.
 - l. When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two (2) aerosol cans may be used for demonstration purposes only.
 - m. Approval requests must be submitted in writing 60 days prior to event contracted start date. The request must state how the demonstration will avoid hazards to people and nearby objects. Any chemical, substance or material deemed hazardous by OSHA must be accompanied with the appropriate Material Safety Data Sheet (MSDS).

- E. COOKING AND HEAT GENERATING DEVICES - If cooking or heating appliances will be used, they must be powered electrically. Stoves and heaters for booth usage must be UL listed/approved and be adequately ventilated. Nothing combustible may be placed near any heat producing appliance. A UL listed/approved, 2-A: 10-BC ABC-type fire extinguisher is required in such exhibits. **THE USE OF GREASE AND/OR FRYING IS PROHIBITED.**
- F. EXHIBITS OR PRODUCT DISPLAYS IN MEETING ROOMS - Storage of combustible materials in meeting rooms, ballrooms, event centers, lobby areas and/or service corridors is prohibited.
- G. FOG/HAZERS/SMOKE MACHINES - The level of fog/smoke used as part of an exhibit may set off the fire alarm system. To eliminate this fire safety issue, the Center restricts usage of fog/smoke machines to water based chemicals only. All fog/smoke machines must be pre-approved by the Center and the Covington Fire Department may be required to be onsite during all usage of the machine including testing, rehearsals, and exhibit usage times. Exhibitor will be charged a minimum of four (4) hours at the prevailing rate, if Covington Fire Department Staff is required. In addition, if Covington Fire Department Staff is not required, exhibitor will be required to hire a Center Security Staff Member for all usage of the machine including testing, rehearsals, and exhibit usage times that exceed a 2-hour time period. Exhibitor will be charged at the minimum of four (4) hours at the prevailing rate

XIII. FOOD/BEVERAGE/ALCOHOL - All Food and Beverage (including alcohol) must be purchased through Masterpiece Creations, the exclusive food and beverage provider at the Center. Any outside food or beverage brought into the Center will be asked to be immediately disposed of or removed. Sampling of food products requires prior authorization by the Executive Director and a permit from the Northern Kentucky Health Department.

A. SAMPLING POLICIES

- 1. The selling and/or giving away of food and/or beverage products by any other entity than Masterpiece Creations by Centerplate is strictly prohibited.
- 2. Sponsoring organizations of events, their attendees, trade shows and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization from the Center and must adhere to all conditions outlined below.
 - a. Non-Food Industry Events
 - i. Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show. A subcontractor agreement and fee are required by Masterpiece Creations.
 - ii. Alcohol may not be sampled unless it has been arranged through Masterpiece Creations by Centerplate and meets all of their policies and guidelines.
 - iii. All alcohol must be served in plastic disposable cups. No cans or bottles will be permitted.
 - iv. All items are limited to sample size and must be dispensed/distributed in accordance to Local and State Health Codes.

- v. Food items are limited to bitesize (2 X 2 inches or 2 ounces).
 - vi. Non-Alcoholic Beverages limited to maximum of 4-ounce sample size.
 - vii. Distribution of alcoholic products must be handled by bartender from Masterpiece Creations in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer – 7 ounces, Wine/wine coolers/spirit coolers – 2 ounces, Liquor/liqueurs – 0.5 ounces.
 - viii. Donations or sponsorships involving food and/or beverage products must be purchased by Masterpiece Creations and are subject to a user fee for food products and corkage fee for beverage products. This charge is determined based on the individual show/event.
- b. Food Industry Events
- i. Items dispensed are limited to product manufactured, processed and/or distributed by exhibiting company.
 - ii. All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - iii. All items are limited to sample size and must be dispensed/distributed in accordance to local and state health codes:
 - a) Food items are limited to bite-size pieces or a maximum of 6-ounce portions.
 - b) Non-Alcoholic Beverages limited to a maximum of 8-ounce sample size, served in plastic cups, cans or bottles.
 - c) Distribution of alcoholic products must be handled by bartender from Masterpiece Creations in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer – 7 ounces, Wine/wine coolers/spirit coolers – 2 ounces, Liquor/liqueurs – 0.5 ounces.
- B. UNUSED FOOD OR BEVERAGE PRODUCT- Unused food or beverage product that requires pick-up or shipment after the event/show is the responsibility of the company that is sampling the product and/or Client and must be arranged in advance. No refunds of corkage/user fees will be given for food or beverage product if not consumed during the event/show.
- C. KENTUCKY BOARD OF HEALTH REQUIREMENTS - In order to adhere to the guidelines, set forth by the Kentucky Board of Health for all exhibitors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the exhibitors:
1. OPERATIONAL REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS
 - a. Basic requirements (requirements that must be met before a temporary food service permit can be issued):
 - i. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
 - ii. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch waste water with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
 - iii. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
 - iv. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
 2. ADDITIONAL CONSIDERATIONS:
 - a. Food items offered for sale must be approved 30 days in advance by the Center. All items must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
 - b. Wiping cloths while being used must be kept clean and sanitized through the use of an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.

- c. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
- d. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
- e. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140o Fahrenheit for long term hot storage.
- f. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
- g. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
- h. Only menu items requiring limited on-site preparation with regard to cutting, assembly and cooking will be allowed.
- i. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
- j. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds or other vermin.
- k. Each exhibitor can purchase the items required for a sanitation station from Masterpiece Creations at the Northern Kentucky Convention Center. Please contact Masterpiece Creations directly to order.

XIV. HOUSEKEEPING

- A. Center is not responsible for the vacuuming inside of booths and/or displays. Arrangements need to be made with the Decorator for this service.
- B. The Center does not permit their Housekeeping/Facility employees to enter an exhibitor's booth space under any circumstances.

XV. INDEMNITY - Exhibitor shall indemnify and shall keep and hold the Northern Kentucky Convention Center Corporation, its officers, directors, agents, servants and employees harmless from and against any and all liabilities, losses, suits, claims, judgments, fines, penalties, demands or expenses, including all reasonable cost for investigation and defense thereof (including but not limited to attorneys' fees, court costs and expert fees) claimed by anyone by reason of injury or damage to persons or property sustained in or about the Center, or the entranceways, corridors and areas immediately adjacent thereto, as a proximate result of the negligent acts or omissions of the Exhibitor, its agents, servants or employees, or arising out of the negligence of the Exhibitor upon or about the Center, excepting such liability as may result from the sole negligence of the Northern Kentucky Convention Center, its officers, directors, servants, agents or employees.

Exhibitor further agrees to indemnify and shall keep and hold the Center herein and its officers, directors, agents, servants and employees harmless from and against any and all liabilities, losses, suits, claims, judgments, fines, penalties, demands or expenses, including all reasonable costs for investigation and defense thereof (including but not limited to attorney's fees, court costs and expert fees) of any nature whatsoever resulting from or arising out of any event (or rehearsal), including, but not limited to those resulting from or arising out of (a) the unauthorized or unlicensed use or performance of any idea, creation, literary, musical or artistic material or intellectual property works of the performing arts in connection with any performances given hereunder, (b) any act done or words spoken by Exhibitor, its agents, servants, employees, attendees or performers during any such event, (c) any damage done to the Center caused by the negligent act or omission either of Exhibitor or any agent, servant, employee, attendee or performer of Exhibitor, or (d) the breach by Exhibitor of any terms of the Contract.

Provided, however, that upon the filing of any claim with the Center for damages arising out of incidents for which Exhibitor herein agrees to hold harmless, then and in that event the Center shall notify Exhibitor of such claim and Exhibitor shall have the right to settle, compromise or defend the same. Exhibitor shall have the right to defend any such litigation with the attorneys of its own selection reasonably acceptable to the Center; provided that the Center shall have a right, if it determines proper, to participate in such defense at its own expenses. Any final judgment rendered against any party protected hereunder for which Exhibitor is liable hereunder shall be conclusive against Exhibitor as to liability and amount, where the time for appeal therefrom has expired. The indemnity provisions set forth herein shall survive the expiration or early termination of this Contract.

XVI. IN-STATE AGENT & GOVERNING LAW - The Services Contract shall be governed by the laws of the Commonwealth of Kentucky and the parties agree and consent to the jurisdiction of the Circuit or District Courts of Kenton County, Kentucky in any litigation arising out of the Service Contract. By signing the Service Contract, the Exhibitor also acknowledges that this agreement has been entered into in Kenton County, Kentucky and understands that if they have no agent for process in Kentucky, under Kentucky law the Secretary of State shall act as their agent for process.

XVII. INTERRUPTION/TERMINATION/EVACUATION - The Center retains the right to cause the interruption of any performance, event or exhibit in the interest of public safety, and to likewise cause the termination of such event when in the Center's best judgment such action is necessary in the interest of public safety.

XVIII. LIABILITY - In providing services requested in this order, neither the Center, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Exhibitor for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Exhibitor's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the Center has been advised of the possibility of such damage or loss.

If for any reason because of a default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fee's expended or incurred by the Center in connection therewith.

XIX. NON-SMOKING/NON-VAPOR FACILITY - The Northern Kentucky Convention Center is a non-smoking/non-vapor facility.

XX. PAYMENTS

- A. Discounted Rate will be extended for all service contracts and payments received 14 days prior to the first event move-in date.
- B. The Standard Rate will be applied to service contracts received 13 days or less prior to the event's move-in date. (Unless otherwise noted.)
- C. The Floor Rate will be applied to all service contracts received on event move-in date and afterwards.
- D. The date received by the Center will determine the applicable rate. Missing information will delay processing.
- E. Full payment in US Dollars is required before service can be connected. NO EXCEPTIONS. Visa, MasterCard, or company check are the only acceptable forms of payment.
- F. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
- G. There is a \$50 service charge for all returned payments. Unpaid balances are subject to a 1.5% per month thereafter.

XXI. PROTECTION OF BUILDING FURNISHINGS/EQUIPMENT/FINISHES

- A. Damage to property of any kind should be reported promptly to Customer Services Coordinator and/or Manager on Duty.
- B. Artwork, planters, furniture, building furnishings and equipment of the Center may not be removed or repositioned. Any movement of these items for exhibit purposes shall be handled by the Center, if approved by the Center, for a fee.
- C. Plywood and/or a plastic floor covering are mandatory for all movement of equipment through all spaces within the building including the atrium and lobby areas.
- D. Passenger elevators and escalators may be used for hand carried items only.
- E. Freight delivery and removal must take place through the Center's loading dock. This includes, but not limited to: flatbed trucks, hand trucks, palette jacks and similar equipment.
- F. No freight may be loaded into or out of the main lobby of the Center.

XXII. RECORDINGS – Open to the Public Event - Exhibitor agrees that no recording, either visual or audio, of any kind will be made of the event covered by the License Agreement without prior written approval from the Client who executed Center rental contract and Center. The Center has the right to require payment for said privilege.

XXIII. REFUSE REMOVAL - To maximize the use of the compactor and open top container, cardboard boxes need to be broken down by the Client/Decorator/Show Promoter/Exhibitor. No construction materials or pallets may be placed into the Center's refuse compactor or open top container.

XXIV. RETAIL/RAFFLES -Refer to Sales Tax/Occupational License Section.

XXV. SAFETY

- A. The Center reserves the right to approve all specifications in the planning of an event/exhibit and where necessary make final decisions regarding the welfare, security, etc., of those in attendance.
- B. All work at the facility must be in accordance with national, state, and local safety codes. These include, but are not limited to OSHA, and facility policy.
- C. In all areas of the Center where exhibit/display/presentation equipment and freight are being handled, the following guidelines are applicable and will be strictly enforced:
 - 1. Absolutely no drinking of alcoholic beverages unless it is a planned reception/meal function through our exclusive caterer.
 - 2. No horseplay, practical jokes, etc.
 - 3. Possession of or use of an illegal or controlled substance of any kind is prohibited.
 - 4. No speeding (over 5 M.P.H.) or reckless use of vehicles and equipment.
 - 5. No gasoline, kerosene, diesel fuel or other flammable liquid may be stored, permanently or temporarily, inside the building. No refueling activity of any kind is permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
 - 6. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.
 - 7. Utility panels, switchgear, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
 - 8. Oil spills; loose or missing floor box covers or any other visible safety hazard shall be reported immediately to a Center Manager.
 - 9. Work activities in lobby areas may require additional supervision to ensure safety for attendees to other events.

XXVI. SALES TAX/OCCUPATIONAL LICENSE/TEMPORARY LIQUOR LICENSE

- A. COMMONWEALTH OF KENTUCKY SALES TAX - Event promoters, exhibitors and/or vendors engaged in retail activity (including admissions income) are subject to the current state tax. Promoters are required to file with the state. In addition, promoters are required to provide an alphabetical listing including name and address of each vendor engaged in retail activity in the Event to the City of Covington for the Occupational License.

- B. CITY OF COVINGTON OCCUPATIONAL LICENSE - The Commonwealth of Kentucky requires all Event promoters, vendors and exhibitors engaged in the retail sale of goods and services to collect sales tax. Event promoters, vendors and exhibitors wishing to sell items during events held at the Center must obtain an Occupational License from the City of Covington. Event promoters are required to provide an alphabetical listing including name and address of each vendor engaged in retail activity in the Event to the City of Covington for the Occupational License. Retail is defined as exchange of currency and legal tender (cash, checks, credit card) for goods and/or services. Contact your Event Planner for Sales Tax and Occupational License information.
- C. LIQUOR - The Commonwealth of Kentucky Liquor Board prohibits any distilled spirits, beer and wine to be sold, raffled or given away by exhibitors. All alcohol must be purchased and served by the Center's exclusive Catering Company.

XXVII. SECURITY

- A. The Center maintains 24-hour building security.
- B. The Center will manage the dock area, crowd control, the video surveillance system and safety/fire regulations.
- C. The following policies and procedures apply:
 - 1. In the event of any crime, medical or other emergency condition, the Center's Security Department should be notified immediately.
 - 2. All calls to outside law enforcement and medical response units shall be made by the Center's Security Department in accordance with the Center's Emergency Operating Procedures, copies of which are available upon request.
 - 3. No soliciting is permitted anywhere on the premises.
 - 4. Any conduct detrimental to the safe and proper operation of an event, abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and subject to arrest and prosecution as appropriate.

XXVIII. SERVICES

- A. COMPLIMENTARY SERVICES
 - 1. Wireless internet access for all attendees throughout building. The Center uses a state-of-the-art wireless system, providing wireless access to all guests. The complimentary public wireless is available up to 1Mbps per user to the capacity of the building's connection. All devices accessing the public wireless network will need the capability to accept the "Terms and Conditions" page. The Center cannot guarantee performance of its wireless internet system due to the inherent factors that affect any wireless system.
- B. EXCLUSIVE SERVICES - The Center provides the following services on an exclusive basis.
 - 1. Food & Beverage Services, including food and beverage concessions and all catering. (Refer to Section XIII.)
 - 2. Audio-Visual Services including all rigging and use of in-house sound systems.
 - 3. Electric Service, including power and lighting.
 - a. Material and equipment furnished for this service contract shall remain the property of the Center.
 - b. Exhibitor shall be held liable for any damages to equipment.
 - c. Only Center Facility Maintenance personnel are allowed to make electrical installations and connections.
 - d. Unless otherwise directed, Center Facility Maintenance Personnel are authorized to cut floor coverings to permit installation of service.
 - e. Walls, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
 - f. All equipment regardless of source of power must comply with all federal, state and local safety codes.
 - g. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
 - h. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
 - i. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
 - j. All exhibitor's cords must be of the 3-wire grounded type.
 - k. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
 - l. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, only "house electrician" may make any service connections and overload protection to such equipment.
 - m. Requests for special voltage and/or other "Special Requirements" must be received by the Center 30 days prior to scheduled exhibitor arrival and move in.
 - n. Special liability and property damage insurance may be required for installation.
 - 4. Telephone, Internet, Video, Web & Audio Conferencing

- a. A Credit Card is required for long distance access to be turned on. All long-distance charges incurred from the first move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of the show. Copies of charged receipts and itemized billings will be mailed within 14 days after close of show.
 - b. All equipment must comply with F.C.C. Regulations.
 - c. Testing and troubleshooting an exhibitor's equipment, when requested, to determine reason for inoperative service shall be done at the prevailing Technical Assistance rate.
 - d. Due to the nature of the Internet, the Center cannot guarantee any level of performance or accessibility beyond our gateway.
 - e. The choice of the Internet Service Provider (ISP) is the sole discretion of the Center.
 - f. The Center provides no Anti-Virus Protection and limited Firewall Security on our network. All exhibitors are responsible to provide their own internet security for all devices that are directly or indirectly accessing the Center network. Failure to protect your device may result in the termination of internet services.
 - g. As is consistent with other service providers, the Center is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.
 - h. Only Center personnel are authorized to modify system wiring or cabling.
 - i. Material and equipment furnished for this service contract shall remain the property of the Center.
 - j. Exhibitor shall be held liable for any damages to equipment, software, proprietary information, or any damages due to network delays, interruptions, troubleshooting and/or repair if the origin of a security breach or intrusion is determined to have originated from their device.
 - k. Any Exhibitor device that is determined to be causing interference with the normal operation of the Center network must, at the Center's request, be immediately disabled or disconnected from the network.
 - l. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the ISP or the Center.
 - m. Exhibitor is responsible for all services outside of basic internet connectivity, including e-mail services, ftp services, web services, etc.
 - n. Exhibitor agrees not to resell, extend, bridge or otherwise misuse the Center's network connections and/or services.
 - o. It is illegal for any party to transmit or download copyrighted material. The Center will take action against any exhibitor found to be violating copyright laws.
5. Utility Services, including water, drain & compressed air.
- a. Material and equipment furnished for this service contract shall remain the property of the Center.
 - b. Exhibitor shall be held liable for any damages to equipment.
 - c. Water and drainage is only available on the North & South walls of the Event Center, as well as at the 3 columns the run down the Event Center. Please contact you show promoter if your booth is not in either of those locations.
 - d. Water service is only provided in the Event Center to the designated areas of the Event Center.
 - e. Cold water service only.
 - f. Pressure may vary. No guarantee can be made for minimum pressure requests. If pressure is critical, arrangements can be made to have pressure regulator installed. Contact Convention Services at the Center for more information.
 - g. If special water lines are required, please call for quote.
 - h. In the event of a drought or water main disturbance service may be restricted.
 - i. Unless otherwise directed, Center Facility Maintenance Personnel are authorized to cut floor coverings to permit installation of service.
 - j. Compressed air is available in most areas of the 1st Floor Event Center please call to ensure your booth space can be accommodated. Compressed air is not available in any other areas of the Center.
 - k. If pressure is critical, arrangements can be made to have pressure regulator installed. Contact Convention Services at the Center for more information
 - l. Special liability and property damage insurance may be required for installation.

6. Banner Installation and Removal – (Refer to Section IV.)

C. IN-HOUSE ADDITIONAL SERVICES AVAILABLE - Audio/Visual Support Services.

XXIX. **TERMINATION OF SERVICES CONTRACT** - In the event Exhibitor (i) fails to perform any of the terms and conditions herein contained; (ii) appears to the Center to be financially insecure; (iii) is in violation of law; or (iv) is about to default in its performance of the terms and conditions contained herein, then Center may terminate the Service Contract.

Upon termination, Exhibitor shall, at its sole cost and expense, remove all of its property from the Center within twenty-four (24) hours of said termination and all payments shall be treated in the manner provided by Cancellations/Refunds Policy above.

XXX. **UNACCEPTABLE ACTIVITIES** - No activities in violation of federal, state or municipal laws, ordinances, codes, orders and requirements shall be permitted in or about the Center and the Client shall have the responsibility to enforce the provisions of this paragraph.

XXXI. **WAIVERS** - Waiver of one or more terms or conditions of the Service Contract shall not be deemed a modification or waiver of any other provisions of the Service Contract. No waiver shall be effective or binding upon the Center unless it is in writing duly executed as an addendum to the Service Contract.

XXXII. **WEIGHT LOADS**

A. Event Center & Loading Dock: _____

1. Floor:

- a. Structure is a concrete slab-on-grade. (Carpeted)
- b. Maximum Uniform Load: 100 pounds per square foot
- c. Maximum Concentrated Load: 4,000 pounds over 2.5 square feet
- d. Maximum Forklift Load: 10,000-pound capacity
- e. Each joist can have a 1,000-pound load applied to a maximum 3 bottom chord panel points.

B. Ballroom:

1. Floor:

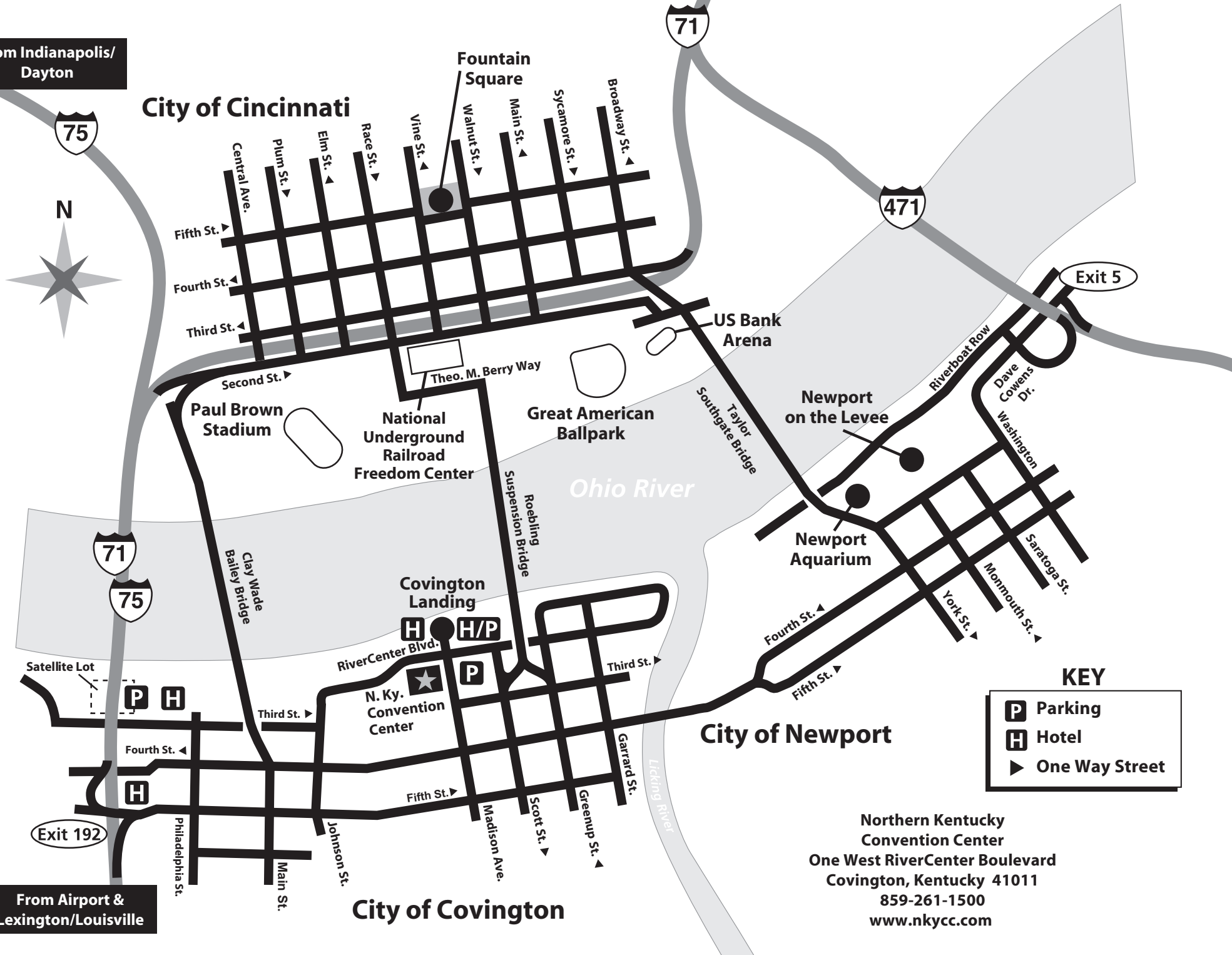
- a. Structure is a 6-1/4-inch composite concrete slab with a 3-inch composite deck. (Carpeted)
- b. Maximum Uniform Load: 100 pounds per square foot
- c. Maximum Concentrated Load: 2,000 pounds over 2.5 square feet
- d. Maximum Forklift Load: NO FORK LIFTS ALLOWED.
- e. **It is important that the above live loads are not exceeded.** Please contact the Center if users of the Center are uncertain of whether their loads will be within those stated.

EXHIBITOR MAP

From Indianapolis/
Dayton

From Columbus

From Airport &
Lexington/Louisville



City of Cincinnati

City of Newport

City of Covington

KEY

- P** Parking
- H** Hotel
- ▶** One Way Street

Northern Kentucky
Convention Center
One West RiverCenter Boulevard
Covington, Kentucky 41011
859-261-1500
www.nkycc.com

DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space so it is most important that these guidelines be followed.

COMMON CARRIER SHIPMENTS

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

MOVE-IN

All Move-Ins take place at the rear of the building (on the west side) on the Center's 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (See map on other side)

We ask that if you have large displays you make arrangements with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center)

DIRECTIONS

Heading South through Cincinnati via I-75 or I-71

Take I-75/I-71 South into KY (stay in right hand lane on bridge). Take the 5th Street/Covington Exit #192. Veer left off the exit. . Follow 5th Street to Johnson Street (3rd stoplight), turn left on Johnson. Follow to RiverCenter Blvd. – the Center loading dock is on your right.

From Newport/Bellevue

Take 4th Street across the bridge to Johnson Street in Covington. Turn right (just past the IRS Center) on Johnson and follow to RiverCenter Blvd. The Center loading dock is on your right side.

Heading North from Kentucky via I-75/I-71

Take I-75/I-71 North to the 5th Street/Covington Exit 192. (If you have crossed to bridge to Cincinnati, you've gone too far). Veer right off the exit; get into the left-hand lane. On 5th Street, merge into the left hand lane. Follow 5th Street to Johnson Street (3rd stoplight), turn left on Johnson. Follow to RiverCenter Blvd. – the Center loading dock is on your right.

After unloading, parking is available straight ahead at the surface lot or parking garages.



Northern Kentucky Convention Center 2019 Exhibitor Kit

One West RiverCenter Blvd., Covington, KY 41011
Ph: 859.261.1500 Fax: 859.392.7704 Email: services@nkycc.com

Date: _____

Services Contract

Company Name: _____

Booth Number/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Credit Card Number: _____ Expiration Date: _____

American Express cards not accepted

Security Code: _____

Card Holder Name: _____

Card Holder Signature: _____

Checks - Make payable to: The Northern KY Convention Center -(Total Payment must accompany all orders)

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached with this form.

** - Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date. Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted). Floor Rates apply to orders received on Event Start Date and afterwards.*

Water Service

**Water Service is only available in the Event Center at designated areas.
Please call Convention Services for additional information.**

Compressed Air

Please call Convention Services for information.

Sample Food and/or Beverage

Masterpiece Creations has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution **MUST** be purchased from Masterpiece Creations. Organizations holding NKYCC License Agreement and/or their exhibitors **MAY** distribute sample food and/or beverage products **ONLY** upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations

Please Refer to Specialty Form for Sample Food and/or Beverage Distribution Authorization Request

Electrical Services

RATES							
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
120 Volt Service							
10 amps	\$80.00		\$120.00		\$160.00		\$ -
20 amps	\$100.00		\$150.00		\$200.00		\$ -
208 Volt Single Phase							
20 amps	\$140.00		\$210.00		\$280.00		\$ -
30 amps	\$170.00		\$255.00		\$340.00		\$ -
40 amps	\$190.00		\$285.00		\$380.00		\$ -
50 amps	\$230.00		\$345.00		\$460.00		\$ -
208 Volt Three Phase							
20 amps	\$240.00		\$360.00		\$480.00		\$ -
30 amps	\$270.00		\$405.00		\$540.00		\$ -
40 amps	\$280.00		\$420.00		\$560.00		\$ -
50 amps-hard wired only	\$290.00		\$435.00		\$580.00		\$ -
60 amps-hard wired only	\$300.00		\$450.00		\$600.00		\$ -
100 amps-hard wired only	\$440.00		\$660.00		\$880.00		\$ -
200 amps-hard wired only	\$650.00		\$975.00		\$1,300.00		\$ -
400 amps-hard wired only	\$1,150.00		\$1,725.00		\$2,300.00		\$ -
480 Volt Three Phase - only available in 1st Floor Event Halls							
30 amps	\$300.00		\$450.00		\$600.00		\$ -
Additional Items							
Extension Cord Rental	\$30.00		\$45.00		\$60.00		
Multi-Strip Rental	\$35.00		\$52.50		\$70.00		\$ -
Electrical Services Total							

Shared Internet Access
Wired/Wireless Routers, Switches or DHCP Servers
Shared Internet Access up to 5 Mbps
Recommended for:
Email
Surfing the Internet
Social Media Feeds
Multi Media Downloads
<i>Supports one device only</i>

Dedicated Private Internet
Exhibitor Configured Router May Be Required
Dedicated Connection speeds of 5 Mbps and up
Recommended for:
Web Casting
HD Streaming
Wired Cyber Café
Routers (wired or wireless)

Communication Services

Shared Internet Access							
SHARED INTERNET OPTIONS				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Public Wireless - NKYCC Public Up to 1.5 Mbps	<i>Complimentary</i>						
Hard Wired (1st access code) - up to 5 Mbps	\$ 340.00		\$ 510.00		\$ 680.00		\$ -
Additional Access Codes (Each) - up to 5 Mbps	\$ 115.00		\$ 172.50		\$ 230.00		\$ -
Shared Secure Wireless (1st access code) - up to 5 Mbps	\$ 340.00		\$ 510.00		\$ 680.00		\$ -
Additional Access Codes (Each) - up to 5 Mbps	\$ 115.00		\$ 172.50		\$ 230.00		\$ -

Dedicated Private Internet Service: Includes 1 Public IP Address & Configuration of 2 ports/wall jacks
Requires minimum of 10 business days notice.

HARDWIRED				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
5 Mbps							\$ -
- w/Private LAN (includes configuration of 2 ports/wall	\$ 2,870.00		\$ 4,305.00				\$ -
10 Mbps							\$ -
- w/Private LAN (includes configuration of 2 ports/wall	\$ 5,485.00		\$ 8,228.00				\$ -
15 Mbps							\$ -
- w/Private LAN (includes configuration of 2 ports/wall	\$ 8,120.00		\$ 12,180.00				\$ -
<i>**Client configured router required</i>							\$ -
LAN Private - Additional Port/Wall Jack Configuration (each)	\$ 115.00		\$ 172.50				\$ -

WIRELESS				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
5 Mbps - w/Private Wireless LAN w/Custom SSID	\$ 4,725.00		\$ 7,088.00				\$ -
10 Mbps - w/Private Wireless LAN w/Custom SSID	\$ 7,350.00		\$ 11,025.00				\$ -
15 Mbps - w/Private Wireless LAN w/Custom SSID	\$ 9,975.00		\$ 14,963.00				\$ -

TELEPHONE SERVICES				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Voice/Fax/Credit Card - Local Line or Preprogrammed 9	\$ 250.00		\$ 375.00		\$ 500.00		\$ -
Long Distance/International Calling	<i>Capability available upon request.</i>						
Conference Instrument Rental - 1 Local Line Included	\$ 330.00		\$ 495.00		\$ 660.00		\$ -

ADDITIONAL COMMUNICATION SERVICES				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Switch Rental 8-16 Port 10/100	\$ 220.00		\$ 330.00		\$ 440.00		\$ -
Cable-Patch/25 ft. Rental	\$ 25.00		\$ 39.00		\$ 50.00		\$ -
Technical Assistance - per hour (1 hr. min.)	\$ 147.00		\$ 221.00		\$ 294.00		\$ -
Network Engineer - per hour (1 hr. min.) <i>Requires a min. of 10 days notice</i>	\$ 305.00		\$ 458.00				\$ -

Communication Services Total \$ -

Sign and Banner

				RATES			
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Banner Hanging							
2 points	\$ 168.00		\$ 252.00		\$ 336.00		\$ -
3 points	\$ 250.00		\$ 375.00		\$ 500.00		\$ -
4 points	\$ 336.00		\$ 504.00		\$ 672.00		\$ -
Additional Hanging points	\$ 168.00		\$ 252.00		\$ 336.00		\$ -

Sign and Banner Total \$ -



**Northern Kentucky Convention Center
2019 Temporary Use/Display of Gasoline/Diesel
Motorized Vehicles/Boats Equipment Form**

One West RiverCenter Blvd., Covington, KY 41011
Ph: 859.261.1500 Fax: 859.392.7704 Email: services@nkycc.com

Date: _____

Services Request

Company Name: _____

Booth Number: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Fax: _____ Email: _____

With the full execution of this form, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

NOTE: Dealers wishing to display or sell motor vehicles at a show that is Open to the Public must HAVE a permit with the Commonwealth of Kentucky. Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to all state & local fire codes, including code NFPA 54 and return the completed form to the Center 10 days prior to official show installation.

GENERAL CONDITIONS

1. The installation or operation of all equipment shall be under the supervision of a competent operator.
2. The vehicles can only be moved in/out of Center when building is unoccupied.
3. The Center reserves the right to require the exhibitor to employ a Facility Security Officer whenever vehicle engines are to be used to enter the building. The Center shall determine: The number of personnel and whether or not a member of the Covington Fire Department is required to be employed. (See published rates.)
4. **The maximum amount of fuel permitted to remain in a tank shall be five gallons for gasoline vehicles and ten gallons for diesel vehicles or a maximum of 1/8 tank—whichever is lesser amount.**
5. A locking type gas cap shall be installed on all gas tanks, or caps secured with tape to prevent tampering and the escape of vapors.
6. All batteries shall be disconnected while the vehicle is not in actual use. Exception made on Hybrid high voltage battery.
7. Fueling or de-fueling of vehicles shall not take place inside the building or on the Center's property.
8. Carpeting or visqueen must be placed under the vehicle for any possible leakage (vehicle owner must provide).
9. The use of product to shine tire treads is prohibited.
10. Ignition keys for vehicles on display shall be kept by a responsible person at the display location or in NKYCC's security office for the removal of such vehicles from the building in event of emergency.
11. Vehicles with LP-Gas fuel systems, LNG or CNG fuel systems must have the cylinder shutoff valve closed. **
** - Vehicles with LP-Gas, LNG or CNG fuel systems shall not be parked near sources of heat, open flames, or similar sources of ignition.

We are requesting permission to display or temporarily use gasoline or diesel-powered vehicles and equipment listed below: (Attach a list of additional equipment if required.)

#	TYPE AND DESCRIPTION OF VEHICLE / EQUIPMENT

For Approval: Fax Form to: 859.392.7704 OR Scan Form to: services@nkycc.com

Approved by: _____ Date: _____



Northern Kentucky Convention Center 2019 Sample Food and/or Beverage Authorization Request

One West RiverCenter Blvd., Covington, KY 41011
Ph: 859.261.1500 Fax: 859.392.7704 Email: services@nkycc.com

Date: _____

Services Request

Company Name: _____

Booth Number/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Fax: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Masterpiece Creations has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution **MUST** be purchased from Masterpiece Creations. Organizations holding NKYCC License Agreement and/or their exhibitors **MAY** distribute sample food and/or beverage products **ONLY** upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

GENERAL CONDITIONS

1. Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Master Piece Creations.
2. Alcohol may not be sampled unless it has been arranged through Masterpiece Creations and meets all of their policies and guidelines.
3. All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4. All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5. Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6. Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7. Distribution of alcoholic products **MUST** be handled by bartender from Masterpiece Creations in compliance with Commonwealth of Kentucky Liquor Laws.

Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8. Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) **MUST** be purchased from Masterpiece Creations.
9. Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. *Convention Services will notify you if your request has been denied.*
10. **Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org.**

Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:	
Size Of Portion To Be Dispensed:	
Proposed Method Of Dispensing:	
Please Explain Purpose Of Offering Samples:	

FOR OFFICE USE ONLY: Approved _____ Date _____
NKYCC Executive Director

MASTERPIECE CREATIONS

AT THE NORTHERN KENTUCKY CONVENTION CENTER

Increase Visitors to your Booth!

2019 EXHIBITOR'S MENU, PRICING, AND ORDER FORM

SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE

PHONE: 859-392-7800 FAX: 859-392-7801 EMAIL: sdufresne@nkycc.com

BEVERAGES			SNACKS & TREATS		
ITEM	PRICE	PER	ITEM	PRICE	PER
Pour Over Coffee Brewer	\$ 275.00	Day	Bulk Assorted Candies	Call for Pricing	
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>			Whole Fresh Fruit	\$ 3.75	Each
Freshly Brewed Coffee	\$ 46.00	Gallon	Granola Bars	\$ 3.75	Each
<i>Regular and Decaffeinated</i>			Assorted Candy Bars	\$ 3.75	Each
Hot Water with a Selection of Teas	\$ 46.00	Gallon	Fancy Mixed Nuts	\$ 38.00	per Pound
Freshly Brewed Starbucks Coffee	\$ 65.00	Gallon	Individual Yogurts	\$ 3.50	Each
<i>Regular and Decaffeinated</i>			Candy Apples	\$ 5.95	Each
Fruit Punch, Lemonade or Iced Tea	\$ 46.00	Gallon	Corn Tortilla Chips (with Fresh Salsa)	\$ 27.00	per Pound
Assorted Bottled Fruit Juices	\$ 3.50	Each	Assorted Ice Cream Bars	\$ 4.50	Each
Assorted Cold Pepsi Soft Drinks	\$ 3.50	Each	Blondies or Brownies	\$ 40.00	per Dozen
Bottled Spring Waters	\$ 3.50	Each	Homemade Cookies	\$ 40.00	per Dozen
Mineral Water/ Perrier	\$ 3.75	Each	Breakfast Pastries	\$ 40.00	per Dozen
5-Gallon Watercooler (w/ 20 Plastic Cups)	\$100.00	Each	"FUN FOOD" MACHINES		
Replenishment 5-Gallon Watercooler	\$50.00	Each	<i>Enhance your booth sales with these "fun food" machines that are a main attraction at events for both the young and the "young at heart!"</i>		
MISCELLANEOUS ITEMS			ITEM	PRICE	PER
(50) Hot or Cold Cups	\$15.00	Total	Soft Pretzel Machine	\$ 350.00	Day
(10) Pounds of Ice	\$20.00	Total	<i>Includes set-up and a 6' Draped and Skirted Table.</i>		
			Soft Pretzels with Mustard & Cheese Sauce	\$ 55.00	Dozen
			Popcorn Machine Rental	\$ 350.00	Day
			<i>Includes set-up and a 6' Draped and Skirted Table.</i>		
			Popcorn Kits	\$ 30.00	Kit
			<i>Includes approximately (20) Bags of 8 ounce portions.</i>		
			Booth Attendant	\$35.00	Hour
			<i>This experienced Booth Attendant can pop the corn and help distribute the product to your guests.</i>		
			<i>The charge is \$35 per hour with a 4-hour minimum, labor fee per day will apply.</i>		

Gratuity 22% & Service Charge 6% will be applied to all orders

SANITATION STATION @\$65.00 each - INCLUDES

10oz. Sanitizer, Soap and Test Straps
5 Gallon Hand Washing Station and 3 Bus Tubs
Directions Provided

***VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW**

We look forward to serving you!

MASTERPIECE CREATIONS POLICIES

- All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
- Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
All orders must be accompanied by payment in full. Masterpiece Creations will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
- All exhibitor show floor services are delivered on disposable ware with appropriate condiments.
- A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.



**2019 AUDIO VISUAL SERVICE
CUSTOMER CONTRACT**

Company Name _____	Booth _____	Event Name _____
Billing Name _____		Event Dates _____ / / to / /
Billing Address _____		
City, State, Zip _____		Email _____
Contact _____	Telephone Number _____	Fax Number _____
Credit Card : <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Disc <input type="checkbox"/> AMX or <input type="checkbox"/> Check		Exp. Date (MM/YY) _____ CCV _____
CC#: _____		
Print Card Holder Name _____	Card Holders Signature _____	Order Date _____

RENTAL AGREEMENT: It is understood and agreed the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than normal wear.

VIDEO & COMPUTER EQUIPMENT

QTY.	EARLY RATE	LATE RATE	SUB TOTAL
DVD Player	\$50.00	\$60.00	
DVD Player Package - DVD Player, 32" Flat Screen, Cart, Skirt	\$170.00	\$205.00	
19" LCD Computer Monitor	\$50.00	\$60.00	
32" LCD Flat Screen Monitor	\$100.00	\$130.00	
40" LCD Flat Screen Monitor	\$200.00	\$240.00	
50" LED Flat Screen Monitor	\$300.00	\$360.00	
60" LCD Flat Screen Monitor	\$400.00	\$480.00	
Flat Screen Floor Stand (40", 50" & 60")	\$50.00	\$60.00	
42" Video Cart & Skirt	\$20.00	\$25.00	
48" Video Cart & Skirt			
Laptop Computer - Windows Based	\$150.00	\$180.00	
(Other computer equipment is available - please call for pricing.)	QUOTE	QUOTE	

PROJECTION EQUIPMENT

3200 Lumen LCD Projector (Higher lumens available, please phone)	\$250.00	\$300.00	
3700 Lumen LCD Projector (Higher lumens available, please phone)	\$300.00	\$360.00	
Screen with Skirt	6'	7'	8'
Safelock Projection Stand with Skirt	\$20.00	\$25.00	

AUDIO EQUIPMENT

Self-Contained Sound System: Amp, 2 Speakers, and Stands	\$140.00	\$160.00	
w/ Hardwire Microphone	Handheld	Lavaliere	\$165.00 \$190.00
w/ Wireless Microphone	Handheld	Lavaliere	\$265.00 \$315.00

EQUIPMENT SUMMARY

Delivery Day/Date _____
Delivery Time _____
Pick Up Day/Date _____
Pick Up Time _____
OnSite Contact _____
Contacts Cell _____

Single Day Sub Total _____
 Number of Days Needed x _____
SUB-TOTAL _____
 6% Ky. Sales Tax _____
Sales Tax + Sub-Total _____
 Set / Strike labor Fee* 50.00
TOTAL _____



Contact Information:
MAC Productions, Inc.
 242 W. Pike Street
 Covington, KY 41011
 Main Office: (859) 655-3080
 Toll Free: (800) 347-2902
 Fax: (859) 491-3395
 Website: www.mac-av.com
 nkycffloororder@mac-av.com

DEADLINE FOR RETURN OF THIS FORM IS 10 DAYS PRIOR TO EVENT DATE

PAYMENT POLICY: Payment in full, including tax must accompany order & be recieved in our office 10 days prior to event date for early rates otherwise late rate prices will be in effect.

Please complete payment authorization information above and return to MAC Productions, Inc.
CANCELLATION POLICY: Cancellations after deadline will be charged 75% of the one day rate.

ON-SITE REQUESTS: Call 1-800-347-2902 (in U.S.) for pricing.

*Set-up and strike labor is based on 30 minutes set and 30 minutes strike.
 Additional labor will invoiced post-conference.

Live Events. Live Video. Live Production
 do **LIVE** better

Any specialized equipment not listed hereon is available upon request.