

EXHIBITOR SERVICES FORM FORK LIFT ORDER FORM

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



Online Ordering Now Available at 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	

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 KSFB Operator		\$135	\$190	
		JLG Hy-Lift with KSFB Operator		\$245	\$345	
		Scissor Lift with KSFB Operator		\$220	\$325	

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.

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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