

# EXHIBITOR SERVICES FORM

## ELECTRICAL SERVICES

Kentucky International Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



### Online Ordering Now Available at [kyconvention.com/order-services](http://kyconvention.com/order-services)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

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

#### Conditions & Regulations

- Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
- Rates listed are subject to change without notice.
- 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.
- All material and equipment furnished by Kentucky International Convention Center (KICC) for a service order shall remain KICC's property and shall be removed only by KICC at the end of the event.
- All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
- All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
- All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
- All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KICC electrician. However, a KICC electrician must make all service connections and overload protection to such equipment.
- Unless otherwise directed, KICC electricians are authorized to cut floor coverings to permit installation of service.
- Claims will not be considered unless filed prior to the end of the event.
- Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
- All power subject to booth location.

#### Standard Electrical Service

208/120 Volt AC single phase or three phase  
480/277 Volt AC single phase or three phase (where available)

#### Electrician Labor

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

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ELECTRIC SERVICES				
QTY	DESCRIPTION	ADVANCE	FLOOR	COST
<b>120 VOLTS</b>				
	20 AMP	\$170	\$235	\$
<b>208 SINGLE PHASE</b>				
	208v/30amp	\$355	\$595	\$
	208v/60amp	\$590	\$880	\$
	208v/100amp	\$865	\$1,170	\$
<b>208 THREE PHASE</b>				
	208v/30amp	\$455	\$705	\$
	208v/60amp	\$715	\$1,095	\$
	208v/100amp	\$1,095	\$1,590	\$
	208v/200amp	\$1,965	\$2,925	\$
<b>480 THREE PHASE</b>				
	480v/30amp	\$710	\$1,020	\$
	480v/60amp	\$965	\$1,475	\$
	480v/100amp	\$1,415	\$2,105	\$
<b>LABOR</b>				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$95	\$140	\$
	Electrician Helper	\$60	\$100	\$
<b>GRAND TOTAL \$ _____</b>				

Revised 04/27/2023

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

# EXHIBITOR SERVICES FORM

## OUTLET and DISTRIBUTION

### LOCATION GRID

Kentucky International  
**Convention Center**  
 221 South Fourth Street  
 Louisville, Kentucky 40202  
[kyconvention.com](http://kyconvention.com)



Please email completed form to [KiccExhibitor.Services@kyvenues.com](mailto:KiccExhibitor.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 # \_\_\_\_\_

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


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

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

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



# INTERNET, NETWORK and VOICE SERVICES ORDER FORM

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Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.org](http://kyconvention.org)



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

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Shared Internet (Routers Prohibited)</b>			
Shared Internet Service (up to 10 Mbps)	\$970	\$1,235	\$ _____
Additional Devices for Broadband Service, per Device up to 4	\$150	\$215	\$ _____
<b>Dedicated Internet (Routers Allowed)</b>			
Dedicated 3Mbps	\$3,240	\$4,650	\$ _____
Dedicated 6Mbps	\$5,295	\$7,460	\$ _____
Dedicated 10Mbps	\$7,245	\$10,165	\$ _____
Dedicated 15Mbps	\$11,350	\$14,200	\$ _____
Dedicated 20Mbps	\$14,490	\$18,800	\$ _____
<b>Equipment &amp; Labor</b>			
Switch Rental - up to 24 ports	\$160	\$215	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor Work (Fee per Hour)	\$100	\$120	\$ _____
Fiber Optic Dry Pair	\$865	\$865	\$ _____
VLAN Setup & Configuration	\$2,700	\$2,700	\$ _____
Internal Networking Room-to-Room, Per Connection	\$265	\$375	\$ _____
Change/Move Fee (Moving Connection Once Installed)	\$110	\$160	\$ _____
<b>Voice Services</b>			
Single Line (No Analog)	\$215	\$325	\$ _____
Speaker Phone w/PolyCom Unit	\$325	\$450	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$325	\$375	\$ _____
Special Quote - Please Attach a Statement of Work	Call	Call	\$ _____
<b>Wi-Fi</b>			
<b>Per Device, Per the Requested Days at 3 Mbps</b>			
24 Hours	\$20.99	\$20.99	\$ _____
3 Days	\$56.95	\$56.95	\$ _____
5 Days	\$87.95	\$87.95	\$ _____
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$20.99	\$20.99	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
<b>GRAND TOTAL</b>			\$ _____

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