KENTUCKY VENUES
Welcome to the Kentucky Exposition Center

Under the Kentucky Venues brand, two major convention and exhibition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World’s Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make your event a success.

The Kentucky Exposition Center is rated one of the top ten largest exposition facilities in the nation, with 1.3 million square feet of contiguous indoor space, 680,700 square feet of Class A exhibit and meeting space, and nearly 500 acres of outdoor event and exhibit space.

This document contains general booking policies and guidelines. Your assigned Event Manager will serve as your liaison with various departments of Kentucky Venues from planning through production of your event, and can answer any questions you may have with these policies and guidelines. The Kentucky Venues staff is customer service oriented and we appreciate the opportunity to work with you to make your event a success.

Mission Statement
Kentucky Venues shall promote the progress of the Commonwealth of Kentucky and stimulate public interest in the advantages and development of the Commonwealth by providing the Kentucky Exposition Center and the Kentucky International Convention Center for exhibitions, conventions, trade shows, public gatherings, cultural activities and other functions. In managing these two facilities, Kentucky Venues resolves to advance Kentucky’s agriculture and tourism industries and economy while serving the entertainment, cultural and educational interests of the public.
General Building Policies and Guidelines

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

Accessibility
Kentucky Venues is committed to accommodating the needs of individuals with special needs. Kentucky Venues complies with all federal ADA laws. Should you or your attendees require special assistance and/or services such as listening devices, wheelchairs, lifts, text telephones or stage ramps, please contact your Event Manager for assistance.

Restrooms
ADA restrooms are available for use at Kentucky Venues.

Seating
Within Freedom Hall Arena, accessible seating is located on the Northeast, Northwest, Southeast and Southwest corners on the main concourse level.

All seating within the Exhibit Halls and Meeting Rooms is temporary and therefore can be arranged for special accommodation with advance notice.

Parking
Kentucky Venues has ADA accessible parking spaces within various parking lots.

Additional Services
The Lessee will pay any fees which may be due for additional services, accommodation or materials furnished or loaned by Kentucky Venues.

Addresses
Mailing
Kentucky Exposition Center
P.O. Box 37130
Louisville, KY 40233-7130

Shipping
Kentucky Exposition Center
937 Phillips Lane
Louisville, KY 40209

Advertising & Marketing
Advertising during any event by Lessee, commercial or other, within the “Premises”, except within exhibit hall(s) is commissionable to Kentucky Venues and permitted only with prior written approval from Kentucky Venues. Video advertising/marketing in public areas of the “Premises” is and shall remain the exclusive right of Kentucky Venues and Lessee shall not participate in same. No commercial promotion of any kind shall be permitted in food courts.

Pursuant to the terms of this Lease Agreement, should the Lessee use or describe Kentucky Venues facilities in advertising, the facilities shall be referred to only as Kentucky Venues, the Kentucky Exposition Center or the Kentucky International Convention Center. No other use or description, including but not limited to Louisville Fairgrounds or Kentucky Fairgrounds, shall be allowed in any such advertising.
Air Conditioning & Heating
Kentucky Venues provides heating or cooling in the exhibit halls and meeting rooms during show hours only. Should HVAC be requested during move-in/out, a service fee will apply. Contact your Event Manager for a price quote.

Air Walls
The opening and closing of air walls must only be completed by Kentucky Venues staff. The Lessee is responsible for the labor costs associated at the prevailing rates.

Alcoholic Beverages
Per the existence of 303 Kentucky Administrative Regulation 1:030, Section 1: No person shall carry or transport into the “Premises” any beer or other alcoholic beverages except for delivery to the licensed retailer of same, located on the “Premises” or except with specific permission of Kentucky Venues. Violation of any of the foregoing will be punishable as provided by law.

There shall be no alcohol sales on the “Premises” after Midnight on show days unless the same is permitted by prior written agreement set forth in an amendment to this Lease Agreement.

Audio/Visual
If the Lessee or its designee chooses to not use the facility’s preferred audio/visual service provider, then the Lessee or its designee shall pay Kentucky Venues patch fees for any input(s) into the facilities audio-visual infrastructure in meeting areas, combined meeting rooms, lobbies, arenas, exhibit halls/wings for the run of the show.

Broadcast & Publications
The Lessee shall not record or sell for broadcast, webcast or other form of mass media consumption, any event covered by the Lease Agreement without the prior written approval of Kentucky Venues or its designated representative. The Lessee agrees that Kentucky Venues has the right to require payment for said privilege.

Catering & Concessions
Catering and concessions must be made through Kentucky Venues exclusive catering company, Levy’s Restaurants. Food and Beverages (including alcohol) will not be permitted on the premises by Lessee.

Cleaning Services
Kentucky Venues provide cleaning of all public areas, including restrooms and lobbies before, during, and after events, as well as all uncarpeted aisles and flip top trash cans in the exhibit hall during show hours at no additional cost to the Lessee. Cleaning does not include vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibit booths. The Lessee of an exhibit hall will be responsible for the removal of all trash, crates, lumber, and packing materials brought in by exhibitors and/or contractors prior to the show opening, during show, and through move-out. Any costs incurred by the Kentucky Venues for trash not removed by the Lessee will be charged to the Lessee at the prevailing rate. The exhibit hall floor should be left in the same condition as when Lessee took possession. Meeting and ballrooms used for non-conference events, including exhibits, are the responsibility of the show cleaning contractor. In the absence of a show cleaning contractor, Kentucky Venues cleaning staff will provide necessary cleaning at prevailing rates. Confetti, streamers, etc. may require additional cleaning. Contact your assigned Event Manager for rates and details.
General Building Policies and Guidelines

Compliance With Laws
The Lessee shall not discriminate against any person because of sex, race, religion, ancestry, national origin, or disability. Lessee shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services shall be refused or restricted due to discrimination.

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

Decorations & Signs
Within all public spaces, arenas, lobbies, concourses, mezzanines, covered walkways and the like, banners and static/digital signage remain the exclusive right of Kentucky Venues. Should a Lessee desire to sell sponsorships or place revenue generating signage, a buyout shall be negotiated. 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:

- Please do not drill, core, or punch holes in the building.
- Signs must be of professional quality.
- Handwritten signs are not permitted.
- Signage or decor cannot obstruct any fire suppression equipment or exit.
- Under NO circumstances are helium balloons or adhesive backed decals (except name tags) to 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 Lessee at the prevailing rate.
- Decorations, signs, banners and streamers may 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 Venue management.
- Confetti/Glitter/Rice are prohibited without prior approval by your Event Manager.
- Lewd or offensive language or pictures as determined by Kentucky Venues are subject to removal.

Drone Policy
Kentucky Venues has established the following drone policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

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 of the venue, drones are allowed on the property with the following requirements:

- Drones are not allowed inside any Kentucky Venues facility during load in, show hours, and/or load 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.
**Drone Policy** *(continued)*

If the Lessee would like to use a drone, a written request needs to be submitted to the event’s Event Manager and the Assistant Director of Security at the Kentucky Venues facility for review and approval:

- Name of pilot operating the drone
- Pilot’s experience level and other events where he/she has flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used to communicate with drone
- Proposed payload and payload weight
- Time(s) the drone will be in operation
- Location(s) the drone will be operated
- If a Lessee would like to attempt to fly the drone outside of the building, FAA approval must be secured and presented to the facility management.

Lessee 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 shall be held harmless as a result of any operation of a drone or UAV on or in any Kentucky Venues facility.

**Electricity**

Kentucky Venues shall be the exclusive electric service contractor which shall include labor and equipment as required by the Lessee and all show exhibitors. (This includes permanent electrical outlets.) Additional electrical current that may be required by the Lessee or its exhibitors shall be paid for by the Lessee or its exhibitors at rates which shall be established by Kentucky Venues. Any additional equipment shall not be installed unless prior written approval is obtained by the Lessee from Kentucky Venues. Lessee shall request any such additional electric current and/or equipment at least two weeks in advance of the first available occupancy date of this Lease Agreement.

**Elevators & Escalators**

**Freight Elevator Locations** – The freight elevators at the Kentucky Exposition Center are located in the South Wing C service corridor near E-20 overhead and inside Freedom Hall in the southeast corner. The Kentucky International Convention Center has several freight elevators. Confirm locations with the Event Manager.

The following is prohibited:

- Freight is not permitted on passenger elevators.
- Transportation of dollies, oversized luggage, boxes or freight and tool boxes on escalators.

**Emergency Situations**

Venue staff are trained to handle most emergency situations. The Security Office is operational 24 hours a day and becomes the communications center and command post during all emergency situations.

To report an emergency, please call (502) 367-5000 KEC / (502) 595-4362 KICC. We require first aid and/or first responders (EMT) on site, depending on the history, type or location of the event during event hours on scheduled event dates. You will need to work with your Event Manager to schedule first aid for your event through American Red Cross. Also refer to the First Aid Policy in this manual.

**Event Ancillary Expenses**

Clients will be provided an Event Ancillary Cost Estimate prior to their event taking place. 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. Internet, Audio/Visual, and Food & Beverage estimates are provided separately by those service providers.
Event Management/Staffing
A key element in the success of any event is a consistent level of communication between the meeting planner/show manager and the facility. From the moment your Lease Agreement is returned, you will be assigned an experienced Event Manager. Your Event Manager will be available to you during all planning stages, on-site during all critical move-in, event, move-out hours, as well as during the post-event meeting. Questions about fire and safety policies and regulations, all documentation, and all requests for approvals and/or permits must be directed to your assigned Event Manager.

The Lessee shall be required to use Kentucky Venues Venue Services for the Event, including, but not limited to, all box office personnel, ticket sellers, ticket takers, ushers, concierges, Event security, and such other personnel as Kentucky Venues, in its reasonable discretion, shall deem required, together with such additional personnel as Lessee may reasonably request. The costs of such personnel shall be the responsibility of Lessee unless otherwise explicitly set forth.

Exclusive Services
Kentucky Venues holds the exclusive rights to the following:

- Electrical, compressed air, water and gas
- Telecommunications, Internet, cable/satellite connections
- Food & Beverage
- Rigging/Riggers (check with your event manager)
- Venue Service Personnel required by the show including but not limited to ticket sellers, ticket takers, ushers, t-shirt security, etc.

Equipment & Labor
Kentucky Venues maintains a vast inventory of items to furnish basic sets. Equipment is subject to inventory and availability. Your Event Manager can discuss availability of equipment with you. All equipment will be set up and operated by authorized building personnel only. Rooms will be set up one time. Any additional room changes will be paid by Lessee at the prevailing rates. Lessee is responsible for any equipment used. All equipment should be left in the same condition as it was before Licensee’s usage.

Firearms Policy Lessee
As state government facilities, neither Kentucky Venues facilities prohibit the carrying of properly licensed concealed firearms on the premises or open carry firearms on the premises. In addition, Kentucky is a reciprocating state, so persons who maintain a valid license issued by another state of the United States to carry a concealed weapon in that state, shall have his or her license considered valid in Kentucky. See KRS 237.110. Lessees of Kentucky Venues shall not prohibit the carrying of properly licensed concealed or open carry weapons on the premises. Staff of Kentucky Venues shall call law enforcement in the event of any alleged illegal patron conduct.

Firearm Policy Related to Employees
It is the position of Kentucky Venues that the job classifications utilized by the organization to carry out the purposes of promoting tourism, hosting events, producing the three in-house expositions and otherwise managing and operating the Kentucky International Convention Center and Kentucky Exposition Center, do not require employees to carry a firearm to fulfill job duties. At the same time, Kentucky Venues shall not discipline an employee who lawfully carries a properly licensed concealed or open carry weapon per KRS 237.110 on its premises. Kentucky Venues employees shall call immediately law enforcement in the event of any alleged illegal conduct occurring on the premises of the Kentucky International Convention Center or the Kentucky Exposition Center.

Statute: KRS 237.110
Fire Marshall Requirements
Requirements of the Fire Marshall vary depending on the type of event and the location on premises being held. Please refer to the comprehensive Fire Marshall Requirements found in the policies section at the end of this manual, or contact your Event Manager for more detail.

First Aid
Requirements of First Aid vary depending on type of event and the location on premises being held. The comprehensive First Aid Policy can been found in the policies section at the end of this manual. Contact your Event Manager for minimum requirements.

Floor Plans
Kentucky Venues requires submission of the event floor plan to scale thirty (30) days out for review, approval and submission to the Fire Marshall. 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. Please see the Event Documentation Checklist in the policies section of this manual. **Failure to submit floor plans 30 days out will result in additional fees.**

Fork Lifts/Heavy Equipment
Should you require the use of a forklift, 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 AV provider is responsible for bringing in their own equipment needed for rigging, unloading, moving, etc.

Gratuities
Kentucky Venues policy specifically prohibits any employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with Kentucky Venues. Show management, service contractors and exhibitors should be aware of this policy and refrain from any such activity.

Helicopters
- Lessee or exhibitors requiring helicopter usage on Kentucky Exposition Center premises shall provide insurance coverage of $10 million Aircraft Liability including passenger liability.
- A Certificate of Insurance naming the Kentucky Exposition Center as additional insured must be provided thirty (30) days prior to the use of the facility for landing a helicopter.
- The Kentucky Exposition Center holds a permit to land helicopters in the “C” Lot. Shows do not require additional permits to land in the designated area. However, Louisville Metro Fire Department (LMFD) must be notified of your intent to land a helicopter on our property.
- Air traffic control communication must be established with the local airports for both take-offs and landings.
- Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.
- Helicopter Landing Form.

Helium Balloons
No helium balloons are allowed. Should a balloon be released inside the facility, Lessee is responsible for the retrieval costs associated at prevailing rates.

Identification & Access
All individuals working in the Venue must be on a daily call list and wear an approved identification badge. All badges must clearly identify the wearer and the name of the firm they represent.
Insurance & Indemnity
As stated in the lease agreement, Kentucky Venues, the governing body of the Kentucky Exposition Center & Kentucky International Convention Center, requires that all lessees provide general liability insurance issued by a company acceptable to Kentucky Venues or its designee, insuring both the lessee and the facility with the appropriate policy limits (typically $1,000,000.00 per occurrence – plus such additional coverage as may be required by Kentucky Venues) to insure against claims or damages.

Lighting
Maintenance levels of lighting will be maintained during move-in/out and full lighting will be provided during show hours.

Load-In/Load-Out
Loading shall be permitted via dock doors only. No lessee nor exhibitor shall be permitted to load in or out through pedestrian doors. It is the lessee’s responsibility to ensure their exhibitors, contractors, staff, etc. use only designated loading doors. **There shall be a $500 fee charged to Lessee per occurrence.** Additionally, Lessee shall be billed for any damage caused by loading in or out via pedestrian doors.

Lobbies
Lobbies are generally not leased spaces and must always be kept open for public access and used within certain guidelines set forth by Kentucky Venues. Although there will on some occasion, be lobby space included with a lease, this area is understood to mean registration and exhibit foot prints only.

Locks
Each Venue has a process for issuing room keys, core lock changes and a penalty for unreturned/lost keys. Please contact your Event Manager for specific information.

Lost & Found
Kentucky Venues has a lost and found located in the Security Office located between Freedom Hall and the North Wing Lobby. Additionally, the show management may also have a lost and found. Please check with both locations.

Outdoor Exhibits
Outdoor Exhibit space may be provided on a Lease basis and is subject to the same floor plan approval as all other events. A permit is required from the Kentucky Department of Housing, Buildings and Construction in order to erect or operate an air supported temporary membrane structure or tent having an area in excess of 400 square feet or a canopy in excess of 400 square feet. A canopy is defined as a temporary structure of fabric or pliable material supported by any means except air of the contents it protects and is open without side walls on 75% or more of its perimeter. All tent layouts must be stamped for approval by Housing, Buildings and Construction and an architect or engineer. Tent models must be approved by Housing, Buildings and Construction.

Parking
The Kentucky Exposition Center has multiple lots surrounding the facility, comprised of asphalt and grass, totaling over 23,000 parking spaces. Parking for the Center is $10 per car and $20 per bus per entry. Options are available to purchase parking passes in advance. Availability of specific lots may be limited due to weather or other contracted events.
Pets & Animals
Domesticated Animals – Service animals are always welcome. Please refer to the ADA (American Disabilities Act) portion of this manual for the ADA’s definition of a service animal. Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Event Manager. Animals must be on a leash and under control at all times.

- Animals will not remain in the building overnight unless otherwise permitted due to the event.
- A trainer must accompany animals at all times. It is the animal owner’s responsibility to clean up after the animal while on property.

Pyrotechnics & Special Effects
Pyrotechnics, Fog Machines, Hazers etc. may be considered if requested in advance. Contact the Event Manager for information and regulations.

Rates & Service Order Forms
For more information on rates and service order forms for labor and equipment, please visit our website at www.kyvenues.com or contact your Event Manager for more information.

Recreational Vehicle Parking
Recreational vehicle parking is offered at the Kentucky Exposition Center, we currently have over 100 spots with full service utilities for recreational vehicles. When making reservations please note that full utility RV spots are available on a first come first serve basis.

Rates for full electrical, water and sewer hookups are $50.00 per night. When making reservations a non-refundable $50.00 deposit is required which will be credited towards a guest’s first night’s stay. RV Parking spaces without utilities are available for $30.00 per night, non-utility customers do have access to a sewer dump station. When making reservations for non-utility spots, a $30.00 non-refundable deposit is required and will also be credited to the guests first night stay at the Kentucky Exposition Center.

Reservations must be made by calling the Access Control office at 502-367-5380, reservations will not be accepted by mail.

RV guests will be parked and assisted by an RV attendant, and KEC Management reserves the right to request guests to relocate their RV if deemed necessary by Show Management or the Management of the Kentucky Exposition Center. Tent camping at our facility is not allowed. Although limited, the Kentucky Exposition Center does provide access to public restrooms and showers in the RV lot.

Room Set-Up
The initial room set is complimentary for all ballrooms and meeting rooms which are set theater, classroom, conference, banquet or reception style. NOTE: Tables do not include skirt or cloth. 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 lease contract. Subsequent turnover fees will be assessed beyond the complimentary set for turnovers. Please see the Event Manager for details. Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, e.g., tables, chairs, risers, performance staging, and lecterns.

Sales & Use Tax
From the Commonwealth Department of Revenue, please see the policy regarding sales tax in the policies section at the end of this manual.
**Smoking & Tobacco**

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 vaporing devices indoors. Smoking is permitted outdoors but must be done a minimum distance of 10 feet from building entrances. This policy applies to all exhibitors, visitors, attendees, contract personnel and Kentucky Venues employees. This policy is strictly enforced and violators are subject to removal.

**Ticketing**

Should Lessee’s use of the “Premises” involve an event for which Reserved tickets are sold, Lessee must use the exclusive Venue Services staffing and security of Kentucky Venues to staff ticket sellers and takers. Advance and online ticket sales for all reserved seating events must use TicketMaster, the exclusive ticketing company for the Kentucky Exposition Center.

Should Lessee’s use of the “Premises” involve an event for which General Admission tickets are sold, event staffing, ticket sales, ticket takers and security personnel shall be at the sole discretion of the Board as to the manner of fulfilment and implementation. Under no circumstances will a third party or outside professional ticketing company be allowed to operate on Kentucky Venues properties.

At least forty-five (45) days prior to any ticketed event, Lessee shall provide all ticket information, i.e. ticket prices, restrictions, offers, coupons and any other information required by the Board in order to plan and organize Box Office activities. Reserved seating and Concert events may require additional setup time.

**Traffic Plan**

If the Event incorporates bus staging, hotel shuttles, substantial ADA transportation or coordinated attendee drop-off and pick-up, Lessee should contact the Event Manager to discuss a traffic plan early in the planning process.

**Vehicles & Golf Carts**

Vehicles are not permitted in the Exhibit Hall for loading and unloading equipment without the authorization of Kentucky Venues Management. All equipment and freight will be loaded and unloaded at the loading dock area. Vehicles, freight or other show materials shall not be stored in any facility without prior approval from Kentucky Venues 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 sixteen (16) shall 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 Liquids/Gases** – Display of any motor vehicle, air craft, 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 (5) gallons or 25% fuel capacity, whichever is less. Aviation equipment tanks must be 100% 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.

The following are the State Fire Marshal’s minimum fire safety requirements and shall be applied at all shows (trade, commercial or otherwise) and shall apply whether the exhibit space is open or closed to the public.
Venue Services
The Lessee shall be required to use Kentucky Venues Venue Services for the Event, including, but not limited to, all box office personnel, ticket sellers, ticket takers, ushers, concierges, Event security, and such other personnel as Kentucky Venues, in its reasonable discretion, shall deem required, together with such additional personnel as Lessee may reasonably request. The costs of such personnel will be charged to the Lessee unless otherwise agreed upon with Kentucky Venues.
Merchandise Restrictions

Confederate Battle Flag Merchandise
Kentucky Venues strives to create on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties 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 persons. Therefore, while Kentucky Venues itself does not sell or giveaway any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag, commencing immediately, 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 long and short term lessees 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.

Kentucky Venues strongly encourages adherence to this policy by its exhibitors, vendors, participants and long and short term lessees and their vendors, exhibitors and participants who are operating under existing contracts.

Items Representing Racist Ideology
The Kentucky State Fair Board strives to create an environment on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties, a welcome 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; therefore, while the KSFB itself does not sell or giveaway any merchandise that resembles the aforementioned, the KSFB hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items. Beginning immediately, this policy shall become a ban on the sale or giveaway of any of the merchandise offered for sale or giveaway at the Kentucky Exposition Center and the Kentucky International Convention Center as described above.
1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the Kentucky State Fire Marshal’s Representative (KSFM Representative) in care of the Kentucky Exposition Center not less than 15 days prior to move-in and setup of the area being reviewed. Plans shall be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Lessee, if requested, subject to an on-site inspection by KSFM Representative.

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 Exposition Center.

3. Any motor vehicles, gasoline powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. Absolutely no storage of any fuel in any building.

4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.

5. Decorations and displays shall 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 shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall 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 including 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.

9. During occupancy hours, aisles and exit doors shall be maintained 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 shall be provided by the Lessee 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 shall 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 shall 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 Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted.

14. Kentucky Venues shall require security where occupants are allowed to reside overnight inside of any state owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.

15. Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.

16. It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.

17. Lessee will be responsible for making key personnel (including security) aware of and familiar with the facility’s emergency procedures, which would include (but not be limited to) fire, bomb threats, inclement weather, etc.
First Aid Policy

The Lessee 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 Lessee as well as with Kentucky Venues staff. Communication can be by two-way radio or telephone.
- Be familiar with the Kentucky Exposition Center 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; wheelchair; 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 HIPPA laws and regulations.

Revised 03/18   CB
Kentucky Venues has established the following FIRST AID policy for the Kentucky Exposition Center (KEC):

Events promoted by Kentucky Venues will use the American Red Cross (ARC) and Lessees 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.

To insure the safety and proper care of all patrons at Kentucky Venues, the MINIMUM FIRST AID requirements during events at KEC are outlined below:

**Broadbent Arena**
- **All Events:** One (1) team*

**Freedom Hall**
- **Sporting Events & Concerts:** One (1) team* per each seating level used (Seating levels are Floor/Lower Level and Upper Level)
- **All Other Events:** One (1) team*

**North Wing, South Wing, West Wing & Pavilion**
- **All Events:** One (1) team* per non-adjacent area

**Other Areas (Meeting Rooms, East Hall, West Hall & Outside Areas)**
- **All Events:** No minimum first aid requirements
  - *Unless the history of the event or other information would indicate a need for first aid. This will be determined by Kentucky Venues Assistant Director of Security.*

**Livestock Shows**
- **All Events:** Based upon history of the event or similar events.

*One team consists of (2) people trained and certified in Basic Life Support (BLS) and CPR unless stated otherwise.*

These minimum recommendations are subject to increase in number of personnel and/or level of service. The Kentucky Venues Event Manager will work with the Kentucky Venues Assistant Director of Security to determine if increases are necessary. The Assistant Director of Security 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.
TO: Persons Using Facilities of the Kentucky State Fair Kentucky Venues

DATE: August 1, 1995

SUBJECT: Application of Kentucky Sales and Use Tax

This letter has been prepared to provide information concerning the Kentucky sales and use tax law to assist you in determining your liability for collecting and remitting the tax. The tax is imposed at the rate of 6 percent upon gross receipts derived from the sale of admissions and tangible personal property. Also, the renting or leasing of tangible personal property for consideration is treated as a sale subject to the tax.

Persons engaged in making sales of admissions to events such as concerts, rodeos, machinery shows, art exhibits, etc., are liable for the tax on such sales. In addition, sales of tangible personal property such as T-shirts, records, buttons, pins, food, etc., at such events are subject to tax. Further, persons engaged in renting or leasing tangible personal property, except motor vehicles used on public highways, for storage, use or other consumption in Kentucky, are retailers who must report and pay the applicable tax derived from the gross rental or lease receipts.

There are instances where the Kentucky State Fair Kentucky Venues, by signed contract, has agreed to handle admission sales. In these instances, the tax will be collected and remitted by the Kentucky Venues thereby relieving the person of this responsibility. However, the person would still be liable for the tax on any sales, leases or rentals of tangible personal property.

Persons who will be conducting events at facilities of the Kentucky State Fair Kentucky Venues should, at least a week in advance of the scheduled event, contact the Kentucky Taxpayer Service Center, 620 South Third Street, Louisville, Kentucky 40202-2446, telephone number (502) 595-4512, or fax number (502) 595-4205 to obtain proper registration and more detailed information.

Department of Compliance and Taxpayer Assistance
Revenue Cabinet

3/98
Event Documentation Checklist & Timeline

Before you sell exhibit space or before tickets go on sale:

- Receive a fully executed Lease Agreement and pay your deposit
- Your floor plan must be submitted and approved by Kentucky Venues and Fire Marshall
- Ticketing procedures must be confirmed through Kentucky Venues
- Sample Exhibitor Kit must be submitted for accuracy
- Review General Building Policies and Guidelines

At least 45 days before your event:

- Event requirements due to the Event Manager
- Submit event schedule for development of a security schedule
- Submit Certificate of Insurance
- Rigging coordinated with Event Manager
- A/V, Internet and communication specifications to SmartCity
- Food & Beverage specifications provided to Levy’s
- Submit staffing requirements to Venue Services

At least 30 days before your event:

- Changes to original floor plan(s) must be submitted for updated approval
- All final event requirements due so that an Event Resume may be produced

At least 14 days before event:

- Review and approve Event Resume and ancillary costs sent to you by the Event Manager