

# EXHIBITOR SERVICES FORM EQUIPMENT ORDER FORM

Kentucky International  
Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



## Online Ordering Now Available at [kyconvention.com/order-services](http://kyconvention.com/order-services)

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    |
|-----------------------------------|--------------|-------|----------|
| <b>STAGE</b>                      |              |       |          |
| 6' x 8' section (16"H or 24"H)    | \$2.00 sq ft | _____ | \$ _____ |
| 8' x 8' section (40"H up to 60"H) | \$2.00 sq ft | _____ | \$ _____ |
| <b>SEATING</b>                    |              |       |          |
| Banquet Chair                     | \$13         | _____ | \$ _____ |
| Boardroom Chair                   | \$28         | _____ | \$ _____ |
| Bleachers                         | Call         | _____ | \$ _____ |
| <b>TABLES</b>                     |              |       |          |
| 5' Round                          | \$35         | _____ | \$ _____ |
| 6' Round                          | \$35         | _____ | \$ _____ |
| 30" Round (Cocktail)              | \$23         | _____ | \$ _____ |
| 30" Round (Tall Boy)              | \$23         | _____ | \$ _____ |
| 8' x 30" Rectangle                | \$23         | _____ | \$ _____ |
| 8' x 18" Rectangle                | \$23         | _____ | \$ _____ |
| <b>TABLE LINEN</b>                |              |       |          |
| 8' x 30" Table Linen              | \$11         | _____ | \$ _____ |
| Round Table Linen                 | \$13         | _____ | \$ _____ |
| Spandex Table Cover               | \$24         | _____ | \$ _____ |
| 8' x 30" Table Skirted            | \$32         | _____ | \$ _____ |
| <b>MISCELLANEOUS</b>              |              |       |          |
| American Flag                     | \$26         | _____ | \$ _____ |
| State Flag                        | \$26         | _____ | \$ _____ |
| Extension Cord                    | \$45         | _____ | \$ _____ |
| Easel                             | \$18         | _____ | \$ _____ |
| Copies                            | \$1          | _____ | \$ _____ |
| Tensa Barrier                     | \$13         | _____ | \$ _____ |
| Cable Ramps                       | \$42         | _____ | \$ _____ |
| Fire Extinguisher (Rental)        | \$47         | _____ | \$ _____ |
| Garment Rack w/Hangers            | \$34         | _____ | \$ _____ |
| Garbage Compactor                 | \$100/Ton    | _____ | \$ _____ |
| Dance Floor (30' x 30')           | \$184        | _____ | \$ _____ |

| ITEM                                     | ADVANCE RATE | QTY   | TOTAL    |
|--|--------------|-------|----------|
| <b>FREIGHT &amp; HANDLING</b>            |              |       |          |
| Small Package Delivery 1-49lbs           | \$26         | _____ | \$ _____ |
| Small Package Delivery 50-100lbs         | \$61         | _____ | \$ _____ |
| Freight - Drayage per pound after 100lbs | \$69         | _____ | \$ _____ |
| Shrink Wrap Skid/Item                    | \$76         | _____ | \$ _____ |
| Banding per Skid/Item                    | \$100        | _____ | \$ _____ |
| <b>GENERAL LABOR</b>                     |              |       |          |
| Badge Checker                            | \$26.50/hr   | _____ | \$ _____ |
| Coat Check Attendant                     | \$26.50/hr   | _____ | \$ _____ |
| Concierge (Info Booth)                   | \$26.50/hr   | _____ | \$ _____ |
| Ticket Taker                             | \$26.50/hr   | _____ | \$ _____ |
| Greeters/Ushers                          | \$26.50/hr   | _____ | \$ _____ |
| Banner Hanging                           | \$74/hr      | _____ | \$ _____ |
| Dock Master                              | \$26.50/hr   | _____ | \$ _____ |
| External Security                        | \$34/hr      | _____ | \$ _____ |
| Off-Duty Officer/ Fire Watch             | Call         | _____ | \$ _____ |
| EMT Team (2) (with Ambulance)            | \$145/hr     | _____ | \$ _____ |
| First Aid Team (2)                       | \$90/hr      | _____ | \$ _____ |
| Electrician (1hr min)                    | \$105/hr     | _____ | \$ _____ |
| Plumber (1hr min)                        | \$100/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 Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**