

# INDOOR ELECTRICAL SERVICE ORDER FORM

Kentucky Exposition Center  
937 Phillips Lane  
Louisville, KY 40209  
kyexpo.org



Online Ordering Now Available at <https://kyexpo.org/order-services/>

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made online or postmarked after the designated discount date will be charged the regular rate - **no exceptions**.

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

## CONDITIONS & REGULATIONS

1. Wall, column and permanent building utility outlets are not part of the exhibit space and are not to be used by exhibitors unless specified.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky Exposition Center (KEC) for a service order shall remain KEC's property and shall be removed only by KEC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wireground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (GFI) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KEC electricians are authorized to cut floor coverings to permit installation of service.
11. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
12. By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.

## STANDARD ELECTRICAL SERVICE

- 208/120 Volt AC — single phase or three phase
- 480/277 Volt AC — single phase or three phase
- 480 Volt AC — single phase or three phase

## ELECTRICIAN LABOR

- A one-hour minimum charge will apply
- Straight time — Monday-Friday (7:30am-4:00pm)
- Overtime — All other hours Monday-Friday and weekends
- Doubletime — Holidays

If you prefer to pay by check submit this completed form to:

**Kentucky State Fair Board**  
**ATTN: FINANCE DEPT**  
**PO Box 37130**  
**Louisville, KY 40233**

Information regarding services: **(502) 367-5321**

Information regarding payment procedures: **(502) 367-5227**

ELECTRIC SERVICE				
Qty	Description	Discount	Regular	Cost
<b>120 Volts</b>				
	20 amp	\$190	\$255	\$
	20 amp GFI	\$190	\$255	\$
	30 amp	\$215	\$290	\$
<b>208 Volts Single Phase</b>				
	30 amp	\$395	\$655	\$
	60 amp	\$650	\$970	\$
	100 amp	\$955	\$1,290	\$
<b>208 Volts Three Phase</b>				
	30 amp	\$500	\$775	\$
	60 amp	\$785	\$1,205	\$
	100 amp	\$1,205	\$1,750	\$
	200 amp	\$2,168	\$3,224	\$
<b>480 Volts Single Phase</b>				
	30 amp	\$475	\$815	\$
	60 amp	\$965	\$1,335	\$
	100 amp	\$1,380	\$2,250	\$
<b>480 Volts Three Phase</b>				
	30 amp	\$780	\$1,125	\$
	60 amp	\$1,065	\$1,625	\$
	100 amp	\$1,560	\$2,320	\$
<b>Electrician Labor</b>				
Hours	Straight	Overtime	Double	Cost
	\$105	\$160	\$205	\$
<b>Extension Cord Rental</b>				
Qty	Size	Discount	Regular	Cost
	25 ft.	\$45	\$60	\$
6% Sales Tax (extension cord rentals only)				\$
<b>TOTAL</b>				\$

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## OUTLET AND DISTRIBUTION LOCATION GRID

Please email completed form to [exhibitor.services@kyvenues.com](mailto:exhibitor.services@kyvenues.com).

Company Name	
Show Name	
Booth Number	Booth Size

1. Either write the measurements or use the boxes as the scale for outlet locations.  
Each square = \_\_\_\_\_ feet.
2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE # \_\_\_\_\_

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