

First Aid Policy

The Kentucky State Fair Board has established the following policy for the Kentucky International Convention Center (KICC) regarding first aid:

The American Red Cross serves the Convention Center. Hourly rates for the services of a team are available. One team means two (2) people trained in Basic Life Support (BLS) and CPR unless stated otherwise. Contact the American Red Cross directly at (502) 589-4450 ext. 3416 for the current rate information.

The KICC Event Coordinator will work with the Show Manager to determine the specific requirements for each event. The KICC Safety Representative or Event Coordinator will be the final authority on the matter. Increases in the basic requirements are based upon the following criteria:

1. Type of Event
2. History of the Event or Similar Events
3. Anticipated Attendance

For most events, the hours of coverage are the hours the event is open. For trade shows and some public shows, the hours could include the scheduled times for move-in and move-out.

The Lessee can select its own first aid provider, but is required to coordinate this with the KICC Event Coordinator. The organization providing the first aid must meet the following criteria:

1. Provide to KICC proof of insurance.
2. Provide certification of level of first aid training for those providing the service.
3. Provide approved means of communication between members of their staff as well as with KICC staff. Communication can be by two-way radio or telephone.
4. Be familiar with KICC facility and emergency procedures.
5. Provide their own supplies and equipment.
6. The organization would need to fill out a first aid report for all people treated and forward a copy of all reports to the KICC Safety Representative or Event Coordinator within 48 hours of treatment.

Merchants Permit

You will be required to obtain a Transient Merchant Permit for your show. Please contact the Jefferson County Clerk's Professional License Office at (502) 574-5031. You also need to contact the Louisville/Jefferson County Revenue Commission to register with them for occupational license fees. Their number is (502) 574-4900.