

KENTUCKY INTERNATIONAL CONVENTION CENTER



KENTUCKY
V E N U E S

GENERAL GUIDELINES, POLICIES & INFORMATION

ACCESSIBILITY

Kentucky International Convention Center is an ADA-compliant facility. In accordance with the ADA, KICC is responsible to accommodate access of permanent facility constructs, and the Lessee is responsible to accommodate access of temporary constructs as required. If new standards are established, KICC is committed to implementing changes and facility upgrades within the timeline directed by the ADA.

AEROSOL CANS

Using aerosol cans is not permitted, nor is spray painting. Aerosol cans for display must be empty and identified as such.

AIR WALLS

The opening and closing of air walls must only be done by KICC staff. The Lessee is responsible for the labor costs associated at the prevailing rates.

ANIMALS

With the exception of service animals, animals are not permitted inside the facility without advanced approval. Approval is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

Service Animals

Kentucky International Convention Center defines "service animal" as defined by the ADA – a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal

through voice, signal, or other effective controls.

CHANGEOVERS

Kentucky International Convention Center will set each leased space one time, according to the specifications provided to the assigned Event Manager at no additional cost. If the Lessee would like a space set differently after the initial set-up, including adjustments for last-minute changes, the Lessee will be responsible for the costs associated at the prevailing rates.

CHEMICALS

Approval of a chemical may be considered if requested in advance. Contact the assigned Event Manager for details.

CLEANING

Event-Specific Debris
Kentucky International Convention Center will provide "move-in ready" leased spaces to the Lessee at the scheduled move-in time, and it is requested that the spaces be cleared in the same condition at the conclusion of the leasing period. The Lessee is responsible for any event-specific debris that accumulates during move-in, show hours and move-out. KICC will provide trash receptacles in or adjacent to the leased space for the Lessee to maintain event-specific debris. If any event-specific debris remains in the facility after the conclusion of the leasing period including, but not limited to, crates, cardboard, packing material, printed material, signage, lumber, greenery, floral décor, animal bedding, glitter, confetti, streamers, balloons, carpet, carpet padding, carpet tape and food and beverage, of which substantial cleaning or bulk trash removal would be necessary, the Lessee is responsible for the costs

associated at the prevailing rates.

Common Areas

Kentucky International Convention Center will clean common areas including pre-function spaces, hallways and restrooms.

Boardrooms, Office Rooms and Suites

Kentucky International Convention Center will clean boardrooms, office rooms and suites, but won't access these spaces without approval. The Lessee should contact the assigned Event Manager to discuss a cleaning schedule.

Meeting Rooms and Ballrooms

Kentucky International Convention Center will clean meeting rooms and ballrooms except when used for exhibition, of which case the Lessee will be responsible. When used for storage and office space, KICC will not access these spaces without approval. In this case, the Lessee should contact the assigned Event Manager to discuss a cleaning schedule.

Halls

Kentucky International Convention Center will clean uncovered aisle and common space in halls. The Lessee is responsible for the cleaning of covered common and aisle space and all booth space.

Facility Trash Cans

Kentucky International Convention Center will maintain all facility trash cans, but won't access spaces used for storage or office space without approval. In this case, the Lessee should contact the assigned Event Manager to discuss a trash maintenance schedule.

COPYRIGHT LICENSING

If the Lessee or any party affiliated with the Event performs a cover of or broadcasts copyrighted material, the Lessee or other party is responsible to obtain the necessary licenses from the appropriate licensing agencies.

COVERED AND MULTI-LEVEL EXHIBITS

Approval of the installation of a covered and/or multi-level exhibit may be considered, if requested in advance. Approval is dependent on adherence to fire code and other regulations. The Lessee or Exhibitor, in conjunction with the general service contractor (GSC) or the exhibitor-appointed contractor (EAC), is responsible to ensure all requirements are met. Contact the assigned Event Manager for details.

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 will be responsible for the costs associated at the prevailing rates. Damages should be reported to the assigned Event Manager as soon as they are known. Kentucky International Convention Center encourages the Lessee to schedule a pre and a post-event walk-through with the assigned Event Manager to verify the condition of the facility.

DECORATIONS

Decorations must not be affixed to walls, floors, ceilings, doors, windows, columns or any other facility surface by tape, nails, staples or other method. Decorations must not block facility signage or emergency lighting nor impede access to fire prevention equipment or the flow of HVAC.

Decorations must be fire retardant. The Lessee or Exhibitor should be prepared to present a copy of a flame spread certificate upon request. Kentucky International Convention Center reserves the right to remove a decoration for any reason it deems valid.

DRAYAGE AND FREIGHT

Kentucky International Convention Center has space and staff dedicated to warehouse functions, essentially for facility operations. The Lessee should arrange for freight and drayage services for the Event and its exhibitors with its general service contractor (GSC). If freight arrives to KICC when the GSC is not on site, KICC will receive it and bill the Lessee or Exhibitor directly for the costs associated at the GSC's prevailing rates.

DRONES

Approval of the operation of a drone may be considered if requested in advance. Contact the assigned Event Manager for details.

ELECTRICAL PROVISIONS

The Lessee and its exhibitors must adhere to the guidelines in place for safe and efficient operations of electrical provisions. Contact the assigned Event Manager for details.

ELEVATORS AND ESCALATORS

Passenger Elevators and Escalators
Kentucky International Convention Center has several passenger elevators and sets of escalators. Guests using strollers and wheelchairs should not use the escalators. The passenger elevators are available for the safest movement of these. Passenger elevators and escalators must not be used for the movement of

freight, large equipment or items being moved by transport equipment. Escalator attendants may be required to manage use of the escalators, of which the Lessee will be responsible for the costs associated at the prevailing rates.

Freight Elevators

There are two freight elevators, accessible from the Main Concourse and Upper Concourse service hallways. The freight elevators must be reserved for the movement of freight, large equipment and items being moved by transport equipment and must not be used as passenger elevators. Contact the assigned Event Manager for details.

EMERGENCY OPERATING PROCEDURES

Emergency operating procedures (EOPs) have been established for the management of various emergency situations. The KICC Security Office is operational 24 hours a day and will become the facility's command center during emergency situations. KICC Security will coordinate efforts with the Event Manager on Duty and the Lessee to ensure the safety and best interest of all guests. To report an emergency, call the KICC Security Office.

EVENT STAFFING AND SECURITY

The Lessee must fulfill minimum event staffing and security requirements per the lease agreement and any additional reasonably deemed necessary by KICC at any time. Event staffing and security services must be provided by KICC's exclusive event staffing and security partner, Venue Services. Services offered include computerized ticketing, ticket sellers, ticket takers and badge

checkers, ushers and greeters, T-shirt security, overnight security, booth and coat/luggage check attendants, concierges and off-duty officers. The Lessee is responsible for event staffing and security costs, unless otherwise noted in the lease agreement. The assigned Event Manager will initiate an introduction with the Lessee and a Venue Services supervisor during the planning process.

EXCLUSIVE SERVICES

Services exclusively provided by KICC and its service partners are electric, compressed air, water and drainage utilities, catering and concessions, telecommunications and Internet and event staffing and security.

EXITS

All exit doors must remain unobstructed with a clear path of egress. Functions, exhibits and displays must maintain the designated clearance from any exit door. If traffic flow is established so an exit door is not to be used as an event exit, approval of the placement of "Emergency Exit Only" signage may be considered if requested in advance. Contact the assigned Event Manager for details.

FIRE MARSHAL REQUIREMENTS

The Lessee and its exhibitors must adhere to all federal and state fire code regulations. The comprehensive lists of state regulations for events, *The Kentucky State Fire Marshal Requirements – Lessees and The Kentucky State Fire Marshal Requirements – Exhibitors*, can be found at KICC's website, www.kyconvention.org. The Lessee is responsible to inform its exhibitors of these regulations.

FIREARMS

Concealed and Openly Carried Firearms

As a state government facility, per Kentucky state statute KRS 237.110, KICC cannot prohibit the carrying of properly licensed concealed firearms or openly carried firearms on its premises. Additionally, since Kentucky is a reciprocating state, persons who maintain a valid concealed carry license issued by another state shall have their license considered valid in Kentucky. By signing a lease agreement, the Lessee agrees to comply with all aspects of this statute. The Lessee is responsible to inform its exhibitors, participants and attendees of this information.

Firearms on Display or for Sale

The Lessee must require that exhibitors displaying or selling firearms comply with federal and state gun purchasing laws and should institute guidelines for the participation of such exhibitors.

FIRST AID

First aid coverage may be required dependent on the nature of or elements of the Event, the Event's history (if a repeat event) or analysis of a similar event and the projected attendance. If KICC determines that first aid coverage is required, the assigned Event Manager will advance specific coverage requirements to the Lessee during the planning process. The Lessee will be directly responsible to the provider for the cost of first aid coverage at the provider's prevailing rates. Contact the assigned Event Manager for details.

FLOOR PLANS

Floor plans must be submitted for approval to

the assigned Event Manager by the designated date. The Lessee should not sell or assign exhibit space or sponsorship until approval is confirmed. Floor plans must be drawn to scale and include all booths, exhibits, displays, kiosks, stages, vehicles, and any other static entities that will exist within. Floor plans must identify floor ports and columns, if applicable, and the directional orientation, all dimensions and exits. Kentucky International Convention Center reserves the right to require the Lessee to make on site adjustments if a space is not set according to the approved floor plan or otherwise doesn't comply with fire code and other regulations. Contact the assigned Event Manager for details.

FOOD AND BEVERAGE EXHIBITION

Approval of food and beverage exhibition may be considered if requested in advance, dependent on adherence to the regulations mandated by the Office of the State Fire Marshal. Contact the assigned Event Manager for details.

FOOD AND BEVERAGE SAMPLING

Approval of food and beverage sampling may be considered if requested in advance, dependent on adherence to the sampling guidelines in place and the regulations mandated by the Kentucky Department of Health. Contact the assigned Event Manager for details.

FOOD AND BEVERAGE SERVICES

All food and beverage consumed at KICC must be provided by KICC's exclusive catering and concessions partner, Levy Restaurants, inclusive of move-in and move-out

periods. Services offered include banquet and buffet catering, booth catering and boxed lunches, premium catering, concessions and bar services. The assigned Event Manager will initiate an introduction with the Lessee and a Levy sales manager during the planning process.

GRATUITIES

Per Kentucky state regulations, KICC staff must not accept gifts, money or favors of any kind from any party conducting business with or giving patronage to KICC or Kentucky Venues.

HEATING, VENTILATION AND AIR CONDITIONING

Comfortable HVAC will be provided in the leased space during show hours and will be set at maintenance level during move-in and move-out hours. If HVAC beyond maintenance level is requested outside of show hours, the Lessee will be responsible for the costs associated at the prevailing rates.

HELIUM BALLOONS

Helium balloons must not be distributed or sold, nor will helium balloons obtained off the premises be permitted. The releasing of helium balloons into the outside atmosphere is not permitted. If helium balloons are released inside the facility, the Lessee is responsible for the retrieval costs associated at the prevailing rates. Approval of helium balloons that are affixed to a display may be considered if requested in advance. Contact the assigned Event Manager for details.

HOT WORK

Approval of hot work may be considered if requested in advance, dependent on a hot work permit being

issued by the Office of the State Fire Marshal. A KICC-appointed fire watch may be required, of which the Lessee or Exhibitor will be responsible for the costs associated at the prevailing rates. Contact the assigned Event Manager for details.

HOUSE SOUND

The house sound system is managed by KICC's preferred audio-visual provider. If the Lessee is leasing one or more of the halls and wants to use the house sound system for the purpose of general event and emergency announcements, KICC will provide a public address system if requested, at no additional cost to the Lessee. If the Lessee is leasing meeting rooms and ballrooms and wants to use the house sound system in those spaces, the Lessee will be responsible for the costs associated at the preferred provider's prevailing rates. Contact the assigned Event Manager for details.

INSURANCE

The Lessee must obtain general liability insurance for the duration of the leasing period including move-in and move-out dates. The Lessee must provide a copy of the certificate of insurance summarizing the coverage to the assigned Event Manager no later than 30 days prior to the first move-in day. Contact the assigned Event Manager for details.

LIGHTING

Lighting will be set at 100% in the leased space during show hours and at 25-50% during move-in and move-out hours. If 100% lighting is requested outside of show hours, the Lessee will be responsible for the costs associated at the prevailing rates.

LOAD LIMITS

Halls have a load limit of 350 lbs. per square foot.

LOADING DOCKS

There is a loading dock with two bays adjacent to the service hallway behind the Main Concourse meeting rooms and a loading dock with nine bays adjacent to the Upper Concourse halls, both accessible from 2nd Street. There is a loading dock with three bays adjacent to the service hallway behind the Main Concourse ballrooms and a loading dock adjacent to the service hallway behind the Lower Concourse meeting rooms, both accessible from 3rd Street. Trucks and personally owned vehicles (POVs) must relocate immediately after loading or unloading. Dock managers may be required, of which the Lessee will be responsible for the costs associated at the prevailing rates. Contact the assigned Event Manager for details.

KEYS AND ACCESS

The Lessee may request a limited number of key cards and/or hard keys for each leased space at no additional cost at the start of the leasing period. The Lessee will be responsible for the cost of additional key cards and additional, lost or unreturned hard keys at the prevailing rates. Kentucky International Convention Center Security does not manage the access of leased spaces; they are focused on the general safety and security of the facility. The Lessee must arrange for event staffing and security with Venue Services.

LOST AND FOUND

Found items can be accepted at the KICC Security Office, located in the southeast quadrant of the Main Concourse level. Guests may contact the

KICC Security Office to check if a lost item was found or to file a lost and found report. Additionally, the Lessee may choose to operate its own lost and found location for the duration of the Event.

MARKETING

At the Lessee's request, the recognition and attendance of the Event can gain momentum through a variety of Kentucky Venues' complimentary marketing strategies, including a Facebook page, a monthly E-Newsletter, an Instagram account, a Twitter account and the KICC website event calendar.

PARKING

Kentucky International Convention Center operates two parking garages, the Cowger Parking Garage, adjacent to the north side of the facility, and the Commonwealth Parking Garage, adjacent to the south side of the facility. Together, they offer a total of 1,300+ parking spaces. Hourly parking fees are applicable at prevailing rates.

PRE-FUNCTION SPACES AND OTHER COMMON AREAS

Pre-function spaces, hallways and restrooms are considered common areas and are shared among events, unless included as leased space in the lease agreement. The Lessee should discuss the assignment of any function to a leased pre-function space including, but not limited to, registration, displays and signage installation with the assigned Event Manager early in the planning process.

PUBLIC SAFETY AND FACILITY SECURITY

Kentucky International Convention Center

operates a 24-hour security team. This team is dedicated to securing and patrolling the facility perimeter and common areas and both KICC-operated parking garages. Cameras are also located throughout the facility. If a matter of public safety is observed, guests should contact KICC Security.

PYROTECHNICS

Approval of pyrotechnics may be considered if requested in advance. Contact the assigned Event Manager for details.

RAFFLES, LOTTERIES AND GAMES OF CHANCE

Kentucky state statutes regulate raffles, lotteries and games of chance that take place at KICC. If wanting to activate such as part of a function or exhibit, the Lessee or Exhibitor should contact the Kentucky Department of Charitable Gaming at 1 (800) 729-5672 or visit their website, www.dcg.ky.gov, for details.

RIGGING

The Lessee or Exhibitor is responsible for theatrical and signage rigging installed for a function or exhibit. Rigging is subject to approval, dependent on the submission of a rigging plot. The rigging plot should include the facility steel plot and all rigging points and weight loads. Contact the assigned Event Manager details.

SEGWAYS, SKATEBOARDS, INLINE SKATES, ROLLER SKATES AND HOVERBOARDS

The use of segways, skateboards, inline skates, roller skates and hoverboards is not permitted.

SERVICE DESK

Kentucky International Convention Center will operate a facility service

desk for the Event if including exhibits. The Lessee's general service contractor (GSC) must provide KICC with one complimentary service desk kiosk at its assigned location, as well as one for each of KICC's exclusive service partners, as applicable to the event.

SIGNAGE

Kentucky International Convention Center will publish general event info on internal digital signage, including function names, dates and times to support overall awareness for guests. The Lessee must make arrangements for event signage with the general service contractor (GSC) or another provider. Event signage must only be installed within the leased space, according to an approved rigging plot if applicable. Event signage must not block facility signage or emergency lighting nor impede access to fire prevention equipment or the flow of HVAC. Event signage must not be hand-written or inappropriate in any way. Event signage must not be affixed to walls, floors, ceilings, doors, windows, columns or any other facility surface by tape, nails, staples or other method. (Exceptions for adhesive-backed floor and window graphics may be considered if requested in advance. Contact the assigned Event Manager for details.) Kentucky International Convention Center reserves the right to remove event signage for any reason it deems valid.

SOUND LEVELS

Kentucky International Convention Center reserves the right to regulate the sound level of a function if it disturbs another function, is determined to be offensive or violates the terms of the

lease agreement or facility regulations.

SPONSORSHIP

Contact the assigned Event Manager for details about offering sponsorship opportunities.

STORAGE

Contact the assigned Event Manager for details about event storage.

SUSTAINABILITY

Kentucky International Convention Center is a silver LEED-certified facility, maintaining a proactive approach to sustainability including recycling, green purchasing, energy conservation and staff sustainability education. Kentucky International Convention Center has staff solely dedicated to recycling operations and encourages lessees and guests to participate in its recycling efforts.

TAXES

Sales and Use Tax

The Kentucky sales and use tax rate is six percent and should be applied to all sales of admission and sales and rental of tangible personal property. The Lessee is responsible to ensure that each exhibitor obtains a Kentucky state temporary vendor permit. Contact the local Kentucky Department of Revenue office, the Louisville Taxpayer Service Center, at (502) 595-4512 for details.

Tax Exemption

If the Lessee is tax-exempt, a copy of a tax-exempt certificate must be provided to the assigned Event Manager.

TELECOMMUNICATIONS AND INTERNET SERVICES

All telecommunication and Internet services must be provided by KICC's exclusive IT partner. Services include telephone equipment and lines, data networking equipment and

lines, data communication transmission and wireless communications. Complimentary Wi-Fi is available in pre-function spaces. The assigned Event Manager will initiate an introduction with the Lessee and an IT partner representative during the planning process.

TOBACCO

Tobacco products, electronic cigarettes and vaping devices are not permitted inside the facility. Use of these items on the premises is only permitted outdoors, at least 10' away from any facility entrance.

TRAFFIC PLANS

If the Event will incorporate bus staging, hotel shuttles, substantial ADA transportation, or coordinated attendee or participant drop-off and pick-up, the Lessee should contact the assigned Event Manager to discuss details early in the planning process.

TICKETING

The Lessee must use KICC's exclusive event staffing and security partner, Venue Services, to staff ticket sellers and ticket takers, or the Lessee may use its own organization's employees. If an Internet or professional ticketing service is required, contact the assigned Event Manager for details.

UNION LABOR

Kentucky is a right to work state so the Lessee is not required to use union labor. However, if the Lessee chooses to use union labor, there is a written agreement between KICC and the local stagehand union, I.A.T.S.E. Local 17, to which the Lessee must adhere. Contact the assigned Event Manager for details.

UTILITIES

Electric power, compressed air, water and drainage are utility services exclusively provided by KICC. Permanent wall and column outlets must only be accessed by the Lessee with the assigned Event Manager's approval and must only be accessed for exhibitor use by KICC electricians per paid electric service orders. Hall floor ports must only be accessed by KICC tradespersons for the Lessee and exhibitor use per Event Manager approval or paid utility service orders. Lessees should advance utility service needs to the assigned Event Manager, and exhibitors should order and pay for utility services at KICC's website, www.kyconvention.org.

UTILITY CARTS

Utility carts should be operated in a safe manner, appropriate to the occupancy and conditions of an area at all times. Utility carts are not permitted in pre-function spaces, nor in carpeted spaces. Utility cart traffic during show hours is restricted to back-of-house-areas.

VEHICLES

Move-in and Move-out
The Lessee is permitted to drive personally-owned vehicles (POVs) into the halls during move-in and move-out hours, as are exhibitors, dependent on the Lessee's directives. However, POVs must be vacated from the facility during show hours.

Display Vehicles

A display vehicle's fuel tank must not be more than one-quarter full nor contain more than five gallons of fuel, whichever is less, and the fuel tank opening must be locked or sealed. A display vehicle's negative post battery cable

must be disconnected from the batteries and taped. Fueling or de-fueling a vehicle inside the facility is not permitted. A display vehicle must be positioned at least 20' from, and not impede access to, any point of ingress or egress, and a 36" clearance must be maintained on all sides of the vehicle. Carpet squares must be placed under the tires of a display vehicle if in a space with hard flooring, and visqueen must be laid under a display vehicle if in a carpeted space. A display vehicle must not be moved during show hours.

WHEELCHAIRS AND MOBILITY CHAIRS

Kentucky International Convention Center does not operate a wheelchair and mobility chair rental service, nor does it have wheelchairs or mobility chairs in its inventory. A guest using such should bring their own or rent one directly from a local provider. The assigned Event Manager can provide contact information for local providers, if requested.

AND FINALLY...

The information contained within this document is an overall summary of KICC's guidelines, policies and other information, subject to change at any time. Although KICC's intent for this information is to address all matters imaginable, it's inevitable that unaddressed matters will surface as time goes on. KICC reserves the right to address such matters as it deems appropriate. The event's assigned Event Manager will serve as the ultimate resource for up-to-date information and will be glad to answer any questions and provide further insight.