

EXHIBITOR SERVICES FORM

FORK LIFT ORDER FORM

Kentucky International Convention Center
 221 South Fourth Street
 Louisville, Kentucky 40202
 kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

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

Labor and equipment service for lessee/exhibitors of the Kentucky Convention Center shall be charged the following:

Date Needed	Number Needed	Work Required	Hours Worked	Advance Order Rate	Floor Order Rate	Total Amount
		Bobcat or 6,000-8,000lb Forklift with KSF B Operator		\$110.00	\$160.00	
		JLG Hy-Lift with KSF B Operator		\$200.00	\$300.00	
		Scissor Lift with KSF B Operator		\$180.00	\$270.00	

Starting Time _____ Work Accepted _____

Stopping Time _____ Date _____ Total _____

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

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

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

For information regarding services, please call **(502) 595-4367**.

For information regarding our payment procedures, please call **(502) 367-5227**.

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

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