

# EXHIBITOR SERVICES FORM

## EQUIPMENT 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](http://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, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

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

ITEM	ADVANCE RATE	QTY	TOTAL
Stage (12'-H - 48"H) (6'ft or 8'ft sections)	\$1.25 sq.ft	_____	\$ _____
<b>SEATING</b>			
Banquet Chair	\$11.50	_____	\$ _____
Boardroom Chair	\$25	_____	\$ _____
Bleachers	Call	_____	\$ _____
<b>TABLES</b>			
5' Round	\$30	_____	\$ _____
6' Round	\$30	_____	\$ _____
30" Round (Cocktail)	\$20	_____	\$ _____
30" Round (Tall Boy)	\$20	_____	\$ _____
8' x 30" Rectangle	\$20	_____	\$ _____
8' x 18" Rectangle	\$20	_____	\$ _____
<b>TABLE LINEN</b>			
8' x 30" Table Linen	\$8	_____	\$ _____
Round Table Linen	\$10	_____	\$ _____
Spandex Table Cover	\$19.50	_____	\$ _____
8' x 30" Table Skirted	\$25	_____	\$ _____
<b>MISCELLANEOUS</b>			
American Flag	\$17	_____	\$ _____
State Flag	\$17	_____	\$ _____
Dry Erase Board	\$25	_____	\$ _____
Extension Cord	\$25	_____	\$ _____
Easel	\$10	_____	\$ _____
Copies	\$0.40	_____	\$ _____
Tensa Barrier	\$10	_____	\$ _____
Bike Barricade 8' section	\$25	_____	\$ _____
Cable Ramps	\$25	_____	\$ _____
Walk-off Mats	\$5	_____	\$ _____
Fire Extinguisher (rental)	\$40	_____	\$ _____
8' section Pipe & Drape	\$20	_____	\$ _____
Garment Rack w/hangers	\$25	_____	\$ _____
Garbage Compactor	\$80/Ton	_____	\$ _____
Lecturn (based on availability)	Complimentary	_____	\$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
<b>FREIGHT &amp; HANDLING</b>			
Small Package Delivery 1-49lbs.	\$20	_____	\$ _____
Small Package Delivery 50-100lbs.	\$45	_____	\$ _____
Freight - Drayage per pound after 100lbs.	\$65	_____	\$ _____
Shrink Wrap Skid/Item	\$60	_____	\$ _____
Banding per Skid/Item	\$75	_____	\$ _____
<b>GENERAL LABOR</b>			
Badge Checker	\$16.50/hr	_____	\$ _____
Coat Check Attendant	\$18.50/hr	_____	\$ _____
Concierge (Info Booth)	\$18.50/hr	_____	\$ _____
Ticket Taker	\$16.50/hr	_____	\$ _____
Greeters/Ushers	\$16.50/hr	_____	\$ _____
Banner Hanging	\$40/hr	_____	\$ _____
Dock Master	\$19.50/hr	_____	\$ _____
T-Shirt Security	\$18.50/hr	_____	\$ _____
LMPD (Uniformed, armed off-duty Police)	\$38 & Up/hr	_____	\$ _____
EMT team (2) (with Ambulance)	\$100/hr	_____	\$ _____
First aid team (2)	\$67/hr	_____	\$ _____
Electrician (1hr min)	\$70/hr	_____	\$ _____
Plumber (1hr min.)	\$70/hr	_____	\$ _____
<b>GRAND TOTAL \$ _____</b>			

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**