

EXHIBITOR MANUAL

Central Bank Center

CENTRAL KENTUCKY
**HOME
+ GARDEN
SHOW**



April 5-7, 2024

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Central Kentucky Home + Garden Show.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your anticipation in the show.

CentralKentuckyHomeShow.com

MARKETPLACE | EVENTS
Largest Home Show Producer in North America

SHOW MANAGEMENT

Central Kentucky Home + Garden Show is produced and managed by:

Marketplace Events

2000 Auburn Drive, Suite 200
Beachwood, OH 44122

Tami Bailey, Show Manager

P: 317.402.0154

Tamib@mpeshows.com

SHOW TEAM

Tami Bailey Show Manager | tamib@mpeshows.com | 615.986.7265

Patty Burman Exhibit Sales Consultant | pattyb@mpeshows.com | 615.986.7266

Heather Newsom Operations Manager | heathern@mpeshows.com | 800.395.1350 x161

SHOW FACILITY

Central Kentucky Home + Garden Show is held at:

Central Bank Center

430 W. Vine St.

Lexington, KY 40507

859.233.4567

SHOW DECORATOR

Lexpo Expo Services

Phone: 859.551.3046

Fax: 859-254-8151

Email: mconley@centralbankcenter.com

- Booth Furnishings: rental of tables, chairs, booth carpeting, tape for flooring, forklifts, signs, labor, telephone, internet, electricity, etc.
 - The decorator's office will be open during move-in, show, and move-out.
 - Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorator's discounted rates. You may call or email to order:
 - Order forms are available on our website: <https://centralkentuckyhomeshow.com/exhibitor-kit>
 - **Deadline for Advance Rate:** March 18, 2024.
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SHOW HOURS

Friday	April 5, 2024	10:00am - 8:00pm
Saturday	April 6, 2024	10:00am - 8:00pm
Sunday	April 7, 2024	11:00am - 5:00pm

MOVE-IN HOURS

Tuesday*	April 2, 2024	9:00am - 5:00pm
Wednesday*	April 3, 2024	9:00am - 5:00pm
Thursday	April 4, 2024	9:00am - 7:00pm
Friday * NEEDS PRIOR SHOW MANAGEMENT APPROVAL	April 5, 2024	8:00am-9:00am

***IF PRIOR APPROVAL NOT ARRANGED, YOUR BOOTH MAY BE FILLED WITH ALTERNATIVE ITEMS.**

Drive in* is available on Tuesday and Wednesday ONLY! No driving in on Thursday, cart and carry in only.

*Driving in may not allow you to drive all the way to your booth space.

NOTE: There will be no push carts available for move-in or move-out. You will have to bring your own.

LAST IN BOOTHS – THE BELOW BOOTHS CANNOT MOVE IN ON TUESDAY OR WEDNESDAY:

ONLY ALLOWED TO MOVE IN ON THURSDAY

Booth #'s 131-149 odd #'s, 232-248 even #'s, 937-949 odd #'s, 1034-1048 even #'s

MOVE-OUT HOURS

Sunday	April 7, 2024	5:00pm - 9:00pm - a flyer will be dropped off in your booth Saturday night with specific dock instructions for Sunday move out.
Monday	April 8, 2024	8:00am - 12:00pm – no exceptions; all booths must be completely removed by Noon

ACCOUNT BALANCES

Final payment for exhibit space must be made by March 15, 2024. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Badges & complimentary tickets will not be available until the account has been paid in full.

PARKING

Due to construction, there is no separate exhibitor parking lot for the 2024 show. Plan to pay to park at the High Street parking lot, or find alternative parking options around Central Bank Center. <https://am.ticketmaster.com/rupparena/quickbuy?id=Njk=>

EXHIBITOR BADGES

Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

- Five (5) exhibitor badges are provided for less than 400 square feet.
 - Ten (10) exhibitor badges are provided for 400 square feet of space or more.
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COMPLIMENTARY TICKETS

Each exhibitor will also receive (10) complimentary admission tickets to give to friends, family, & clients.

Complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF THE Central Bank Center. If complimentary tickets are given to visitors in these areas the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.

SHOW OFFICE

Our show office will open on Tuesday April 2nd at 9:00 am. When you arrive to move-in, please check in and pickup your exhibitor packet. The Show Office will remain open until noon on Monday, April 8th.

WILL CALL

WILL CALL is located at the Show Entrance ONLY

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

EXHIBITOR BADGES ARE ONLY FOR EXHIBITORS. THEY MAY ONLY BE LEFT FOR PEOPLE WORKING YOUR BOOTH. ATTENDEES NEED AN ADMISSION TICKET.

BOOTH INFORMATION, RULES & REGULATIONS

- The following equipment will be provided for each booth space:
- 8 high background drapery with 3' high side partitions in black
- 1 Booth ID Sign the sign will read exactly as your booth was contracted
- Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back wall and sidewalls.
- If a booth is not setup by end of the move in period, show has the right to fill the space accordingly, unless prior arrangements have been made with Show Manager.

TENTS

Tents of any kind are not allowed as part of your display. Pop up tents are not allowed.

SIGNS

Sign height may not exceed 8' (top of sign). Exhibitors wishing to hang signs over the 8' height limit are subject to a **\$500 sponsorship fee** which will include the hanging of the sign. If sign needs be hung, exhibitor is required to have to venue and ready first thing Tuesday morning, as that is when rigging is scheduled. Your sign will be lowered and returned to you on Monday of move out. Lexpo will not schedule any sign hanging that hasn't been approved by show management. If sign hanging requires rigging due to the size and weight of the sign, additional charges will apply. **Please get sign approved prior to arriving onsite so you know whether to expect any additional charges.**

If you plan to have a sign or banner within your booth space and it will go above the 8' pipe and drape, you are still required to pay the \$500 sponsorship fee. And sign may be ONE sided only. Signs with writing or logos on both sides are NOT permitted. Feather flag signs of any kind must stay within booth space and cannot go above the 8' pipe and drape.

TABLE COVERING

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirtings must be pressed and neat. Use of plastic tablecloths, sheets, shower curtains or any type of "makeshift" tablecloths are not permitted. We strictly enforce this and will skirt all incorrect skirted tables at the exhibitor's expense.

FLOORING

- Flooring is not included in the cost of your exhibit booth. It is mandatory that all exhibit booths have some type of clean, professional looking floorcovering that covers 100% of your booth's square footage. Carpet, Astroturf, hardwood, tile, vinyl flooring etc., are acceptable.
- Do NOT use duct tape to tape your flooring down. Use only double-sided carpet tape that is easily removed. Any tape residue left behind will be cleaned up by the show decorator and the cleanup fee is charged to the exhibitor.
- Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do NOT drill holes, paint, nail, glue, or affix flooring to the buildings flooring.
- **Any damage to the flooring will be repaired at the exhibitor's expense.**

FIRE REGULATIONS

- This Facility is in a School Zone as defined by the Gun Free School Zone Act 18 U.S.C adopted November 29, 1990 (The Act). All persons are prohibited from possessing firearms on the premises unless such possession is authorized by exceptions listed in the Act of as authorized by the Commonwealth of Kentucky. Licensor also reserves the right to restrict or prohibit possession of other weapons such as knives and other dangerous weapons.
- All exit doors must be full operable and unobstructed during all times of occupancy. Exit signs shall remain illuminated and fully visible.
- Use of the Facilities for a trade show or public exhibit purposes requires a detailed floor plan depicting the int ended use of the area. Floor plan will be submitted to the CORPORATION for review and approval by the Center and local fire marshal w here appropriate. Displays located in corridors shall be located to one side leaving an eight-foot-wide clear walking path. Approval of plans shall obtain prior to sale or allocation of space to potential exhibitors.

- Rigging plans must be submitted for approval for events that require equipment in excess of 100lbs to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by CORPORATION staff or its authorized representative as an Ancillary Service.
- Any use of open flames or smoke generating substances or equipment must receive prior approval.
- All decorations and construction materials must be non-combustible or flame retardant (documentation is required). This includes, but is not limited to, organize decorations such as mulch, hay bales, etc.
- Electronical devices must be installed, operated, and maintained in accordance with manufactures intended use and applicable codes. In any case, electrical devices that create a hazard to life or property are not permitted.
- The use, display, or storage of flammable liquids, including LP gas, is prohibited except as authorized by local and state fire regulations. Complying vendors using propane for the purpose of authorized food preparations are subject to the following limitations:
 - Compressed gas cylinders must be firmly secured in an upright position
 - Propane storage tanks may be no longer than 5 pounds per booth
 - Booths using propane shall be located no closer than 100 feet apart
 - Additional propane tanks must be stored outside of the building
 - Food preparation is not permitted in carpeted areas

ADDITIONAL INVENTORY

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

If approved by show management:

- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle in accordance with Kentucky State Fire Marshal.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected, and cables taped.
- Motor Vehicles are prohibited in Carpeted areas, unless under the direction of CORPORATION management, to take precautions for protection of CORPORATION property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of CORPORATION. Use of motorized vehicles during public occupancy of Facility is prohibited

FOOD SAMPLING:

ALL FOOD SAMPLING MUST BE APPROVED BY CENTRAL BANK CENTER

The food sampling form can be accessed at <https://centralkentuckyhomeshow.com/exhibitor-kit>

For any questions regarding food sampling, please contact:

Alex Kennedy | Concessions Manager

alexander.kennedy@levyrestaurants.com

Office 859-787-0888 Cell 937-830-0252

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

SALE OF MERCHANDISE AT THE SHOW

All Exhibitors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations of Marketplace Events. Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. No food or drinks may be sold without the approval of CentralBank Center.

Local Sales tax is 6.0%

MICROPHONE, AUDIO EQUIPMENT & MUSIC

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, ShowManagement reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

STAFFING YOUR BOOTH

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours.

MUSIC, PHOTOGRAPHS & OTHER COPYRIGHTED MATERIALS

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs, or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.

ANIMALS/PETS

Service animals are allowed inside the building during event hours. **Personal pets are not allowed.**

HELIUM ITEMS

No helium, propane, or gas containers are allowed in Central Bank Center. Helium filled balloons are not allowed to be displayed or handed out to visitors.

ALCOHOL/DRUGS REGULATIONS

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees, or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

SMOKING REGULATIONS

No smoking is permitted inside Central Bank Center.

CENTRAL BANK CENTER SERVICES AND REGULATIONS

- **SERVICES INCLUDING:** For a list of Services and PDF Order Forms: <https://centralkentuckyhomeshow.com/exhibitor-kit>
- **ELECTRIC:** Deadline for the **Advance Rate is Monday, March 14, 2023.**
- **A/V ORDERS:** A/V orders cannot be placed online. Please print out the A/V order form and fax in. If you do not see what you are looking for on the form, please contact exhibitor services at 859.551.3046

SECURITY

- Show Management provides 24 hours security each day during show days. However, neither Show Management nor the Central Bank Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp / sheet covering your booth after show hours goes a long way in securing your belongings.
- Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth
- accordingly, and when the show does close, wait for the attendees to clear out.
- **Report anything of a suspicious nature to Show Management and/or Security.** Leads can be followed up to avoid incidents of theft.
- **Ensure you are adequately insured.**

INSURANCE

- Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties but Show Management nor Central Bank Center accept responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.
- Ensure you are adequately insured.

SHIPPING INFORMATION

All shipments must be prepaid. Address shipments for the show as follows:

LEXPO EXPOSITION SERVICES

"Show Name, Business name & Booth #"

430 W. Vine St.

Manchester Street Loading Dock Door #5

Lexington, KY 40507

****Items will not be delivered without this information ****

- Please make arrangements to dispose of or store shipping crates with the show decorator.
- Show Management is not responsible for your packages; please do not send packages before your arrival as you **MUST** be present to sign for them.

CENTRAL KENTUCKY HOME + GARDEN SHOW
April 5-7, 2024

ORDER FORM FOR ADDITIONAL SHOW BADGES & TICKETS

EXHIBITOR BADGES DO NOT NEED SPECIFIC NAMES OF EMPLOYEES WORKING THE EXHIBIT. BADGES ARE FOR DAILY SHOW ADMITTANCE.

Number of Badges requested: _____ X **\$5.50** = \$ _____

Number of Tickets Requested: _____ X **\$5.50** = \$ _____

TOTAL AMOUNT DUE: \$ _____

Company Name _____ Booth # _____

Name on card _____

Charge My Credit Card: **VISA | MC | AMEX | DISCOVER**

Card Number _____ Exp. Date _____

Signature: _____

Phone Number: _____

Billing Zip Code: _____

Payment by check:

Name on check: _____ Check number: _____

Phone Number: _____

Email: heathern@mpeshows.com