

# Kentucky International Convention Center EVENT PLANNING GUIDE



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Photo courtesy of EOP Architects & HOK Chicago Architects*



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# Event Planning Guide

## WELCOME

**Thank you for choosing Louisville for your upcoming event.** And thank you for choosing the Kentucky International Convention Center (KICC). We take our vision seriously – to create event experiences that leave our guests excited to come back to Louisville. The success of your event is as important to us as it is to you. Our commitment is to make it easy to plan and execute an unforgettable event and we are prepared to do that by providing the following resources:

- A flexible, state-of-the-art venue that can accommodate dynamic events
- An experienced team of event professionals that will guide you each step of the way
- Unwavering commitment to excellent customer service

This Event Planning Guide provides a one-stop shop to plan your event. It includes a suggested timeline for the planning process, introduces facility guidelines and policies, and offers helpful information to assist you with executing the logistical aspects of your event and to ensure an exceptional experience at KICC. This planning tool is also meant to complement the personal communication with your Event Manager.

Our dedicated Sales Team will initiate your event booking needs, matching your event to the space that best fits your event's requirements. From there, an Event Manager will be assigned to be your direct point of contact for all of your planning, executing and settlement needs.

Please share this guide with vendors and use it as a reference tool as you develop guidelines for your exhibitors, guests and sponsors.

We look forward to serving you,

### Team KICC

Kentucky International Convention Center  
221 South Fourth Street  
Louisville, KY 40202  
(502) 595-4381

# Event Planning Guide

## CLIENT EVENT CHECKLIST

Please use this timeline to help with the planning, coordination and implementation of your upcoming event. Failure to adhere to the Event Checklist such as on-the-fly floor plan adjustments or event changes may incur additional charges to the show.

### 7-12 Months Prior

- Advise your Event Manager of any service provider working with your event.
- Begin to coordinate audio visual, internet and telecom needs.
- Obtain menus and begin to coordinate with approved caterer for all food and beverage needs with your assigned Catering Sales Manager.
- Provide your Event Manager with the first draft of event specifications, floor plan requirements and program agenda.
- Obtain KICC's electric and utility order forms for exhibitor kits.
- Schedule a site tour with Event Manager.

### 3-6 Months Prior

- If using any outside service provider, send revised copies of floor plans to your Event Manager.
- Review the first draft of floor plans with your Event Manager to approve or request any changes.
- Begin to finalize food and beverage requirements with your Catering Sales Manager.
- Provide an exhibitors list for your Event Manager, to include exhibitor contact information.
- Submit any requests for multilevel displays 90 days in advance of the show and include stamped engineer drawings of the structural components – see #8 under Fire Marshal Requirements.

### 2 Months Prior

- Submit preliminary floor plan to Event Manager for Compliance Officer's review – see "Floor Plans" section for details.
- Determine event staffing for security and guest services with Venue Services and your Event Manager – deadline for diagrams to compliance officer is 60 days from event date.
- Determine electrical service needs through your Event Manager if needed.
- Place an order for audio visual needs if needed.
- Obtain an event work order form from Event Manager detailing event specifications.
- Sign finalized food and beverage contract, provide initial guarantees and deposit to your Catering Sales Manager.
- Provide Rigging Plots, Loading Capacity/Requirements to Event Manager within 30 days of event – see page 15 for more details.
- Submit Crowd Management Form and floor plan to Event Manager for approval.
- A deposit in the amount of seventy five percent (75%) of the estimated catering event revenue is due.
- Submit specifications of weight loads to Event Manager.

### 1 Month Prior

- Submit any changes to the floor plan to Event Manager for Compliance Officer's approval no later than 21 days prior to move-in.
- Provide your certificate of liability (insurance) to your Sales Coordinator – the certificate must be received no later than 15 days prior to move-in.
- Provide final event specifications and program agenda/timeline to your Event Manager.
- Obtain an estimate of ancillary services from your Event Manager.
- Confirmation of menu items, minimum guest count and initial e-signature of the program's Banquet Event Orders and Catering Agreement are required. Final attendance and financial guarantees are due on or before 7 business days prior to event arrival.
- Submit all electric needs to the Event Manager.

# Event Planning Guide

## 2-3 Weeks Prior

- Submit final changes of floor plans to Event Manager two weeks out from move in date. It is necessary for plans to be submitted on time in order to ensure compliance and appropriate review. Resubmission fee may apply.
- All exhibitor needs must be ordered through the KICC Exhibitor Services page located on the KICC website 21 days prior to the first show day in order to receive the advanced rate. To order services, visit [kyconvention.com/exhibit/order-services](http://kyconvention.com/exhibit/order-services).
- The remaining deposit of twenty five percent (25%) of the estimated catering revenue is due. Advanced payment in full is required to commence service.
- Finalize audio visual and internet needs.
- Sign and return the estimate of expenses to your Event Manager.
- Sign and return your event work order to your Event Manager detailing event specifications.
- Provide your Event Manager with an event staffing schedule and contact information.
- Confirm catering guarantees with your Catering Sales Representative – final guarantees are due 72 hours before your event.

## 1 Week Prior & On-Site

- Let your Event Manager know of any last minute changes to the floor plan, approval by the Compliance Officer is required and a re-submission fee may apply.
- Have pre-con and production meetings with key contacts and vendors.
- Any minor changes within 2 days of move in, or while on-site, will require Fire Marshal approval and a change fee may apply.
- Update your Event Manager daily with any program changes or delays.
- Final attendance and financial guarantees due to Catering Sales Manager on or before 7 business days prior to event arrival.
- While on-site, update your Catering Sales Manager on relevant changes in program scheduling.
- Changes to the facility door schedule while on-site may result in a one-time administration fee. A 24-hour notice will be necessary and every effort will be made to accommodate the adjustment to the staff schedule but is not guaranteed.

# Event Planning Guide

## ABANDONED PROPERTY

Any property unclaimed after 30 days following the term of the License Contract will be considered abandoned by Licensee, its contractors, or exhibitors. Kentucky International Convention Center (KICC) may take possession of it and treat it as its own or dispose of such property without liability. The Licensee is liable for any cost incurred, including, but not limited to, storage, if applicable, and disposing of the abandoned property.

## ACCESSIBILITY

KICC is committed to accommodating the needs of individuals with disabilities. Following the Americans with Disabilities Act (ADA), KICC is responsible for accommodating access of permanent facility constructs, and the Licensee is responsible for accommodating access of temporary constructs as required. Should you or your attendees need special assistance and/or services such as listening devices, wheelchairs, lifts or stage ramps, please contact your Event Manager for assistance in advance of the event.

### Elevators & Escalators

There are six public elevators and 12 public escalators that allow attendees to access the Upper, Main and Lower Concourses.

### Parking

There are 28 ADA compliant parking spaces located within our parking garages: Cowger Parking Garage and Commonwealth Parking Garage. Visit [kyconvention.com/maps-parking](https://kyconvention.com/maps-parking) for directions.

### Restrooms

All public restrooms in KICC are accessible according to federal ADA requirements. Gender neutral restrooms are also located throughout the facility.

### Seating

All seating throughout KICC is temporary and can be arranged for special accommodations with advance notice.

### Service Animals

Service animals are permitted inside the facility. The ADA has defined a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Service animals must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal or other adequate controls.

### Wheelchairs

All perimeter public access points have an ADA door. Please contact your Event Manager for assistance in advance.

# Event Planning Guide

## ADDITIONAL SERVICES

Additional services are available to help make your event more successful. Additional services include:

- Catering & Concessions
- Audio Visual
- Information Technology
- First Aid/Emergency Medical Team
- Venue Services Staffing
- Sign Language/Interpreters

**NOTE:** The Licensee will need to pay any fees for additional services, accommodations, materials or items used.

## ADVERTISING & MARKETING YOUR EVENT

KICC offers a variety of ways to advertise throughout the facility. Contact your Event Manager for more information.

### Digital & Social Media Exposure

For most public events hosted at KICC, Licensee receives a minimum of one social post. Our event booking software is integrated within our website, and this allows your event to be present to thousands of website visitors. If you choose, your event can be hidden. Google currently pulls our event listing, giving your event more exposure.

### Event Specific Advertising

Opportunities are available to promote your event. Contact your Event Manager for details.

### Facility Specific Marketing & Advertising

Our facilities include the Kentucky Exposition Center and the Kentucky International Convention Center. Year after year we have seen millions of visitors enter our facilities and our sponsors have the opportunity to promote their business on-site. Contact your Event Manager for details.

### Indoor Signage (OUTFRONT Media)

The Kentucky International Convention Center has hundreds of locations for signage. These opportunities can be a significant revenue generator for your event. You can explore opportunities to have a sign at one of our signature events, including five digital boards. Contact your Event Manager for details.

### Outdoor Signage (OUTFRONT Media)

The Kentucky International Convention Center has dozens of locations where outdoor signage can be placed, including two large digital billboards. We have digital signage neighboring a busy interstate and space. You can explore opportunities to have a sign at one of our signature events. Contact your Event Manager for details.

### Ticketmaster Promotion

The Kentucky International Convention Center is a Ticketmaster facility. KICC has contacts to explore ticket and event promotions within the Ticketmaster network. When an event is generated through Ticketmaster, it creates a Facebook event that helps sell tickets and promote your event. We have a robust database of visitors who have purchased tickets in the past at our facility, and we can leverage it to help promote your event. Additional promotional opportunities are available.

# Event Planning Guide

## AIR CONDITIONING & HEATING

Meeting rooms, ballrooms, and exhibit halls are individually climate-controlled. Please connect with your Event Manager for temperature adjustments.

## AIR WALLS

The opening and closing of air walls must be completed by KICC staff. The Licensee is responsible for the labor costs of adjusting the air walls, outside of the original floor plan, and will be priced at the prevailing rates.

## ART IN RESIDENCE

The pieces of artwork showcased throughout the facility are original and produced by Kentucky artists. Please contact Zephyr Gallery to purchase or receive a quote at **(502) 585-5646**. The gallery is located at 610 East Market St., Louisville, KY 40202.

## ATMS

ATMs are available throughout the facility and are the exclusive right of the Kentucky International Convention Center to operate on the property. If you would like additional ATMs for your event, please contact your Event Manager.

## AUDIO & VISUAL

KICC has a preferred in-house audio-visual provider, [Prestige](#). This professional audio visual team is available to help with any needs you may have.

### Audio Visual Equipment Rentals

- Audio Visual Coordination
- Computer Rentals
- Lighting
- Multi-Media Presentations
- Operators and Technicians
- Podiums & Easels
- Technology
- Video I-Mag and Taping

### Facility Audio System

Managed by our Preferred A/V Provider, Prestige AV. Please contact Prestige AV for audio patching rates, or contact your KICC Event Manager for details.

## BOARDROOMS

KICC has three boardrooms located on the Main Concourse off of the Market Street pre-function area. Each boardroom offers a pre-furnished pre-function area adjacent to this space.



# Event Planning Guide

## CLEANING SERVICES

KICC provides cleaning of all public areas, including restrooms and lobbies before, during, and after events, as well as uncarpeted aisles and trash cans in the exhibit hall during show hours at no additional cost. Cleaning does not include vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibit booth, unless arranged with event management prior to show start, for a prevailing fee. The Licensee of an exhibit hall will be responsible for the removal of all trash, crates, lumber, tape, floor decals, stickers and packing materials brought in by exhibitors and/or contractors before the show opening, during the show, and through move-out. Any costs incurred by KICC for trash not removed by the Licensee is charged to the Licensee at the prevailing rate. The exhibit hall floor should be left in the same condition as when Licensee took possession. Meeting rooms and ballrooms used for non-conference events, including exhibits, are the responsibility of the Licensee. In the absence of a show cleaning contractor, KICC cleaning staff will provide the necessary cleaning at prevailing rates. Use of confetti, streamers, make-up, etc. may require additional cleaning. Contact your Event Manager for prices and details. **Glitter is not permitted.**

## COAT & LUGGAGE CHECK

KICC staff can operate a coat check room to provide your attendees with a secure place for their coats while attending your event. Contact your Event Manager for more information on locations and rates.

## DAMAGES

If damages beyond typical wear and tear have resulted from the event's operations or any party affiliated with the event, the Licensee will be responsible for the costs of repairs. Damages should be reported to the assigned Event Manager as soon as they are known. KICC encourages the Licensee to schedule a pre- and post-event walk-through to verify the condition of the facility.

## DECORATIONS & SIGNS

Within all public spaces, lobbies, concourses, mezzanines, building exterior, and covered walkways, banners and static/digital signage are the exclusive right of Kentucky Venues. Should a Licensee desire to sell sponsorships or place revenue-generating signage, a buyout will be negotiated. Licensee may at times be permitted to place signage in lobbies and concourses as a part of registration and exhibits. Such installation must be approved by the Event Manager. These advertising opportunities will provide exposure to your attendees and create sponsorship opportunities for exhibitors to increase their ability to attract new customers and increase brand awareness.

In order to maintain the interior appearance of the Exhibit Halls, we request that you follow these guidelines:

- Do not drill, core or punch holes in the building.
- Signs must be of professional quality.
- Handwritten signs are not permitted.
- Signage or décor cannot obstruct or be attached to any fire suppression equipment or exit.
- Adhesive backed decals (except name tags) are not permitted. They cannot be given away or used in the venue. Any costs incurred from the use of, or removal of these items will be charged to the Licensee at the prevailing rate.
- Low tack adhesive clings only

# Event Planning Guide

- Helium balloons are not allowed. The Licensee is held fully accountable for ensuring that lighter-than-air objects are not brought into the building by themselves, their vendors, exhibitors, or attendees. In the event of violation and subsequent release of any lighter-than-air objects inside the facility, the Licensee will bear all costs associated with their retrieval, billed at the prevailing rates. Non-compliance with this policy may result in additional penalties.
- Signs, banners and streamers should not be attached, taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface or wall of the venue. Any special decorations or signs must be approved by your Event Manager.
- Confetti/glitter/rice are prohibited without prior approval by your Event Manager.
- Anything Kentucky Venues deems as lewd or offensive is subject to removal.
- No permanent markings such as permanent marker, paint is permitted on any part of the building.

## DIGITAL ADVERTISING

There are 6 digital media boards inside KICC as well two large boards on the exterior of the building on 2nd Street. These are available through OutFront Media. Your Event Manager can assist you with additional information.

## DOCK MASTER

Any show using KICC loading docks are required to have Dock Masters during move-in and move-out times. Third Street loading dock requires two Dock Masters and the Second Street loading dock requires three Dock Masters. These staff members are responsible for the safety and security of the facility during move-in and move-out. Dock Masters are well informed of facility information and can help direct vendors to their destinations. Dock Masters are required to arrive 30 minutes before event move-in and will stay 30 minutes after the event loading/unloading designated time. Costs will be at the expense of the Lessee. Dock Masters will work with the Event Manager to ensure a seamless process.

## ELECTRICITY

KICC is the exclusive electric service contractor, which includes labor and equipment required by the Licensee and all show exhibitors. This includes permanent electrical outlets. Any additional electrical required by the Licensee, its contractors, or its exhibitors is paid for by the Licensee or its exhibitors at rates that will be established by KICC. No additional equipment will be installed unless the Licensee obtains prior written approval from KICC. Licensee can request additional electric current and/or equipment at least two weeks in advance of the first available occupancy date of this License Agreement.

If a KICC team member determines through reasonable information that the power ordered by the exhibitor is less than what is required, the facility has the right to upgrade the power and bill the exhibitor at the prevailing rates for the equipment and services provided. Orders more than 21 days out will receive the advanced rate for electrical services. Orders placed within 21 days of the event will be subject to a higher rate.

## EMERGENCY SITUATIONS

To report an emergency, please call **(502) 595-4362**. KICC may require first aid and/or first responders (EMT) on-site, depending on the number of attendees, history, type or location of the event throughout event hours on scheduled event dates. Your Event Manager will work with you to schedule first aid for your event through the American Red Cross. Refer to emergency procedures and emergency procedure guidelines at the end of the manual. For more information about our First Aid Policy, please see page 21.

# Event Planning Guide

## EQUIPMENT & LABOR

KICC maintains a variety of inventory items to furnish basic sets. Equipment is subject to inventory and availability. Your Event Manager can discuss equipment availability with you. All KICC equipment must be set up and operated by authorized building personnel. Fees will be assessed if any equipment is moved by unauthorized building personnel or used by Licensee or its participants without event management approval. Rooms will be set up on a one-time basis. Costs for any additional room changes will be paid by Licensee at the prevailing rates. Licensee is responsible for any KICC equipment used. KICC equipment should be left in the same condition as it was before Licensee's usage. KICC does not provide easels or podiums. Please contact our in-house AV provider, Prestige AV, for rental rates.

## EVENT COST ESTIMATE

Upon request, clients can be provided an event cost estimate prior to their event. This is only an estimate of what you have preordered through your Event Manager. As your requirements change, so will your estimate of ancillary charges. Audio & visual and food & beverage estimates are provided separately.

## EVENT MANAGEMENT

A key element in the success of any event is a consistent level of communication between the meeting planner/show manager/show organizer and the facility. KICC may assign multiple Event Managers to handle different facets or stages of your event. Our goal is to make your event run smoothly and to have someone available for you when you need them. All event requirements must be coordinated with your Event Manager and approved by Kentucky Venues at least 14 days before the event takes place.

## EVENT STAFFING

Venue Services is the KICC exclusive in-house team of employees trained to enhance the guest experience of each event. We empower our staff to implement their knowledge of the facility to exceed safety and security needs for the venue, clients and guests.

Venue Services offers Dock Managers, Security Personnel, Guest Service Reps, Ticket Takers, and Ushers. Staffing requirements are based on the risk level, the volume of people and square footage of your event. Staff services will be planned, scheduled and approved through your Event Manager.

Event staffing plans must be submitted to your Event Manager no later than 60 days in advance of an event.

### Door Attendants

KICC is a locked facility and all public doors are REQUIRED to be staffed by KICC employees ONLY (event volunteers are not permitted). If you have leased meeting rooms and are holding events on the M-Room (3rd & Jefferson, Market St.) side entry doors must be staffed at event producer's expense based on the event schedule. No doors are to be propped open to protect KICC staff, event attendees, and the building (life safety).

### First Aid Staffing Requirements

Requirements of First Aid vary depending on the type of event, number of attendees, and location on the premises. The comprehensive First Aid Policy can be found in the additional policies section at the end of this guide. Contact your Event Manager for minimum requirements.

# Event Planning Guide

## Outside Contractors and Temporary Staff

Please communicate with all contractors that temporary and contract staff must enter the building through the designated Staff Entrance on 2nd Street. Your Event Manager will provide detailed instructions.

## Safety & Security Staffing Requirements

KICC requires safety and security staff on-site for all events. Specific staffing requirements can be determined by contacting your Event Manager. KICC adheres to NFPA (National Fire Protection Association) guidelines through state regulations. Licensee is required to provide the safety and security staffing necessary to protect property owned by the Licensee, and security staffing that will provide a safe environment for guests.

## EXCLUSIVE SERVICES

- Electrical, compressed air and water – drainage of liquids should be coordinated with your Event Manager and engineering.
- Food and beverage are provided by the Board's exclusive caterer.
- Telecommunications, internet, cable/satellite connections
- Venue Services Event Staffing
- ATMs

**NOTE:** Please check with your Event Manager as our exclusive service providers may change.

## FACILITY REGULATIONS

- Exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky and Health guidelines issues by the Kentucky Department for Public Health.
- Hanging signage is strictly prohibited from sprinkler lines, water, gas, or air lines, HVAC ductwork, electrical buss ducts or any other lines. Items found hanging on prohibited structures will be removed at Licensee's expense.
- No holes may be drilled, cored or punched in the building.
- No adhesive backed (stick-on) decals, advertisements or similar items may be distributed.
- Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces or columns without prior written approval from facility management.
- No lighter-than-air (helium) balloons are permitted in any building. It is a violation of the City of Louisville ordinance to release lighter-than-air balloons into the atmosphere.
- Passenger elevators and escalators are not to be used for transporting freight from level to level.
- No door will be chained or blocked in any manner or rendered inaccessible at any time.
- No furniture will be removed from the Pre-Function areas for Boardroom A and overlook suites North and South. The permanent conference tables will not be moved around within these rooms.
- No bicycles, skates, Razor Scooters, skateboards, hoverboards, etc. are permitted to be used in or on property.
- No group or individual may sell items on the property without prior written approval of the Licensee and facility management.
- Pamphlets, flyers or any such advertising or informational materials cannot be distributed in non-leased areas or parking areas. Such materials can only be distributed from exhibitor booths with the consent of show management. Clean up for non-authorized materials will be billed to the Licensee.
- Tipping an employee is strictly prohibited, however, a post-event survey will be sent to you at the conclusion of your event and we would appreciate hearing about your experience.



# Event Planning Guide

## FLOOR CARE

In an effort to minimize any damage to facility floors, KICC requires that all Licensees, exhibitors, contractors and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet, walls, corners, and tile. Where possible, all movement **MUST** take place through the service corridors. In areas where this is not feasible, all decorators and/or Licensees must tape down a layer of visqueen or plastic from point A (origination point) to point B (the final destination of the freight or project). Any counters that will sit directly on the tile will need carpet placed under them. Pallet jacks will be used on the visqueen over the carpet. Under **NO** circumstances will a forklift be used to transfer freight on any part of the carpet or tile.
- For the floors in our exhibit hall, KICC requires the use of approved carpet tape and floor marking tape. Any costs incurred by KICC for tape or tape residue/stickers not removed will be charged at the prevailing rate to Licensee.
- Plywood must be placed on floors and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These items cannot be dumped directly on the floor without plywood protection. Floor ports must be covered and protected from any of these items.
- All tape, tape residue, and permanent marker must be removed from the exhibit hall floor and disposed of immediately after the show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by KICC for tape not removed will be charged at the prevailing rate to the Licensee.
- Freight items are prohibited from entering the property through the lobby doors. This includes large carts and dollies.

## FLOOR PLANS

KICC requires submission of the event floor plan to scale 60 days out for review, approval and submission to the Compliance Officer. Floor plans must include event name and date, designer and origination date, total number of booths, dimensions and total net square footage. In addition, exits should be unobstructed and clearly marked and all columns/utility ports must be included. Failure to submit floor plans 60 days out may result in additional fees.

## FOOD & BEVERAGE POLICIES

Levy Convention Centers is the exclusive food & beverage provider for the Kentucky International Convention Center. No food or beverage of any kind will be permitted to be brought into the venue by the patron or patron's guests or invitees without prior written approval from the General Manager. Food & beverage items may not be taken off the premises. Your Levy Catering Manager can assist with all your food and beverage needs, including:

- Menu selection, pricing, and presentation
- Specialty food service for exhibitors
- Concessions in the main concourse and exhibit halls
- Exhibitor booth catering
- Catering info
- Alcohol sales and service
- Product sampling

For more info, [click here](#).

**NOTE:** The Kentucky International Convention Center is a cashless facility.

# Event Planning Guide

## FORK LIFTS & HEAVY EQUIPMENT

Should a forklift be required, contact your Event Manager for more information about this service and the scheduling of labor. Please communicate to any equipment rental company that all forklifts, high lifts, etc. must have protective wheel coverings or non-marking tires. Event Decorator and/or audio visual provider is responsible for bringing in their equipment needed for rigging, unloading, moving, etc.

## FREIGHT ELEVATORS

Freight Elevators service all three floors and capacities are as follows:

FE1 – 13,000lb

FE2 – 13,000lb

FE3 – 17,000lb

Transportation of dollies, oversized luggage, boxes or freight and tool boxes are prohibited on escalators. Freight is prohibited on passenger elevators and perimeter doors.

## GRATUITIES

KICC prohibits any employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with KICC. Show Management, Service Contractors and Exhibitors should refrain from any such activity.

## HOURS

During move-in and move-out, hours provided are 6 a.m. to 6 p.m. and show hours are 8 a.m. to 11:59 p.m. Events that go over these set hours will be billed at the prevailing rates.

## INSURANCE & INDEMNITY

Licensee shall secure and maintain during the entire Term Commercial General Liability Insurance. Licensee shall provide coverage with a minimum limit of \$1,000,000.00 per each occurrence. Such policy shall include the Board, specifically written as Kentucky State Fair Board and Kentucky Venues, its members, directors, officers, employees, and agents as an additional insured and shall cover liability arising from Premises and operations, independent contractors, products and completed operations, personal and advertising injury, assault and battery and liability assumed under this License to include a per location aggregate. A Certificate of Insurance must be received at least 30 days out from move in date. Lessee will not have access without a Certificate of Insurance. Insurance coverage may be required to be increased depending on the nature of the event.

## LIGHTING

Lighting will be maintained at a reduced level during move-in/out, and full lighting will be provided during show hours.

## LOCKS & KEY CARDS

All KICC doors are locked outside of show hours. All entrance doors are required to be staffed when unlocked to ensure life safety of event staff, attendees and KICC staff. All entrance doors will be scheduled to be open during show hours unless arranged differently prior to show start. Four key cards are provided for all events. Any additional key cards required or unreturned key cards will incur additional fees.

# Event Planning Guide

## LOST & FOUND

The Kentucky International Convention Center is not responsible for lost items. All lost and found items are delivered to the security office, unless otherwise instructed by the show manager. Please contact **(502) 595-4362** for information on reclaiming a lost item or visit [kyconvention.com/attend/lost-and-found](https://kyconvention.com/attend/lost-and-found) for a list of items found.

## MOVE-IN/MOVE-OUT

Under no circumstances will anyone attempt to move-in or out any materials through the main entrance areas of the facility without prior approval from their Event Manager. KICC pre-function spaces must be protected with visqueen or other approved covering in order to move-in or out exhibits, registration counters, materials, freight, etc. onto carpeted and tiled areas. Under no circumstances should show management allow move-in to start earlier than the contracted time unless approved by the Event Manager. Nor should the move-out time be adjusted without approval of the Event Manager. A dock master is REQUIRED to accompany loading and unloading exhibits and materials.

## NOISE GUIDELINES

KICC has a responsibility to ensure the quiet enjoyment of the facility for all of our clients. Show management should inform event management of any expected musical presentation, rehearsals or loud activities in advance. Live entertainment should not be scheduled without approval and coordination with your Event Manager. KICC retains the right to regulate the volume of any audio that interferes with any other Licensee's use of contracted space within KICC. Use of speakers in pre-function areas is prohibited.

## OCCUPANCY LOADS

Occupancy totals change as room set-up changes. The maximum occupancy is based on an empty room. After room set-up is determined, your Event Manager will be able to give you the occupancy load of the room requested. Additional requirements may be in place from the local health department.

## PARCEL & TRUCK INSPECTION

KICC security has the right to inspect all vehicles, cartons, packages and other containers entering or departing the property.

## PARKING

KICC owns two neighboring parking garages: Cowger Parking Garage (723 parking spaces) and Commonwealth Parking Garage (636 parking spaces). Visit [kyconvention.com/maps-parking](https://kyconvention.com/maps-parking) for directions. Rates are the same for each garage. There are no in-out privileges provided at either garage. Parking is on a first come, first served basis. Speak to your Event Manager for parking rate information for your event.

### Commonwealth Garage

(636 Spaces)  
320 W Jefferson St.  
Louisville, KY 40202

### Cowger Garage

(723 Spaces)  
329 W Market St.  
Louisville, KY 40202

### Shuttle Locations

The Licensee manages transportation logistics. This includes street closures and pull-off areas. Speak to your Event Manager for additional information.

# Event Planning Guide

## PEDWAY USAGE

The Pedway attached to the Marriott Hotel and Hyatt Hotel Parking Garage will be opened based on event hours and door schedules. This does not include move-in days. The Pedway cannot be open unless Venue Services staff are present to ensure the safety of KICC staff and event attendees. If you wish to schedule the Pedway door to be open during your move-in day, you may coordinate through the Venue Services department.

## PETS & ANIMALS

Except for service animals, animals are not permitted inside the facility without advanced approval. KICC uses the definition provided by the ADA: a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed or tethered unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal or other adequate controls.

Required permits must be shown for all animals involved with a show. Contact the assigned Event Manager for details.

## PRE-FUNCTION SPACE

Pre-function spaces are generally not licensed spaces and must always be kept open for public access and used within specific guidelines set forth by Kentucky Venues. Although there will, on rare occasions, be pre-function space included with a license agreement, this area is understood to mean registration, receptions, and exhibit footprints only.

## PYROTECHNICS & SPECIAL EFFECTS

The use of pyrotechnics, fog machines, hazers, etc. within KICC is strictly regulated by the State Fire Marshal, and must be approved before the date of the event. Contact your Event Manager for additional details.

## RIGGING

A rigging plot must be submitted to your Event Manager at least 30 days before the first day of load-in for any equipment intended to be hung from the ceiling. The rigging plan must include all points, load, and method of suspension and Product Make and Model. An electronic version of the facility space may be requested from your Event Manager or Sales Manager to assist you with the planning process. KICC reserves the right to ensure the use of designated rigging personnel for hanging any item when necessary (including those under 100 lbs.) or when safety is a concern. Failure to comply with these requirements may result in restriction of access and probable delays in producing the event. Late submission of rigging plot may result in a late fee or be unapproved for rigging.

The Licensee of the Facility is ultimately responsible for any damage, injury, etc. resulting from the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the licensed period.



# Event Planning Guide

## ROOM SET-UP

The initial room set is complimentary for all ballrooms and meeting rooms, that are set theater, classroom, conference, banquet or reception style. Tables include white linen cloth with our classroom set-ups in meetings/ballrooms only. Exhibit Hall sets are not included, and equipment will be invoiced as ordered. All sets are contingent upon available inventory during the term of the License contract. Subsequent turnover fees will be assessed beyond the complimentary set for turnovers. Please see your Event Manager for details. **Minor changes to the approved set 14 days or less before the first move-in day may incur a charge.** This includes, but is not limited to, the addition or removal of inventory (tables, chairs, risers and performance staging).

## SAFETY & SECURITY

KICC maintains 24-hour security for the building perimeter, parking garage, pedway and internal patrols. Cameras are strategically placed throughout the building. All Licensee's of KICC are responsible for complete security within exhibit areas, meeting rooms and other areas leased and used by the client. KICC Public Safety Department will have final approval of security within the facility. Additional security is available at prevailing rates through Venue Services. KICC safety and security can be contacted at **(502) 595-4362**. Kentucky Venues follows the current National Fire Protection Association (NFPA) Life Safety Code requirements for Trained Crowd Managers in public assembly venues. One Trained Crowd Manager is required for every 250 guests.

## SALES & USE TAX

Commercial Exhibitors must collect sales tax as required by the Kentucky Department of Revenue. Effective January 1, 2023 Kentucky state sales tax will be imposed on rental space and certain services, including parking. To maintain the required compliance with this change, all events, with the exception of non-profit organizations and clients presenting a Kentucky re-sale certificate, contracted after February 25, 2022, will have final invoices reflecting the required sales tax on the rental of event space. Please contact your Sales Manager with any questions. Per KRS 139.200 (AG) (AJ) Effective January 1, 2023. Commercial Exhibitors must collect sales tax as required by the Kentucky Department of Revenue.

Visit this website for forms and details: [revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx](https://revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx)

## SERVICE DESK

KICC staff may provide an exhibitor services representative to assist exhibitors with questions and ordering of compressed air, water and electricity services during exhibitor move-in/out hours. Please speak with your Event Manager on services that may be available for your event.

## SHIPPING

KICC will not accept advance shipments of freight or materials before the contracted move-in date. All shipments delivered to KICC after the official move-in date will be addressed to the attention of the show contractor. Under no circumstances will cash on delivery be accepted by KICC. If you have questions regarding shipping or receiving, please contact your Event Manager. If any labor is required by KICC staff, the exhibitor or show will be charged the prevailing rates for all laborers and equipment used.

# Event Planning Guide

## SOIL, WATER & GARDEN DISPLAYS

Displays must use a protective coating of fire-retardant plastic, visqueen (minimum 6 ml), plywood or Masonite to protect the floor, floor ports, and all facility equipment. Curbing must be used to retain loose materials and prevent leaks. Licensee is responsible for any associated cleaning and/or damage incurred.

## TECHNOLOGY SERVICES

Kentucky Venues is the exclusive technology services provider for KICC's infrastructure.

### Services

- Multiple high-speed, gigabyte internet connections
- Dedicated and shared internet access from 3Mb to 1GB
- High-Density Wireless in Class A exhibit halls and meeting rooms
- Dedicated Wireless SSID's & buyout for marketing opportunities
- Basic Wi-Fi Access in public areas is complimentary – charges apply in licensed spaces
- VLAN Setup and Configuration
- Fiber Optic Dry Pair
- "Buy on the Fly" wi-fi available while on site per device

### Voice Support

- VoIP Service
- VoIP Handset Rental
- Long-distance service

### Network Support

- On-site tech staff to assist and support during your event

### Other Features

- Network equipment rental
- Specialized quotes as needed for your event

For more detailed information, please contact your Event Manager.

## TICKETED EVENTS

Should Licensee's use of the property involve an event for which tickets are sold, Licensee must use the exclusive event staffing and security of Kentucky Venues to staff ticket sellers and takers. If an internet or professional ticketing service is required, it shall be at the sole discretion of the Kentucky Venues Ticket Office to provide the exception. The Kentucky International Convention Center is a Ticketmaster facility. Additional box office fees may apply.

## TRANSIENT VENDOR LICENSE

If you are a person/business selling or offering new merchandise to the public on temporary premises and do not have a permanent, fixed location in Kentucky where the business is conducted, you are considered a vendor. A transient vendor can be both a Kentucky resident or an out-of-Kentucky resident. Permits can be obtained by visiting [jeffersoncountyclerk.org/official-documents](http://jeffersoncountyclerk.org/official-documents).

# Event Planning Guide

## VEHICLES, GOLF CARTS & MOTORIZED SCOOTERS

Vehicles are not permitted in the Exhibit Hall for loading and unloading equipment without the authorization of KICC management. All equipment and freight will be loaded and unloaded at the loading dock area. Vehicles, freight or other show materials can not be stored in any facility without prior approval from KICC management. Motorized vehicles may not be parked inside any building, at any loading dock or any other area unless this area is a designated parking space. All vehicles will be towed at the owner's expense. Any vehicle that remains in the Exhibit Hall as part of a display must conform to all fire regulations. Persons under the age of 16 are not be allowed to operate a personal cart (golf cart) on property. Under no circumstance are vehicles allowed in lobby areas without prior consent. Any display vehicles will be subject to the rules and regulations put forth by the Event Manager.

### Flammable Liquid/Gases

Display of any motor vehicle, aircraft or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five gallons or 25% fuel capacity, whichever is less. Aviation equipment tanks must be 100 percent full. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Contact your Event Manager for final approval.

### Electric Vehicles on display

All Electric Vehicles on display will be subject to KEC fire watch personnel with fire extinguishing equipment for each vehicle displayed. Vehicles may not be located near flammable materials. A Venue Services team member will contact you to discuss scheduling and provide a quote for services. Notification of electric vehicles should be provided to the Event Manager at least 30 days prior to the show move-in date.

## VENUE SERVICES

The Licensee is required to use Venue Services for their event for staffing that includes but is not limited to ticket sellers, ticket takers, ushers, concierges, event security and other personnel required. The costs of such personnel is charged to the Licensee unless otherwise agreed upon in writing.

Kentucky Venues follows the current National Fire Protection Association (NFPA) Life Safety Code requirements for Trained Crowd Managers in public assembly venues. One Trained Crowd Manager is required for every 250 guests. See page 10 for Event Staffing.

### Venue Services Staff

- Loading Dock Area during move-in and move-out times – two Dock Masters are required for the Third Street Dock and/or three Dock Masters are required for the Second Street Dock.
- Exhibit Hall freight elevators when in use
- Entrance and exit areas to be used by exhibitors, guests, the general public, etc.
- General areas in use when multiple events necessitate pedestrian traffic management, which may include exhibit halls and pre-function space.

## WEIGHT LOADS

Weight load limits must be adhered to throughout the facility. Please contact your Event Manager with questions regarding weight load limits for specific locations. A specification of weight loads are required 60 days in advance of your event.

# Event Planning Guide

## ADDITIONAL POLICIES

### Alcoholic Beverages

Levy maintains the exclusive license to sell alcohol at KICC by maintaining an NQ-1 Retail by the Drink, Extended Hours Supplemental, Special Sunday Retail Drink, and NQ Retail Malt Beverage Package Licenses. No outside alcohol or beer may be brought onto the premises for sale or consumption. Any questions related to purchase of alcohol during your event should be directed to Levy.

There should be no alcohol sales on the “premises” after midnight on show days unless permitted by prior written agreement set forth in an amendment to this lease agreement.

### Compliance With Laws

The Licensee shall not discriminate against any person. Licensee will not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services will be refused or restricted due to discrimination.

### Confederate Battle Flag Merchandise

Kentucky Venues strives to create a welcoming environment for all, regardless of race, color, ethnicity or cultural background, and recognizes that the Confederate Battle Flag (also known as the Rebel Flag or Stars and Bars), is offensive to many people. Therefore, all new contracts or renewals of existing contracts for events in the future shall include a ban on the sale or giveaway of any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag by its Licensees and their vendors, exhibitors and participants, with limited exceptions related to history books or other educational and interpretive media where the Confederate Battle Flag is depicted in its historical context.

### Drone Policy

Kentucky Venues has established the following drone policy for the Kentucky International Convention Center:

A drone or unmanned aerial vehicle (UAV) is defined as a “powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload”.

In order to ensure the safety of all patrons at the Kentucky International Convention Center, drones are only allowed on the property with the following requirements:

- Drones are not allowed inside any Kentucky Venues facility during move-in, show hours, and/or move-out without the express written consent of Kentucky Venues.
- Drones are not allowed outside any Kentucky Venues facility without the express written permission of Kentucky Venues and the FAA.
- Drones are not allowed to fly over nor hover above areas with people. Examples include: standing crowds, occupied exhibit space, seating areas and pre-function space.
- Drones may fly over occupied stages if a written waiver of liability is filed between the drone operator and stage performers. Signed waivers must be submitted.



# Event Planning Guide

If the Licensee would like to use a drone, a written request needs to be submitted to the Event Manager and the Public Safety Manager and Security at Kentucky Venues for review and approval:

- Name of pilot operating the drone
- Pilot's experience level and other events they have flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used
- Proposed payload and payload weight
- Time(s) the drone will be in operation
- Location(s) the drone will be operated (Flight Plan)
- If a Licensee wants to fly the drone outside of the building, The FAA approval must be secured and presented to the facility management.
- Copy of Drone Liability Insurance with \$1 million in coverage.

Licensee is liable for any and all damages to persons, property and any litigation arising from the use of drones or UAVs operating on or in any Kentucky Venues facility.

Kentucky Venues and its employees will not be liable as a result of any operation of a drone or UAV on or in any Kentucky Venues facility.

## Fire Marshal Requirements

The following State Fire Marshal's minimum fire safety requirements will be applied at all shows (trade, commercial or otherwise) whether the exhibit space is open or closed to the public.

1. Accurate-to-scale floor plans for the entire show will be submitted to the Kentucky State Fire Marshal's Representative (KSFM Representative) not less than 60 days prior to move-in and setup of the area being reviewed. Plans will be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Licensee, if requested, subject to an on-site inspection by KSFM Representative and may incur a late submission fee.
2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to the Kentucky International Convention Center.
3. Any motor vehicles, gasoline-powered equipment, tools, etc., on display should have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps will have the gas caps sealed with tape. All such fuel tanks will be less than one-fourth full. Absolutely no storage of any fuel is permitted in any building.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks should be removed immediately after loading or unloading.
5. Decorations and displays will not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
6. All decorations will be fire retardant. The decoration companies/exhibitors should be prepared to extra space provide certificates of flame spread on all decoration items. Items that are not properly fire retardant will be removed.
7. All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
8. "Closed Top" displays include canopies, horizontal signs, displays with roofs and multilevel displays. Closed top displays must have prior written approval from the KSFM Representative. Approval requests for multilevel displays must be submitted 90 days in advance of the show and include stamped engineer drawings of the structural components. Enclosed displays must have a working smoke detector, which is audible outside of the enclosure, and a fire extinguisher (2-A:10B:C at minimum).

## Event Planning Guide

9. During occupancy hours, aisles and exit doors should be free of all obstructions and unlocked for immediate use in the event of an emergency.
10. Signs designating exits and the direction of travel to exits approved by the KSFM Representative will be provided by the Licensee and in place prior to the show's opening.
11. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
12. All electrical devices and installations will be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used will be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and/or devices that present a hazard will be subject to confiscation.
13. All Licensees, exhibitors and show personnel will adhere to fire safety laws, regulations and codes that have been duly adopted
14. Kentucky Venues requires security where occupants are allowed to reside overnight inside of any state-owned structure on the grounds. Security personnel will be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
15. Licensee will provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
16. It's the Licensee/show manager's responsibility to see that the above regulations are followed.
17. Licensee is responsible for making key personnel (including security) aware of and familiar with the facility's emergency procedures, which would include (but not limited to) fire, bomb threats, inclement weather, etc.
18. Kentucky Venues follows the current National Fire Protection Association (NFPA) Life Safety Code requirements for Trained Crowd Managers in public assembly venues. One (1) Trained Crowd Manager is required for every 250 guests.
19. Candles/Votives/Open Flames: Prior approval is required when using decorative (votive) lit candles and Fire Code safety requirements are followed to prevent ignition of any combustible material or injury to occupant. Candle flame must be protected and the candle securely supported on a substantial, non-combustible base and located in a position to avoid danger of ignition of combustible materials. Candle may not be attached to or made part of any decoration or floral arrangement. Notify your KICC Event Manager who will assist with the approval process. *You may be required to have Fire Watch personnel on duty during your event which will be billed to the master invoice at prevailing rates.*

### Firearms Policy Licensee

As state government facilities, Kentucky Venues does not prohibit persons able to lawfully possess a firearm from carrying concealed firearms or open carry firearms on the premises at either the Kentucky International Convention Center or the Kentucky Exposition Center. At their discretion, individual Licensees of Kentucky Venues shall have the option to restrict firearms during their event in the exhibit hall, ballroom, meeting room, outdoor, or other area leased by the Licensee. Staff of Kentucky Venues shall contact law enforcement in the event of any alleged illegal patron conduct.

### First Aid Policy

Kentucky Venues has established the following First Aid Policy for the Kentucky International Convention Center.

Events promoted by Kentucky Venues will use the American Red Cross (ARC); Licensee are encouraged to use ARC also, but it is not mandatory as long as the minimum requirements set forth below are met by an alternative provider. The ARC may be contacted at **(502) 561-3706**.

# Event Planning Guide

To ensure the safety and proper care of all patrons at the Kentucky International Convention Center, the **MINIMUM First Aid** requirements during events at KICC are outlined below:

- High occupancy events with peak attendance exceeding 1,500 patrons are required to have one First Aid Team.
- All sporting events regardless of attendance are required to have one First Aid Team or one Certified Athletic Trainer/Medic who will serve your competitors only. All sporting events with attendance of 1,500 patrons or more as stipulated in our policies are required to have, in addition to the above, 1 First Aid Team on duty during event hours for all attendees.
- Certified Athletic Trainers may be substituted for events with less than 2,000 in attendance.

One First Aid Team consists of two people trained and certified as an Emergency Medical Responder or higher certification in the Commonwealth of Kentucky.

These minimum requirements are subject to increase in number of personnel and/or level of service. The Kentucky Venues Event Manager will work with the Kentucky Venues Public Safety Manager to determine if an increase is necessary. The Public Safety Manager will be the final authority on the matter. Increases are based upon the following criteria (but not limited to them):

- Type of event
- History of the event or similar events
- Anticipated attendance
- Resumes, work experience, and references of team members

For most events, the hours of coverage are the hours the event is open to the public. For trade shows and some public shows, the hours could include the scheduled times for move-in and move-out.

The Licensee may select their first aid provider but is required to coordinate this with the Kentucky Venues Event Manager and Kentucky Venues Assistant Director of Security. The organization providing first aid must meet the following criteria:

- Provide Kentucky Venues proof of liability insurance.
- Provide copies of BLS and CPR Certifications of first aid team members including contact information and a photocopy of identification.
- Provide resumes, work experience and references of team members.
- Provide approved communication between first aid team members and Licensee as well as with Kentucky Venues staff. Communication can be by two-way radio or telephone.
- Be familiar with the KICC facility and emergency procedures.
- Provide the following basic first aid supplies and equipment: two way radios for communication; gauze bandages; non-stick sterile, rolled, flexible or stretch gauze; bandage tape, adhesive strip bandages; triangular bandages; splints of various sizes; ladder splints; eye dressing or pads; crash scissors; tweezers; safety pins; thermometers; flashlights; disposable latex gloves of all sizes; wheel chair; back board; peroxide; alcohol; antibiotic cream; finger splints; tongue depressors; alcare foam; sterile water; blood pressure cuffs; stethoscopes; sterile burn sheets; large and small combine dressings; AED; and other supplies as needed.
- Maintain and provide a log to the Assistant Director of Security containing the minimum information of the name of patron, date and time of the services sought by the first aid provider. This requirement is not intended to impede the HIPPA, but rather provide the facility with a measurement of usage of first aid services during the event.
- Maintain medical and treatment records in accordance with all HIPAA laws and regulations.

# Event Planning Guide

## Free Speech Policy

The policy outlined in 303 KAR 1:080 ensures the balance between the right to demonstrate and the uninterrupted operation of events at the Kentucky International Convention Center. This regulation maintains a structured environment where free speech can be exercised without impeding the primary functions of licensed events.

The Kentucky Exposition Center serves as a limited public forum, with designated "free speech zones" where demonstrations can occur, provided they do not block entryways and align with reasonable, viewpoint-neutral restrictions. The policy does not cover private, closed events, where demonstrators must contact event organizers to arrange participation. The full policy is available at <https://kyvenues.com/free-speech-policy/>. Please reach out to your Event Manager for further details or questions.

## Items Representing Racist Ideology

Kentucky Venues strives to create a welcoming environment for all, regardless of race, color, ethnicity or cultural background and recognizes that certain items that clearly represent racist ideology, including but not limited to, Ku Klux Klan items, items reproduced since World War II denoting swastikas are offensive to many persons; Kentucky Venues prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items.

## Minor Attendance Policy

Kentucky Venues has established the following Minor Attendance policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

Kentucky Venues welcomes children to attend events at our facilities and properties. However, the safety and well-being of children on the premises of Kentucky Venues are of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that our facility provides a safe and pleasant experience for all. Responsibility for children attending the facilities rest with the parents/guardian/assigned chaperone, not with Kentucky Venues personnel.

## Attendance Age & Custodial Care Requirement

Children and minors are classified as any youth under 18 years of age.

Chaperone by definition will include: parents, coaches, teachers, other parents, organizational leaders and show managers having responsibility for children. Siblings and babysitters over the age of 16, and having a means of transportation to and from the facility will also be considered a valid chaperone.

## Unattended Children

Children age 11 and younger are required to have a chaperone with them at all times.

Children age 12 and 13 are required to have a chaperone with them on-site while attending events.

If a child in these age groups is found unattended, the staff will attempt to locate the chaperone and inform him/her of the rules. If a chaperone cannot be found, the police will be called for assistance to determine the child's parent/caregiver.

This is a particular concern in inclement weather, after dark, and at the closing of the facility. All children should have the telephone number of someone who can assist them in an emergency. When the safety of an unattended child is in doubt, the parent or responsible caregiver cannot be located, or if the facility is closing, staff is authorized to call the police and stay with the child until the police arrive.



# Event Planning Guide

## Disruptive Children

Disruptive behavior is behavior that creates a physical danger to the child or others, or behavior that interferes with other patrons or staff. Disruptive behavior includes, but is not limited to:

- Running, chasing, horseplay
- Screaming, shouting, yelling, or other intentional nuisance noise
- Abnormal, erratic behavior that hinders normal facility use
- Pushing, hitting, fighting, biting
- Bullying
- Jumping on furniture or event displays
- Uninvited loitering or trespass on Kentucky Venues property
- Gathering in unsupervised disruptive juvenile groups
- Playing on or around escalators and elevators

Staff will approach disruptive children in the following manner:

- Give a verbal warning to the child, indicating that such behavior is disruptive to others and is unacceptable.
- If disruptive behavior continues, staff will approach the chaperone with the same warning. If the child is unattended and under the age of thirteen, the staff will seek an appropriate resolution and seek to remove them from the property by returning them to their parent or guardian.
- Continuously disruptive unaccompanied children over the age of 14 will be directed and escorted to leave the property. Before removal, every attempt will be made to contact a guardian for pick-up.
- If the disruptive behavior continues and a return to guardianship cannot be reasonably acquired, police assistance will be utilized.

## Minor Age Guide

0-11 requires a chaperone to be with the child at all times.

12-13 requires a chaperone to be on-site.

14-17 can attend without a chaperone.

16-17 can act as a babysitter or chaperone, must have access to transportation to and from the site.

## Tobacco-Free Policy

All indoor facilities are designated as smoke-free spaces. There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors. Smoking is permitted outdoors but must be done a minimum distance of 25 feet from building entrances. This policy is strictly enforced and violators are subject to removal.

# UPPER CONCOURSE



## Room Capacities

Space	Dimensions	Sq. Ft.	Ceiling Ht.	60" Rounds	72" Rounds	Classroom	Theater	10x10 Booths	Combined
Exhibit Hall – All Halls	384' x 502'	204,169	32'	10792	10850	13,492	19,525	1039	204,169 (includes C & E)
Exhibit Hall A	132' x 180'	27,633	32'	1280	1260	1,584	2,573	121	
Exhibit Hall B*	177' x 363'	66,063	32'	3216	3650	4,352	6,330	342	
Exhibit Hall D*	210' x 376'	80,136	32'	4032	4220	4,864	7,826	406	
Exhibit Hall C**	210' X 165'	23,240	32'	1104	1304	1,308	2,298	113	30,337
Exhibit Hall E**	132' x 45'	7,097	32'	264	270	384	649	24	

\* Exhibit Halls D and B each include an Overlook Suite.

\*\* Exhibit Hall C and E cannot be booked individually. They must be used in conjunction with another space – i.e. C/E, A/C, D/E, A/C/E.

**Note:** Square footage totals are usable square feet, therefore they may not equal the total sum of dimensions precisely.

**Note:** Capacities presented are at maximum occupancy and do not include space for AV, stage(s), etc. Classroom capacities are based on 4 people per 8-foot table.

# MAIN CONCOURSE



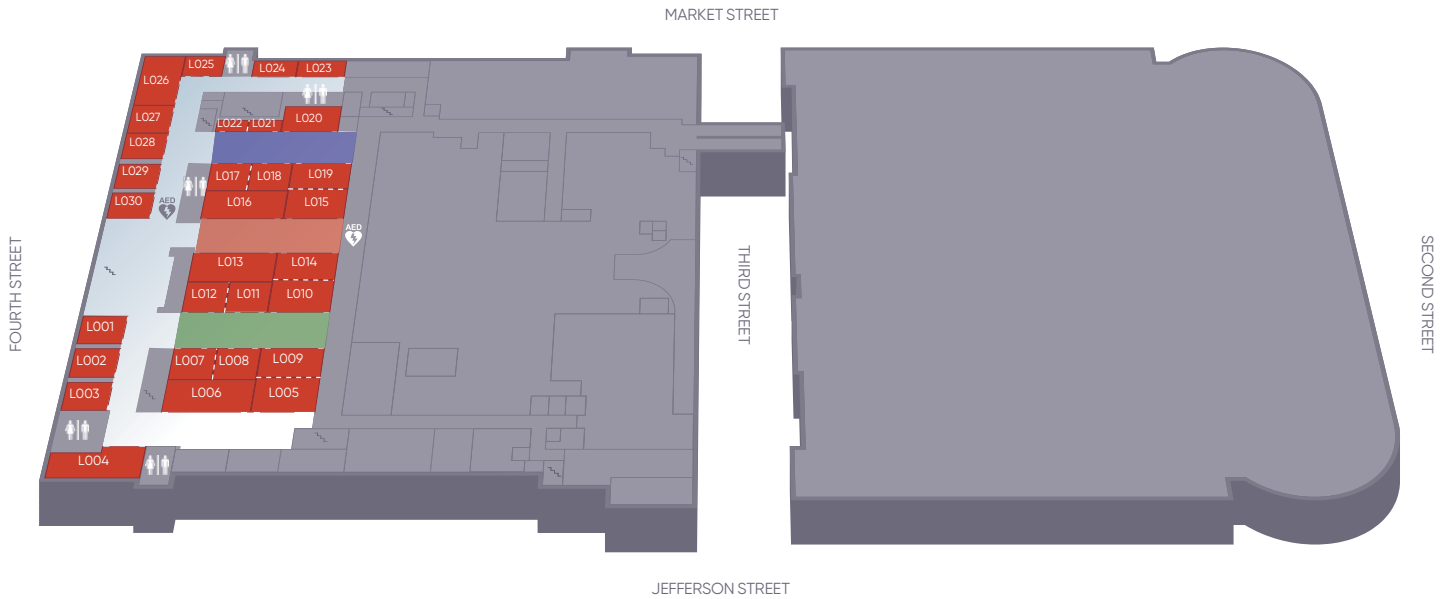
## Room Capacities

Space	Dimensions	Sq. Ft.	Ceiling Ht.	60" Rounds	72" Rounds	Classroom	Theater	10x10 Booths	U Shape	Hollow Square	Combined
Ballroom – All	296' x 136'	39,690	30'	2592	2200	3,200	4,900	198	na	na	39,690
Ballroom A	68' x 85'	5,360	30'	280	300	384	663	na	na	na	
Ballroom B	68' x 85'	5,460	30'	328	300	360	630	na	na	na	
Ballroom C	135' x 136'	17,952	30'	1152	1000	1,248	2,376	88	na	na	
Ballroom D	68' x 85'	5,440	30'	280	300	384	663	na	na	na	
Ballroom E	68' x 85'	5,478	30'	328	300	360	630	na	na	na	
Boardroom A	40' x 58'	2,028	12'	na	na	na	na	na	na	32	
Boardroom B	25' x 26'	625	12'	32	30	32	50	na	20	24	
Boardroom C	26' x 27'	572	12'	32	30	32	50	na	20	24	
Boardroom B-C	26' x 53'	1,197	12'	64	60	80	110	na	36	40	
M100	44' X 57'	2,464	16'	160	120	156	299	na	48	56	5,040
M103	44'x57'	2,576	16'	160	120	156	299	na	48	56	
M101	30' X 26'	870	12'	48	40	52	98	na	20	24	1,740
M102	30' X 26'	870	12'	48	40	52	98	na	20	24	
M104	44' X 57'	2,576	16'	160	120	156	299	na	48	56	5,152
M107	44' X 57'	2,576	16'	160	120	156	299	na	48	56	
M105	30'x26'	870	12'	48	40	52	98	na	20	24	1,740
M106	30'x26'	870	12'	48	40	52	98	na	20	24	
M108	44' X 57'	2,465	16'	160	120	156	299	na	48	56	4,973
M111	44' X 57'	2,508	16'	160	120	156	299	na	48	56	
M109	30' X 26'	900	12'	48	40	52	98	na	20	24	1,800
M110	30' X 26'	900	12'	48	40	52	98	na	20	24	
M112 Conference Theater	na	4,690	na	na	na	160	na	na	na	na	
M113	30' X 25'	754	12'	48	40	44	77	na	20	24	
M114	30' X 25'	754	12'	48	40	44	77	na	20	24	
M115	30' X 25'	841	12'	48	40	44	77	na	20	24	
M116	30' X 25'	841	12'	48	40	44	77	na	20	24	

**Note:** Square footage totals are usable square feet, therefore they may not equal the total sum of dimensions precisely.

**Note:** Capacities presented are at maximum occupancy and do not include space for AV, stage(s), etc. Classroom capacities are based on 4 people per 8-foot table.

# LOWER CONCOURSE



## Room Capacities

Space	Dimensions	Sq. Ft.	Ceiling Ht.	60" Rounds	72" Rounds	Classroom	Theater	10x10 Booths	U Shape	Hollow Square	Combined
L001	26' X 28'	696	12'	32	30	36	68	na	20	24	
L002	27' X 27'	728	12'	32	30	32	60	na	20	24	
L003	26' X 30'	700	12'	32	30	36	68	na	20	24	
L004	20' X 59'	1,244	12'	80	60	88	120	na	44	48	
L005	30' x 42'	1,260	12'	64	60	80	123	na	28	32	2,326
L009	26' x 42'	1,066	12'	64	60	72	100	na	28	32	
L006	28' X 58'	1,682	12'	80	80	96	166	na	44	48	
L007	28' X 29'	783	12'	32	40	44	70	na	20	24	1,566
L008	28' X 28'	783	12'	32	40	44	70	na	20	24	
L010	30' X 42'	1,189	12'	64	60	79	123	na	28	32	2,281
L014	26' X 42'	1,092	12'	64	60	72	100	na	28	32	
L011	28' X 28'	783	12'	32	40	44	70	na	20	24	1,623
L012	28' X 29'	840	12'	32	40	44	70	na	20	24	
L013	28' X 58'	1,456	12'	80	80	96	166	na	44	48	
L015	30' X 42'	1,189	12'	64	60	79	123	na	28	32	1,943
L019	26' X 42'	754	12'	64	60	72	100	na	28	32	
L016	28' X 57'	1,540	12'	80	80	96	166	na	44	48	
L017	28' X 28'	784	12'	32	40	44	70	na	20	24	1,568
L018	28' X 28'	784	12'	32	40	44	70	na	20	24	
L020	27' X 40'	1,107	12'	64	60	80	114	na	28	32	
L021	13' X 24'	286	12'	16	20	16	24	na	12	16	572
L022	13' X 22'	286	12'	16	20	16	24	na	12	16	
L023	17' X 35'	595	12'	24	30	40	64	na	20	24	
L024	17' X 34'	595	12'	24	30	32	51	na	20	24	
L025	21' X 29'	609	12'	40	30	32	52	na	20	24	
L026	27' X 50'	1,300	12'	80	70	87	160	na	38	42	
L027	26' X 29'	754	12'	48	30	40	68	na	20	24	
L028	29' X 27'	702	12'	32	30	32	68	na	20	24	
L029	27' X 26'	648	12'	32	30	32	60	na	20	24	
L030	26' X 29'	728	12'	40	30	32	68	na	20	24	

**Note:** Square footage totals are usable square feet, therefore they may not equal the total sum of dimensions precisely.

**Note:** Capacities presented are at maximum occupancy and do not include space for AV, stage(s), etc. Classroom capacities are based on 4 people per 8-foot table.

## CONTACTS

### **Kentucky International Convention Center**

221 South Fourth Street  
Louisville, KY 40202  
askme@kyvenues.com

### **Shipping & Receiving**

Show Name, Booth Number and Contact Phone Number  
Kentucky International Convention Center  
221 South Fourth Street  
Louisville, KY 40202

### **Cowger Garage**

329 Market St.  
Louisville, KY 40202

### **Commonwealth Garage**

313 S. 4th St.  
Louisville, KY 40202

### **Levy Restaurants**

Kentucky International Convention Center  
221 S. Fourth St.  
Louisville, KY 40202

### **Catering**

Stevie.Stevenson@levyrestaurants.com

### **Concessions**

RCameron@levyrestaurants.com

### **Prestige AV & Creative Services – Kentucky Venues**

Kentucky International Convention Center  
221 S. Fourth St.  
Louisville, KY 40202  
kicc@prestigeav.com  
(502) 715-4873

## EVENT INFORMATION

Please include a preliminary layout of your event when submitting this document.

Event Name

Event Date

Estimated Attendance\*

Peak Attendance\*\*

Event Hours

Type of Event ☐ Sport ☐ Trade Show ☐ Public Show ☐ Concert/Theater ☐ Livestock ☐ Other:

Utilized Public Space

Event Notes/Typical Attendees

Method of Tracking Attendance ☐ Registration ☐ Tickets ☐ Other:

## THIS SECTION FOR OFFICE USE ONLY

Number of Exits

Location of Main Exit

Number of Entries

Location of Main Entrance

Ticket Takers/Badge Checkers

Shared Lobby With Other Events ☐ Yes ☐ No

Pre-Event Approved Staffing Levels

Peak Levels

Justification

## APPROVALS

Event Manager

Date

Fire Marshal

Date

Venue Services

Date

## CLIENT ACKNOWLEDGMENT

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

*Staffing levels are subject to change based on updated attendance numbers and/or additional information.*

\* **Expected Attendance** - The number of people reasonably expected to attend the entire run of the event, including the promoters, personnel, volunteers, and entertainers.

\*\* **Peak Attendance** - The largest number of people in attendance at any given time. If your event spans multiple days, please list each day.



# INSURANCE REQUIREMENTS



Kentucky Venues  
937 Phillips Lane  
Louisville, Kentucky 40209  
[kyvenues.com](http://kyvenues.com)

Kentucky Venues requires that all lessees provide general liability insurance for its properties (Kentucky Exposition Center and Kentucky International Convention Center) issued by a company acceptable to the Fair Board or its designee, insuring both the lessee and the facility with the appropriate policy limits as described below to insure against claims or damages.

Licensee shall secure and maintain during the entire term Commercial General Liability Insurance. Licensee shall provide coverage with a minimum limit of \$1,000,000.00 per each occurrence. Such policy shall include the Board, specifically written as Kentucky State Fair Board and Kentucky Venues, is members, directors, officers, employees, and agents as an additional insured and shall cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, assault and battery and liability assumed under this License to include a per location aggregate.

Licensee shall maintain these policies with companies satisfactory to the Board. All insurance shall be from responsible companies duly authorized to do business in the Commonwealth of Kentucky. Such insurance shall be primary coverage. Liability policies shall provide that the Board is an additional insured as to the Licensee under this License. The insurance coverages and limits required shall be evidenced by a properly executed Accord 25 Certificate of Insurance form (or its equivalent). Licensee shall submit a copy of the certificate(s) on or before the 30th day prior to the beginning of the License Term. In the event that Licensee fails to submit the certificate(s) verifying the minimum coverages and amounts specified herein, the Board, at its own discretion, may declare this License void. The insurance coverages required herein are to be primary to any insurance carried by the Board or any self-insurance program. Licensee shall ensure that all of its contractors and subcontractors carry adequate types and limits of insurance. The acceptance of delivery to Board of any Certificate(s) of Insurance evidencing the insurance coverage and limits required hereby, does not constitute approval or agreement by the Board that the insurance requirements have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the requirements herein.

If you or your insurance company has any questions regarding these requirements, please contact the appropriate sales team below.

Send Certificates of Insurance to:

Sales Department  
**Kentucky Exposition Center**  
PO Box 37130  
Louisville, KY 40233-7130

Phone: 1 (800) 618-5151  
Email: [sales@kyvenues.com](mailto:sales@kyvenues.com)

Sales Department  
**Kentucky International Convention Center**  
221 South Fourth Street  
Louisville, KY 40202

Phone: (502) 595-3525  
Email: [kiccsales@kyvenues.com](mailto:kiccsales@kyvenues.com)



## KENTUCKY VENUES PROPERTIES

Kentucky Exposition Center / 937 Phillips Lane / Louisville, KY 40209 / [kyexpo.org](http://kyexpo.org)  
Kentucky International Convention Center / 221 South Fourth Street / Louisville, KY 40202 / [kyconvention.com](http://kyconvention.com)

# CERTIFICATE OF LIABILITY INSURANCE EXAMPLE

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY):

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">1</div>	<b>CONTACT</b> NAME: _____ PHONE: _____ FAX: _____ E-MAIL: _____ ADDRESS: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">3</div>
<b>INSURED</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">2</div>	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. CLASS	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPIRATION DATE	LIMITS
1	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Per occurrence) \$
	CLAIMS MADE	<input type="checkbox"/> OCCUR				MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY	PROD. <input type="checkbox"/> LOC. <input type="checkbox"/>				PRODUCTS - COMPROP AGG \$
2	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A <input type="checkbox"/>				WC STATUS: <input type="checkbox"/> OTHER: <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in KY)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 181, Additional Remarks Schedule, if more space is required)

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<b>CERTIFICATE HOLDER</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">6</div>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED, THE EXPIRATION DATE THEREOF, NOTICE WILL BE DE IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">7</div>
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LEGEND	WHAT TO INCLUDE
1	Insurance Agent/Broker Name and Address
2	Event Producer or Vendor Insured Name and Address
3	Contact Information for Insurance Company
4	Must list a minimum amount per event occurrence of \$1,000,000
5	KENTUCKY STATE FAIR BOARD AND ALL OF ITS MEMBERS, OFFICERS, EMPLOYEES, AGENTS, SERVANTS AND ASSIGNS ARE ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY IN REGARDS TO THIS EVENT ONLY.
6	Kentucky State Fair Board and KY Venues PO Box 37130 Louisville, KY 40233
7	SHOULD ANY OF POLICIES OUTLINED IN CONTRACT OR ABOVE BE CANCELLED, 30 DAYS NOTICE OF THE CANCELLATION MUST BE PROVIDED TO HOLDER IN ACCORDANCE WITH THE POLICY PROVISIONS.



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