



ATTENTION EXHIBITORS

Dear Exhibitor,

You will receive your booth number two weeks prior to load-in. Please look out for an email with the subject line:

“Greater Cincinnati Bridal & Wedding Expo: Booth Number”

When placing your order for tables, chairs and electric please use only your exhibiting company name on the order forms.

Thank you,

Show Management.

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

September, 22, 2024


Northern Kentucky Convention Center
HALL I

Venue Location:

Northern Kentucky Convention Center: One West RiverCenter Blvd, Covington, KY 41001

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are permitted to hand carry merchandise through the front doors during move-in or move-out.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8’ high back curtain and two 3’ high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator’s warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Sunday, September 22, 2024 8:00 AM – 12:00 PM

Show Hours

Sunday, September 22, 2024 1:00 PM – 5:00 PM

Move-Out

Sunday, September 22, 2024 5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Hall I
- There is a freight elevator for move-in purposes: 20' Deep x 12' Wide x 8' High.
- Load-in door dimensions are 14' Wide x 13'8" High.
- The ceiling height is 30'.
- This facility is equipped with loading docks.
- The facility flooring is grey carpet.
- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – *DO NOT USE DUCT TAPE ON THE FLOOR.*
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All materials used for decorative purposes must be treated with flame proofing and certification of said flame proofing must be available for inspection by local fire officials.
- A 5 lb fire extinguisher and smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank or 5 Gallons. Whichever is less.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt or water prior to being placed on the show floor.

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Sampling and Cooking Requirements:

Exhibitors who have arranged to sample cake, food or beverages at the show must adhere to the following rules:

- All Food and Beverages must be pre-approved by the Northern Kentucky Convention Center using the attached sampling request form.
- Food items are limited to a maximum of (2) ounces or less.
- Non alcoholic beverages are limited to 4 ounces or less and must be served in plastic cups.
- Samples must be provided at no charge.
- The use of cooking devices must be electric only - "wick type" sterno is OK.
- Exhibitor must provide proof of liability insurance and obtain a temporary Health Permit from the Northern Kentucky Health Department.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator Form(s)

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

P: 513.772.1898

F: 513.322.4473

Email: critchie@academyexpo.com

Note: Tables, chairs, and carpeting are not included in your booth. These items can be ordered from the decorator.

- Electrical Form(s)

Northern Kentucky Convention Center: One West RiverCenter Blvd., Covington, KY 41011

P: 859.261.1500

F: 859.392.7704

Email: services@nkycc.com

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

Northern Kentucky Convention Center is the exclusive provider for all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Northern Kentucky Convention Center. Payment must accompany your order.

Internet Services

Internet service is available within the facility. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Northern Kentucky Convention Center.

Tax Information:

All exhibitors are required to collect Kentucky State Sales Tax where applicable. After the conclusion of the event, individual exhibitors are responsible for reporting all collected sales tax to the KY Department of Revenue. Please call 502.564.5170, or visit revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Hotels:

- Holiday Inn Cincinnati-Riverfront: 600 W 3rd St, Covington, KY 41011
P: 859.291.4300 **Toll Free:** 1.888.HOLIDAY

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

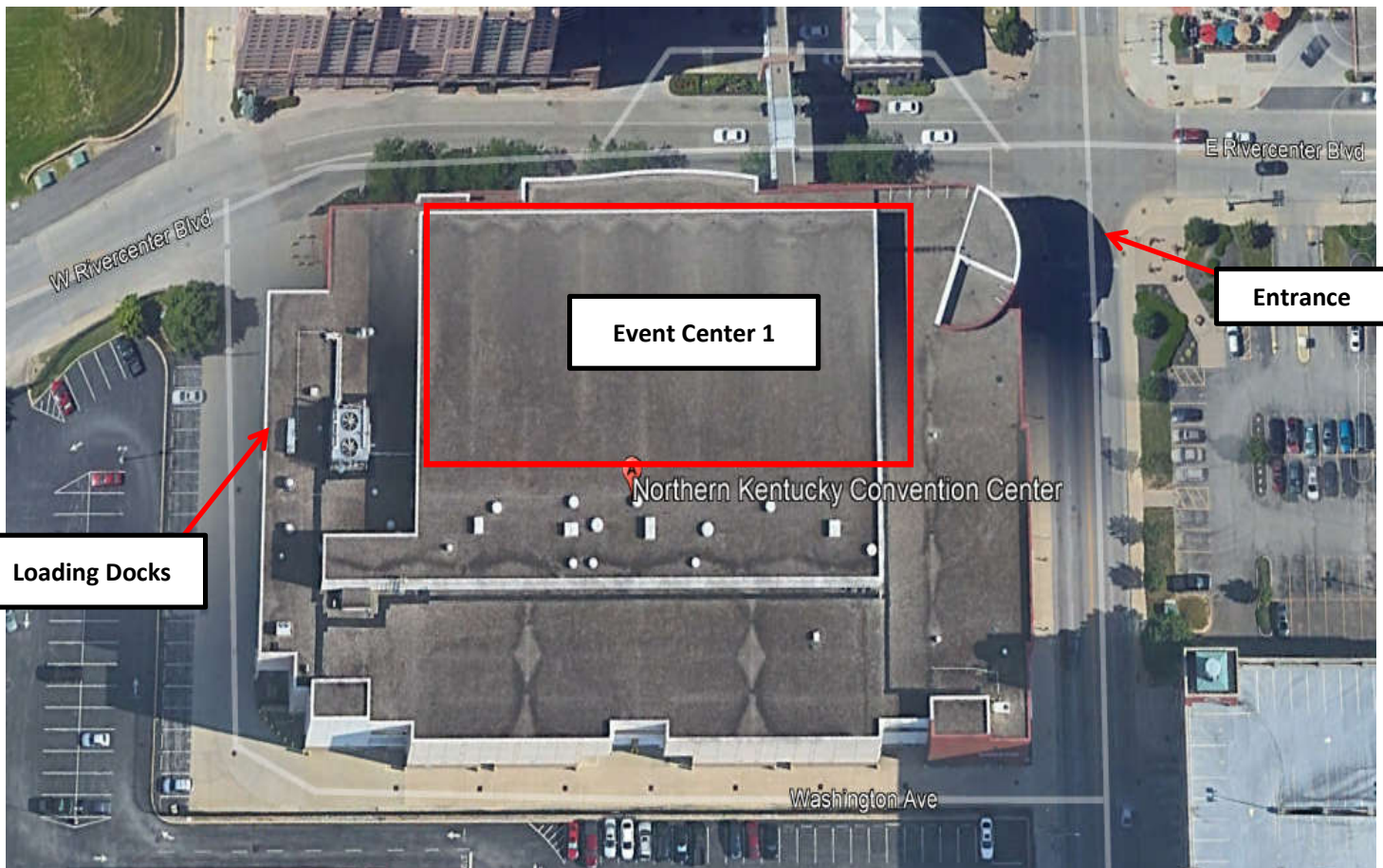
Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**Northern Kentucky Convention Center
One West RiverCenter Blvd
Covington, KY 41001**

Move-In Instructions

- Proceed to Rivercenter blvd;. You will be issued a move-in pass and a staff member will direct you where to go to unload.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the designated exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Trucks, trailers and large vehicles are permitted to UNLOAD ONLY during set-up and must promptly be removed from the facility and returned to your warehouse or place of business.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- [Click here](#) for public parking and directions.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshow.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

Where applicable, please note the following:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



Welcome to the Northern Kentucky Convention Center!

We look forward to HSE Holding 7 LLC Greater Cincinnati Bridal and Wedding Expo '24 coming September 22, 2024.

Below are the instructions on locating the order forms for services provided by the Convention Services Team of the **Northern Kentucky Convention Center**. Please remember, prompt receipt of these forms by the Center will ensure delivery of service as well as the discount rate (forms will not be processed without payment).

SERVICES PROVIDED

- Electric
- Water *Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

Event or Show:	Greater Cincinnati Bridal and Wedding Expo '24
Discount Rate Deadline Date:	Monday, September 9, 2024
Standard Rate Deadline Date:	Saturday, September 21, 2024

Please note:

- **Discount Rates** apply to orders received and paid for at least 14 days prior to the Event's Start Date.
- **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted).
- **Floor Rates** apply to orders received on Event Start Date and afterwards.

PAYMENT

Check, money order, Visa, or MasterCard. A 3% processing fee will be added to all credit card payments.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

Please let us know how we can assist you!
Convention Services (859) 261-1500 or services@nkycc.com



1 West RiverCenter Blvd.
Covington KY 41011
Ph: 859.261.1500
Email: services@nkycc.com

EXHIBITOR SERVICE CONTRACT TERMS AND CONDITIONS

The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.

FLOORING

- Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms, and most Lobby Space are carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) **GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE** to be used to adhere the carpet to the Center's existing flooring. DUCT TAPE IS PROHIBITED. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
- Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

HAZARDOUS WASTE

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

LANDSCAPING and BUILDING MATERIALS ON DISPLAY

- No bricks/stonework can be placed directly on the floor of the facility.
- A covering must be laid first on which bricks/stonework are to be set.
- The Center must have a diagram/list of the materials that you will be using.
- Live trees, shrubs, etc. for landscaping displays are permitted.
- Use ice or a spray bottle to water plants.
- Only non-acidic mulch may be used & must be laid on top of plastic/plywood.

STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS

The Center is not equipped with onsite storage space. This requires that all crates, pallets, and boxes be removed from the Center. Pallets, empty crates, cartons, and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS**. Claims regarding service operations will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the show. Please allow 14 days for processing.
- **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.

DECORATIONS

Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.

- All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
- **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
- **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
- Table candles or alcohol-burning equipment must have the flame enclosed in glass.
- The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance.
- The Client will be charged on a time and materials basis for this service.
- Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps and be mounted and chained to tank carts.

PEEL- OFF LABELS, DECALS, AND TAPE

- The distribution of peel off labels, stickers and decals is prohibited.
- The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
- Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/decorator. If tape, or chalk used by the Client, exhibitors, vendors and/or service contractor/decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.

DELIVERY PROCEDURES

The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/decorator.

EQUIPMENT & SERVICE PROCEDURES

- Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
- Lost, stolen, or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
- All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
- Exhibitor is required to turn equipment off at the end of each day or anticipate being billed for 24-hour service. If not, a 50% surge charge will be applied for 24- hour service.



DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space, so it is most important that these guidelines be followed.

COMMON CARRIER SHIPMENTS

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

MOVE-IN

All Move-Ins take place at the rear of the building (on the west side) on the Center's 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (Refer to map). We ask that if you have large displays, plan with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center). Once you have unloaded and taken your items to your booth, you are required to move your vehicle to area parking.

From Ohio and the Cincinnati area. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th Street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From Kentucky in the Northern KY area. Take I-75 North take the 5th Street/Covington exit, exit #192. If you have crossed the bridge into Cincinnati, you have gone too far. Veer right off the exit. Get into the left-hand lane. Follow 5th street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From North of Cincinnati via I-71. Take I-71 South to 471 South and take the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-471 to the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in Ohio proceed to 75 south. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in KY proceed to I-75 North. From I-75 North take the 5th Street/Covington exit, exit # 192. Veer right off the exit. Get into the left-hand lane. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

Exhibitor Map

From Indianapolis/
Dayton

From Columbus

From Airport &
Lexington/Louisville

City of Cincinnati

City of Covington

City of Newport

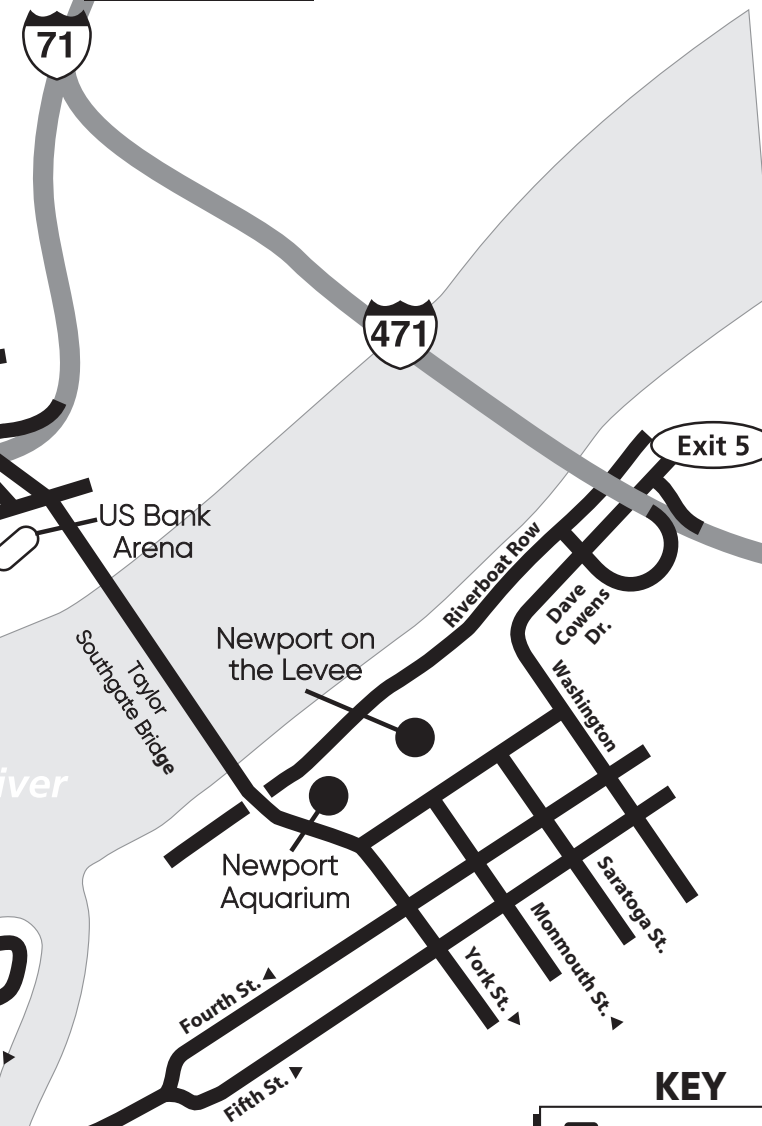
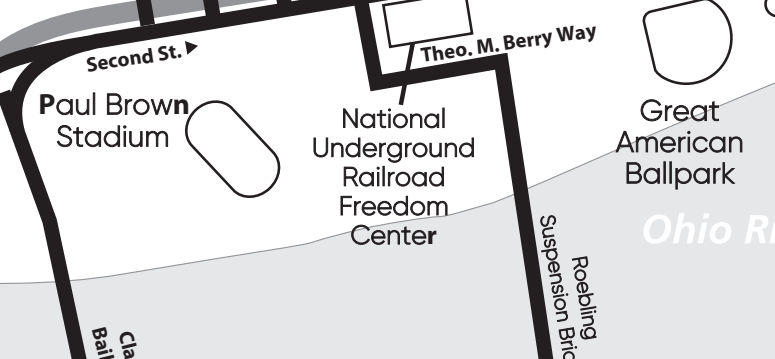
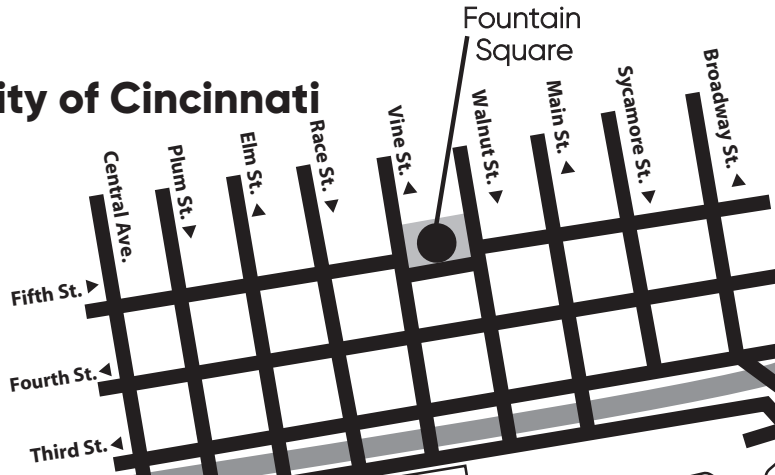


Exit 5

Satellite Lot



Exit 192



KEY

- Parking
- Hotel
- One Way Street

Northern Kentucky
Convention Center
1 West RiverCenter Boulevard
Covington, Kentucky 41011
859-261-1500
www.nkycc.com

BANNER/SIGN HANGING	BANNER/SIGN HANGING SERVICE							
	Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
	From 2 hanging points	\$ 190		\$ 230		\$ 370		
	Each Additional Hanging Point	\$ 190		\$ 230		\$ 370		
BANNER/SIGN HANGING SERVICES TOTAL								

BASIC INTERNET ACCESS, NOT FOR STREAMING							
Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited							
PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY							
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage	\$ 375		\$ 450		\$ 750		
Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage	\$ 375		\$ 450		\$ 750		
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total	\$ 125		\$ 150		\$ 250		

DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST							
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
HARDWIRED - Minimum of 14 Business Days Notice *Required for Streaming*							
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).	\$ 4,500		NOT AVAILABLE				
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote	\$ 825						
Dedicated Internet Additional Port (Jack) Configuration (each)	\$ 125						
WIRELESS - Minimum of 14 Business Days Notice *Not for Streaming*							
Dedicated Wireless 10 Mbps w/ Private Custom SSID	\$ 2,600		NOT AVAILABLE				
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote	\$ 825						

ADDITIONAL IT SERVICES								
DESCRIPTION OF SERVICES:	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total	
Voice/Credit Card Line(s)	\$ 270		\$ 325		\$ 540			
Conference IP Phone - Includes: Data line with up to two other parties	\$ 355		\$ 430		\$ 710			
Cable - Patch/Labor Minimum 14 business days notice	\$ 90		\$ 110		\$ 180			
Switch Rental 8-16 Port 10/100,	\$ 235		\$ 285		\$ 470			
Technical Assistance (1 hr. minimum),	\$ 160		NOT AVAILABLE					
IT SERVICES TOTAL								

COMPRESSED AIR							
Please Call Convention Services For Information.							

WATER SERVICE							
Water Service is Only Available in the Event Center at Designated Areas. Please Call Convention Services For Information.							

VOLT SERVICE

ELECTRICAL SERVICES

Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
120 Volt							
10 amps - 1,000 watts, one plug only	\$ 93		\$ 115		\$ 185		
20 amps - 2,000 watts, one plug only	\$ 125		\$ 155		\$ 240		
208 Volt Single Phase							
20 amps - 3,300 watts, one plug only. Twistlock Plug/Harwired.	\$ 180		\$ 225		\$ 360		
30 amps - 4,900 watts, one plug only. Twistlock Plug/Harwired.	\$ 205		\$ 255		\$ 410		
40 amps - 6,600 watts, Hardwire/One Connection	\$ 260		\$ 325		\$ 475		
50 amps - 8,300 watts, Hardwire/Once Connection	\$ 290		\$ 360		\$ 575		
208 Volt Three Phase							
20 amps - 5,700 watts, hardwired only	\$ 310		\$ 380		\$ 580		
30 amps - 8,600 watts, hardwired only	\$ 320		\$ 400		\$ 625		
40 amps - 11,500 watts, hardwired only	\$ 330		\$ 410		\$ 650		
50 amps - 12,000 watts, hardwired only	\$ 350		\$ 440		\$ 690		
60 amps - 14,400 watts, hardwired only	\$ 370		\$ 460		\$ 720		
100 amps - 15,400 watts, hardwired only	\$ 590		\$ 680		\$ 1,080		
200 amps - 57,000 watts, hardwired only	\$ 825		\$ 950		\$ 1,520		
400 Amps - 208V Three Phase (114,000 watts), hardwired only. Feeder cable camlocks not provided.	\$ 1,400		\$ 1,650		\$ 2,650		
408 Volt Three Phase							
30 Amps-480V Three Phase-Events Center Only	\$ 390		\$ 480		\$ 750		

ADDITIONAL SERVICES

Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Extension Cord Rental	\$ 40		\$ 50		\$ 80		
Multi-Outlet Power Strip Rental	\$ 40		\$ 50		\$ 80		

ELECTRICAL SERVICES TOTAL

FOOD & BEVERAGE

Centerplate has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution **MUST** be purchased from Centerplate. Organizations holding NKYCC License Agreement and/or their exhibitors **MAY** distribute sample food and/or beverage products **ONLY** upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

As of January 1, 2023, the Commonwealth of Kentucky will be charging a 6% sales tax on all sales.

Event Name: _____ Today's Date: _____

Card Holder Name: _____ Name/Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Ph: _____ Email: _____

MC/ VISA: _____ Expires: _____ Security Code: _____

American Express not accepted. 3% processing fee for credit card payments.

Card Holder Signature: _____ ORDER TOTAL: _____

CHECKS: Make payable to: The Northern KY Convention Center - (Total payment must accompany all orders)

** - Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date. Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted). Floor Rates apply to orders received on Event Start Date and afterwards.*



2024 TEMPORARY USE/DISPLAY OF GASOLINE/DIESEL MOTORIZED VEHICLES/BOATS EQUIPMENT FORM

1 West RiverCenter Blvd., Covington KY 41011
Phone: 859.261.1500 Email: services@nkycc.com

SERVICES REQUEST	Company Name: _____	Date: _____
	Booth Number: _____	
	Event Name: _____	
	Event Dates: Start Date: _____ End Date: _____	
	Contact Name: _____	
	Phone: _____ Fax: _____ Email: _____	

With the full execution of this form, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

NOTE: Dealers wishing to display or sell motor vehicles at a show that is Open to the Public must HAVE a permit with the Commonwealth of Kentucky. Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to all state & local fire codes, including code NFPA 54 and return the completed form to the Center 10 days prior to official show installation.

GENERAL CONDITIONS	
1.	The installation or operation of all equipment shall be under the supervision of a competent operator.
2.	The vehicles can only be moved in/out of Center when building is unoccupied.
3.	The Center reserves the right to require the exhibitor to employ a Facility Security Officer whenever vehicle engines are to be used to enter the building. The Center shall determine: The number of personnel and whether or not a member of the Covington Fire Department is required to be employed. (See published rates.)
4.	The maximum amount of fuel permitted to remain in a tank shall be five gallons for gasoline vehicles and ten gallons for diesel vehicles or a maximum of 1/4 tank—whichever is lesser amount.
5.	A locking type gas cap shall be installed on all gas tanks, or caps secured with tape to prevent tampering and the escape of vapors.
6.	All batteries shall be disconnected while the vehicle is not in actual use. Exception made on Hybrid high voltage battery.
7.	Fueling or de-fueling of vehicles shall not take place inside the building or on the Center's property.
8.	Carpeting or visqueen must be placed under the vehicle for any possible leakage (vehicle owner must provide).
9.	The use of product to shine tire treads is prohibited.
10.	Ignition keys for vehicles on display shall be kept by a responsible person at the display location or in NKYCC's security office for the removal of such vehicles from the building in event of emergency.
11.	Vehicles with LP-Gas fuel systems, LNG or CNG fuel systems must have the cylinder shutoff valve closed. ** ** - Vehicles with LP-Gas, LNG or CNG fuel systems shall not be parked near sources of heat, open flames, or similar sources of ignition.

We are requesting permission to display or temporarily use gasoline or diesel-powered vehicles and equipment listed below: (Attach a list of additional equipment if required.)	
#	TYPE AND DESCRIPTION OF VEHICLE / EQUIPMENT

FOR APPROVAL SCAN FORM TO: services@nkycc.com

Approved By: _____	Date: _____
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Kentucky Board of Health Requirements

To adhere to the guidelines, set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

Operational Requirements for Temporary Food Service Establishments

Basic requirements (requirements that must be met before a temporary food service permit can be issued):

1. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch wastewater with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing, and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. Animal and insect exclusion measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

Additional Considerations:

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized using an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on-site preparation regarding cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds, or other vermin.
11. Each exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

COMPLETE SANITATION STATION: 10 oz. Sanitizer 10 oz. Soap 10 Test Strips 5 Gallon hand washing Station 3 Bus Tubs	Refer to price list for prevailing rate Centerplate will provide directions to each exhibitor. Exhibitors are responsible for maintaining the Sanitation Station throughout the show. To order please call (859) 392-7801
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FOOD SERVICE-RELATED EXHIBITOR EQUIPMENT USE GUIDELINES (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

I. Guidelines

A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the 1st Floor Event Halls with approval of the Executive Director of Center.

The use of propane tanks is not allowed anywhere within the building.

B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:

- Electric Warmer
- Electric Grill
- Electric Skillet
- Microwave Oven
- Chaffing Dishes & Warmers using Sterno (wick type)
- Toaster Oven
- Crock Pot
- Toaster
- Heat Lamps
- Portable Butane Burner Unit
- Convection Ovens

II. Exhibitor Reminders

- Exhibitors are reminded to place electrical service requests using the Center's form 10 days prior to event's first move in date. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's 1st Floor Event Halls.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



2024 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011
Phone: 859-261-1500 Email: services@nkycc.com

Services Request

Company Name: _____ Date: _____

Booth #/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Centerplate has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Centerplate. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Centerplate.
2.	Alcohol may not be sampled unless it has been arranged through Centerplate and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products <u>MUST</u> be handled by bartender from Centerplate in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) <u>MUST</u> be purchased from Centerplate.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: _____

Proposed Method Of Dispensing: _____

Please Explain Purpose Of Offering Samples: _____

FOR OFFICE USE ONLY:

Approved: _____
NKYCC Executive Director

Date: _____



Increase Visitors to your Booth!

2024 EXHIBITOR'S MENU, PRICING, AND ORDER FORM

SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE.

PHONE: 859-392-7802

EMAIL: martha.ferrante@centerplate.com

SNACKS & TREATS

ITEM	PRICE	PER
Pour Over Coffee Brewer	\$285.00	Day
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>		
Freshly Brewed Coffee <i>Regular and Decaffeinated</i>	\$56.00	Gallon
Hot Water with a Selection of Teas	\$55.00	Gallon
Freshly Brewed Flavored Coffee <i>Ask about available Flavors</i>	\$80.00	Gallon
Fruit Punch, Lemonade or Iced Tea	\$50.00	Gallon
Assorted Bottled Fruit Juices	\$5.50	Each
Assorted Cold Pepsi Soft Drinks	\$4.25	Each
Bottled Spring Waters	\$4.25	Each
Sparkling Waters	\$5.25	Each
5-Gallon Watercooler <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
Replenishment 5-Gallon Watercooler	\$75.00	Each

ITEM	PRICE	PER
Bulk Assorted Candies	<i>Call for pricing</i>	
Whole Fresh Fruit	\$4.25	Each
Granola Bars	\$4.25	Each
Assorted Candy Bars	\$4.50	Each
Fancy Mixed Nuts	\$45.00	Pound
Individual Yogurts	\$4.95	Each
Apple Slices with Caramel Dip	\$6.25	Person
Corn Tortilla Chips (with Fresh Salsa)	\$35.00	Pound
Assorted Ice Cream Bars	\$6.50	Each
Blondies or Brownies	\$46.00	Dozen
Homemade Cookies	\$46.00	Dozen
Breakfast Pastries	\$46.00	Dozen

"FUN FOOD" MACHINES

Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!

ITEM	PRICE	PER
Soft Pretzel Machine <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$365.00	Day
Soft Pretzels with Mustard & Cheese Sauce	\$70.00	Dozen
Popcorn Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$350.00	Day
Popcorn Kits <i>Includes approximately (20) Bags of 8 ounce portions.</i>	\$35.00	Kit
Booth Attendant <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$50.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$65.00	Hour

Gratuity 23% & Service Charge 6% will be applied to all orders

SANITATION STATION @\$80.00 each, per day -

MISCELLANEOUS ITEMS

10oz. Sanitizer, Soap and Test Strips
5 Gallon Hand Washing Station and 3 Bus Tubs Directions Provided
*VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW

(50) Hot or Cold Cups	\$35.00 Total
(10) Pounds of Ice	\$30.00 Total

We look forward to serving you!

CENTERPLATE POLICIES

1. All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
2. Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
3. All orders must be accompanied by payment in full. Centerplate will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
4. All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
5. A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
6. When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.



Exhibitor AV Order Form

Prestige AV & Creative Services
Northern Kentucky Convention Center



Northern Kentucky Convention Center
One West RiverCenter Blvd.
Covington, KY 41011
email: nkycc@prestigeav.com
513.641.1600

Order Online at: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Video Equipment	Advance Show Rate	Expo Rate <small><14 days before expo start</small>	Floor Rate <small><3 days before expo start</small>	Item Quantity	Subtotal <small>Rate x Quantity</small>
32" Flat Panel Monitor	\$250	\$325	\$350		
42" Flat Panel Monitor	\$350	\$400	\$425		
55" Flat Panel Monitor	\$450	\$585	\$610		
65" Flat Panel Monitor	\$600	\$780	\$805		
80" Flat Panel Monitor	\$1450	\$1885	\$1910		
Media Player with USB or SD Card Reader	\$60	\$80	\$90		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Adapter	\$35	\$45	\$50		
Computer Equipment					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
Presentation Equipment					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30	\$40	\$45		

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options
- Tax will be charged on all orders without a valid Tax Exempt Form
- A 20% Service Charge with apply to all orders
- Cancellations without 48 hours notice will be charged 50% of total
- Onsite cancellations will not be refunded.
- When this form is completed, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all necessary adapters for laptops or tablets without an HDMI port.

Subtotal	
\$75 Set Up/ Delivery Labor	
Service Charge	20%
Kentucky Sales Tax	6%
Total	

Order Online at: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Required Customer and Delivery Information

Event Name: _____	Billing Company Name: _____
Booth or Room No: _____	Billing Contact: _____
Company Name: _____	Billing Address: _____
Onsite Contact Name: _____	
Cell Phone: _____	City: _____ State: _____ Zip: _____
Email Address: _____	Billing Email: _____
	Billing Phone: _____
Requested Delivery Date: _____	Booth Notes: _____

Requested Pickup Date: _____	_____

Please complete and submit this form with all Billing Information to nkycc@prestigeav.com