



Please direct this exhibitor service kit to
the person in charge of your exhibit.

**KENTUCKY NATIONALS CAR SHOW
OCTOBER 11-13, 2019
ALLTECH ARENA – KY HORSE PARK**

Dear Exhibitor:

As the Official Service Contractor for **KENTUCKY NATIONALS CAR SHOW**, we are enclosing information and order forms to assist you in exhibiting in the upcoming event, **OCTOBER 11-13, 2019**. Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services prior to **September 30, 2019**. Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. **A service desk will be staffed in the exhibit area during set-up, where additional orders for furniture, etc. may be made.**

BOOTH EQUIPMENT- The following equipment will be provided for each space:

- 8' high back drape with 3' high side drape in black.
- one- Booth Id sign

Equipment and services are available by using the attached forms.

Please mail, fax or email the forms to the addresses provided.

Lexpo Exposition Services Email: ahensley@lexingtoncenter.com Fax: 859-254-8151
430 W. Vine Street mhaase@lexingtoncenter.com
Lexington, KY 40507

TERMS - We call your attention to our payment policy. Payment must accompany all orders. Orders received without payment will not be processed. Advance orders may be charged against a charge card. Orders placed at the Service Desk during move-in and set-up on show site must be paid at the time of order in form of cash, check, Visa, Mastercard, or American Express. Payment for freight handling (drayage) must be made prior to close of show.

REFUND/CANCELLATION POLICY - Due to the nature of services and equipment provided, no refunds will be approved unless written notification is received thirty days prior to event.

We are looking forward to working with you and wish to assist you in making this one of your most successful shows. If you require additional information, please call our Exhibitor Service Representatives, at 859/787-0910.

EXHIBIT 4.1

Rules and Regulations Lexington Center Corporation (LCC)

In order to assist our users, the following list of Rules & Regulations is provided to answer the most frequent inquiries regarding the CORPORATION's policies:

General Information

CORPORATION is a non-smoking facility. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

There is no "guarantee of" free parking in lots owned and operated by CORPORATION.

A five-percent (5%) convenience fee will be added to deposits and settlement charges paid by credit card.

LICENSEE (or exhibitor) is responsible for the security of items in meeting rooms and exhibit areas. CORPORATION shall not be responsible for damage or loss of property.

The use or distribution of helium filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common event decorations that require advance authorization include but are not limited to candles, glitter and confetti. Additional fees may be incurred for cleanup of these items.

Attachment of signs, display materials, decorations, etc. to wall surface, windows, lecterns or drapery is prohibited.

The hanging of signs and banners from ceilings must be approved and installed by CORPORATION personnel only as an Ancillary Service.

Pets are prohibited with the exception of those authorized by CORPORATION due to the nature of the event, or guide, signal and service animals.

Exhibits using water features (i.e. fountains, hot tubs) are prohibited in carpeted areas.

Food and Beverage

The sale, service, or distribution of food or beverage products is an activity that is restricted to those licensed by the CORPORATION. This includes, but is not restricted to, food/beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar service, etc.

Trade Show vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to CORPORATION prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for CORPORATION approval. Should approval be granted these vendors are subject to a \$75/day food vendor fee.

The Lexington – Fayette County Health Department may have additional requirements for exhibitors that are serving any food products. Please contact the local representative, Skip Castleman, at 859-899-4277 for compliance information.

Food preparation is not permitted in carpeted areas.

Possession, distribution and consumption of alcoholic beverages is prohibited except through properly authorized vendors. CORPORATION, at its discretion, may require full payment of estimated host bar costs one week prior to event. Events seeking an alcohol sponsor must discuss this in advance with their Sales or Event Manager to ensure steps are taken to adhere to KRS statutes governing the sale of alcohol.

As stipulated by KRS Statute 243.036, the auction of any alcoholic beverage requires a temporary permit issued by the Alcohol Beverage Control Board. The application process takes 30-45 days to complete. A permit must be presented in order for the item to be sold. For further details and the application, please contact the ABC Board at 859.258.3796.

Fire and Safety Regulations

This Facility is located 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 **or 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 fully 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 intended use of the area. Floor plan will be submitted to the CORPORATION for review and approval by the Center and local fire marshal where appropriate. Displays located in corridors shall be located to one side leaving an eight foot wide clear walking path. Approval of plans shall be obtained 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 100 lbs. to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by CORPORATION staff or its authorized representatives 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, organic decorations such as mulch, hay bales, etc.

Electrical devices must be installed, operated, and maintained in accordance with manufacturers' intended use and applicable codes. In any case, electrical devices that create a hazard to life or property are not permitted.

Internal combustion equipment and motor vehicles may be displayed under the following conditions:

- Fuel supply limited to that necessary for installation and removal of equipment.
- Fuel tanks must have pressure released by removing fuel cap after vehicle has reached display position, and then the fuel cap must be locked or sealed.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at CORPORATION Security Headquarters.
- 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 the CORPORATION. Use of motorized vehicles during public occupancy of Facility is prohibited.

A maximum of two 20' x 20' tents are allowed per 15,000 square feet of space rented with the following conditions:

- Tents must be non-combustible and flame-proof.
- Tents must be open on all four sides.
- If more than one tent, tents must be spaced at least 20 feet apart.
- No open flames permitted in tents.
- Each tent must be equipped with Type ABC fire extinguisher.
- Exhibitor personnel must occupy tent during show hours.
- Electrical service must be turned off at the conclusion of each show day.

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 preparation are subject to the following limitations:

- Compressed gas cylinders must be firmly secured in an upright position.
- Propane storage tanks may be no larger 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.

Lexington Center Corporation's rules and regulations state that **PETS ARE PROHIBITED**. Only animals authorized by LCC due to the nature of the event, or guide, signal or service animals are permitted in the building. Without proper documentation, your animal must be removed from the facility. Not doing so places the event promoter in breach of contract.

In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Lexington Center Corporation/Opera House is a smoke-free facility. Additionally, LCC prohibits the use of E-cigarettes inside its facilities. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

Dog Care Options:

DOGTOWN LLC

Phone: 859-252-DOGS(3647)

Email: dogtown.llc@gmail.com

Hours: Monday-Friday 7a-6p

Saturday-Sunday 9-11am, 5-7pm

1026 Manchester Street

Lexington, KY 40508

UPTOWN HOUNDS

Phone: 255-BARK (2275)

Email: reception@UptownHounds.com

Hours: Monday-Saturday 10a-7p

Sunday 12p-7p

466 Angliana Avenue

Lexington, KY 40508

PET SUITES

Phone: 859-543-0400

Hours: 7a-8p 7 days a week

2057 Bryant Road

Lexington, KY 40509

MASTERSON ANIMAL CLINIC

Phone: 859-389-8387

Hours: Monday-Friday 8a-12p and 2p – 6p

Saturday 9a – noon

Sunday 5:30p – 6p

1490 Leestown Rd.

Lexington KY 40511



430 W. VINE STREET LEXINGTON, KY. 40507

PH: 859-233-4567 X 3781 FAX: 859-254-8151

SHIPPING INSTRUCTIONS AND FREIGHT SERVICE ORDER FORM

MAILING ADDRESS:

LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KY 40507
859-233-4567 X 3780

KENTUCKY NATIONALS CAR SHOW
OCTOBER 11-13, 2019
ALLTECH ARENA – KY HORSE PARK

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services:

CRATED: \$57.00 CWT

1. Receive and store shipments up to four weeks prior to show opening.
2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
3. Furnish storage labels and remove empty containers and hold for duration of show.
4. Return empty containers to booth at conclusion of show.
5. Provide shipping labels and bills of lading for your outbound shipments.
6. Remove exhibit material from booth area and arrange for loading on carrier.

NOTE: Bills of lading are to be completed by your show personnel and return to the service desk.

1. All shipments must be prepaid. Collect shipments will not be accepted.
2. Shipments will only be accepted between 8:00 a.m.-4:00 p.m. Monday-Fri
3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
4. All material should be shipped to arrive not later than one week prior to initial installation date:

PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.

DO NOT ABANDON YOUR EXHIBIT UNTIL LEXPO EXPOSITION SERVICES HAS YOUR OUTBOUND SHIPPING INSTRUCTIONS NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE TRACING INFORMATION AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE, BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND OF ALL MATERIALS AND EQUIPMENT.

RATES FOR SERVICES:

- A. There will be a minimum charge of \$64.00 per delivery on shipments totaling less than 100 lbs.
B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$35.50 charge per piece.
C. Banding is available for \$3.20 per foot plus minimum charge of \$65.00 per hour.
D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: _____ lbs. ÷ 100 x \$57.00 = \$ _____

Minimum (100 lbs.):
_____ shipments x \$64.00 = \$ _____

Banding:
_____ feet x 3.20cents + \$64.00/hr. = \$ _____

TOTAL ENCLOSED \$

SHIPPING ADDRESS

TO: _____
(Name of Exhibitor, Booth # & Event)

LEXPO EXPOSITIONSERVICES
430 W. Vine Street
Manchester Street Dock Door #F
Lexington, Ky. 40507

SHOW NAME: _____

Booth No: _____

Shipped Via: _____
No. of Pieces: _____ Approx. UNLOADING Weight _____
Date Shipped: _____

Firm Name _____ Phone() _____ FAX # () _____ Booth # _____

Address _____ City and State _____ Zip _____

By _____ Signature _____ Name _____ Please Print _____ Date _____ #1 A-2500



MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567

FURNITURE RENTAL ORDER FORM

KENTUCKY NATIONALS CAR SHOW
OCTOBER 11-13, 2019
ALLTECH ARENA – KY HORSE PARK

DISPLAY TABLES (Wooden Tops):		TABLES W/ SKIRTING*		TABLES ONLY		AMOUNT
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	
4' X 2' X 30" High	_____	\$52.00	\$62.50	\$24.50	\$29.50	\$ _____
6' X 2' X 30" High	_____	58.00	70.50	30.00	33.50	_____
8' x 2 1/2' x 30" High	_____	68.00	83.00	32.50	38.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	63.00	72.50	29.00	33.50	_____
6' X 2' X 42" High	_____	71.00	80.50	34.00	37.00	_____
8' x 2 1/2' x 42" High	_____	85.50	94.00	37.50	46.00	_____
6' SKIRTED TABLE RISER	_____	32.00	37.00	21.50	26.50	_____
8' SKIRTED TABLE RISER	_____	42.50	47.00	31.50	36.50	_____

*Skirting is around 3 sides and includes white vinyl table cover.

Skirting around 4th side _____ 29.50 35.00

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

blue, white, red, black, gold, teal green, kelly green, hunter green, plum, maroon, silver and navy.

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$24.00	\$28.50.....	\$ _____
Padded 30" High Stool	_____	38.00	43.50.....	_____
Gray Walnut Arm Chair	_____	38.00	43.50.....	_____
Samsonite Folding Chair	_____	10.50	13.00.....	_____
30" Round Cocktail table-13"	_____	38.00	43.50.....	_____
30" Round Cocktail table-30"	_____	38.00	43.50.....	_____
30" Round Cocktail table-42"	_____	38.00	43.50.....	_____
Wastebasket	_____	14.00	16.40.....	_____
Floor Easel, Tripod	_____	18.00	22.50.....	_____
Chrome Stanchion	_____	18.00	22.50.....	_____
Rope (7')	_____	10.50/Ft.	11.50/Ft.....	_____
4' x 8' Poster Boards	_____	62.50	73.50.....	_____
Shopping Bag Holder	_____	36.50	42.00.....	_____
Literature Rack	_____	62.50	73.00.....	_____
22"x28" Chrome Sign Frame	_____	36.50	41.50.....	_____
Iron Park Bench	_____	66.50	75.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$12.00 Lin Ft.	\$13.50 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	10.50 Lin Ft.	12.50 Lin Ft.....	\$ _____

Please CIRCLE Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Teal green, Black, Silver gray, Maroon, Plum, Hunter green

12' High Drape _____ Lin Ft. 13.00 Lin Ft. 16.00 Lin Ft..... \$ _____
 Please CIRCLE Color Choice of 12' High Drape Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon

***PLEASE NOTE: If no table skirting or drapery color is specified, show colors will be used.**

ALL Prices Includes Sales Tax

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY,
SEPTEMBER 30, 2019. ORDERS PLACED AT SERVICE DESK MUST BE
PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO
EXPOSITION SERVICES.

TOTAL \$ _____

FIRM NAME _____ PHONE () _____ FAX # () _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____

Signature

Please print

#1 A-2000



CUSTOM FURNITURE RENTAL ORDER FORM

MAIL TO:
LEXPO
EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

**KENTUCKY NATIONALS CAR SHOW
OCTOBER 11-13, 2019
ALLTECH ARENA – KY HORSE PARK**

CUSTOM FURNITURE:

QTY. ADVANCED RATE FLOOR RATE

Upholstered Chair /arms	_____		\$	_____
Upholstered Armless Chair	_____	PLEASE CALL FOR QUOTE!!!	\$	_____
Upholstered Sofa	_____		\$	_____
Side Chair for Sofa	_____		\$	_____
Coffee Table	_____		\$	_____
Round Dining Table with 4 Chairs	_____		\$	_____
42" Round Dining Table ONLY	_____		\$	_____
Literature Racks-(5 Pockets)	_____		\$	_____

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY
SEPTEMBER 30, 2019. ORDERS PLACED AT SERVICE DESK
MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE
TO LEXPO EXPOSITION SERVICES.

ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$ _____

FIRM NAME _____ PHONE _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____
Signature Please print

Cf-#2 B-2000



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

PLANT RENTAL ORDER FORM

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

KENTUCKY NATIONALS CAR SHOW
OCTOBER 11-13, 2019
ALLTECH ARENA – KY HORSE PARK

QUANTITY	DESCRIPTION	PRICE	AMOUNT
_____	4 to 6 in. Tall Potted Plant. (table size complete in wicker basket)	PLEASE CALL FOR A QUOTE!	\$ _____
_____	18 to 24 in. Tall Potted Plant. (table size complete in wicker basket)		\$ _____
_____	24 to 30 in. Tall Potted Plant. (floor size complete in wicker basket)		\$ _____
_____	3 to 4 ft. Tall Tree (complete in wicker basket)		\$ _____
_____	4 to 6 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	6 to 8 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	8 to 10 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	10 to 12 In. Potted ferns (nice and full)		\$ _____
_____	Blooming Plants. (potted mums and seasonal plants)		\$ _____
_____	Fresh Cut Flower Arrangements		\$ _____

The plants will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the service desk and make arrangements to return them. The exhibitor is responsible for the replacement cost of items not returned or missing.

***A delivery and pick-up fee of \$50.00
will be added to all plant orders.**

TOTAL ORDER \$ _____

ALL PRICES INCLUDE KY SALES TAX

PLANT SELECTION SUBJECT TO AVAILABILITY

NOTICE:
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS
NOT RECEIVED BY MONDAY, SEPTEMBER 30, 2019.
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

FIRM NAME	PHONE ()	FAX #
ADDRESS	CITY AND STATE	ZIP
BY	NAME	DATE

Signature Please Print #1 A-2000

Return To:



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 FAX: (859) 254-8151

**THIS FORM SHOULD BE COMPLETED
AND RETURNED WITH ORDER!!!**

PAYMENT FORM

**ADVANCE PRICE DEADLINE:
MONDAY, SEPTEMBER 30, 2019**

NO CHECKS DRAWN ON A FOREIGN BANK
ACCEPTED, NOR CHECKS MARKED "PAYABLE IN
U.S. FUNDS". PLEASE ISSUE ON A U.S. BANK OR A
U.S. MONEY ORDER OR AMERICAN EXPRESS I
INTERNATIONAL MONEY ORDER. WE WILL ALSO
ACCEPT AMERICAN EXPRESS OR MASTERCARD OR
VISA CARD CHARGES. PLEASE WRITE THE
APPROPRIATE CHARGE ACCOUNT NUMBER AND
SIGN BELOW.

RECAP OF SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

FREIGHT.....\$
FURNITURE.....\$
CUSTOM FURNITURE.....\$
PLANT.....\$

SUB-TOTAL \$

CREDIT CARD PAYMENT FOR THIS AMOUNT \$

CREDIT CARD INFORMATION

Charge to: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

PRINT Card member Name _____

Account Number: _____

Expiration Date on card: _____

CVB (3) OR (4) DIGIT #: _____

Card Holder Signature _____

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Please see LEXPO Exposition Services service desk personnel prior to opening if you have a problem.

CHECK PAYMENT

Check No. _____ Check Date _____ Check Amount _____

Event Name: KENTUCKY NATIONALS CAR SHOW

Firm Name _____ Phone () _____

Address _____ City & State _____ Zip Code _____

By _____ Name _____ Date _____
Signature Please Print (Must be received in our office by Dead-line)