

## KENTUCKY INTERNATIONAL CONVENTION CENTER

The following regulations will be enforced during KICC events. **It is your responsibility to inform your exhibitors, attendees and service contractors of these regulations.** It is requested that this information be included in show brochures, meetings and/or exhibitor manuals. Any labor and/or material costs incurred as a result of a violation of these regulations will be billed to the show management.

- All exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky.
- The hanging of any type of signage, displays, trusses, etc., must be approved in advance by KICC Director of Operations or KICC designee.
- Holes may not be drilled, cored or punched in the building without prior written approval from facility management.
- The use of staples to apply skirting to Convention Center tables is strictly prohibited.
- Lighter-than-air (helium, etc.) balloons are not permitted in any building. It is a violation of City of Louisville ordinance to release lighter-than-air balloons into the atmosphere.
- Adhesive-backed (stick-on) decals, advertisements or similar items may not be distributed or used at the facility.
- Decorations, signs, banners, etc., may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management.
- Exhibitors, show management or their contract representatives must remove all carpet tape immediately following the event.
- All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.
- Passenger elevators and escalators may not be used for transporting freight from level to level.
- Golf carts, forklifts or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from KICC management.
- Food and beverage **samples** may only be distributed by an exposition sponsoring organization, or their exhibitors, with prior written approval by KICC's exclusive caterer.
- No alcoholic beverages are allowed at the facility except under the provisions of the Lessee's contract.
- Food products distributed by exhibitors must be obtained through KICC's official concessionaire/caterer.
- Dogs, cats, or other animals will only be permitted on KICC property if they are under leash control of their owners. Any animal not under such control will be impounded and removed from the grounds by the Louisville and Jefferson County Animal Control Office. The Lessee has the right to ban animals in their leased areas except under the provisions of the Americans with Disabilities Act.
- No door shall be chained or blocked in any manner.
- Furniture shall not be removed from any suite.

- 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.
- All motorized vehicles for display inside buildings will have their batteries disconnected and their gas tanks locked with less than a quarter tank of fuel and/or taped as soon as placed, per Kentucky State Fire Marshal regulations.
- No bicycles, skates or skateboards are to be operated indoors without prior written approval from KICC management.
- Groups or individuals may only sell items on the property with prior written approval of the Lessee and KICC management.
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed on KICC property or in the parking garages. Such materials may only be distributed from exhibitor booths with the consent of the show management.
- Vehicles, freight or other show materials shall not be stored in any facility without prior approval from KICC management.
- Tipping of KICC employees is strictly prohibited per the Lessee's contract.
- To comply with the Kentucky Standards of Safety in theaters, motion picture theaters, auditoriums and other similar assembly occupancies with an occupant load of 300 or more; and, in the occupancies where there are non-continuous programs, an audible announcement shall be made prior to the start of each program to notify occupants of the location of the exits to be used in the event of fire or other emergencies.
- No meeting area shall be totally darkened for any presentation. This includes all audio and visual presentations.

**Guidelines for smoking:**

- All KICC interior areas are designated as non smoking.