

## Insurance Requirements

As required in the lease agreement, the Kentucky State Fair Board, the governing body of the Kentucky International Convention Center, requires that all lessees provide general liability insurance issued by a company acceptable to the Fair Board or its designee, insuring both the lessee and the facility with the appropriate policy limits (typically \$1,000,000 per occurrence – plus such additional coverage as may be required by the Fair Board) to insure against claims or damages.

All lessees are required to submit a **“Certificate of Insurance”** reflecting the required coverage no later than thirty (30) days prior to the first move-in day of each event as listed in the contract. The **“Certificate of Insurance”** must include the following:

- **Name of organization and event name.**
- **All move-in, show and move-out dates.**
- **Minimum dollar amount of coverage as listed in the contract (typically \$1,000,000 but potentially higher for larger events).**
- **The “Kentucky State Fair Board” must be listed as the additional insured.**

If you or your insurance company has any questions regarding these requirements, please contact the KICC Sales Department.

Send Certificates of Insurance to:

Sales Department  
Kentucky International Convention Center  
221 Fourth Street  
Louisville, KY 40202  
1 (800) 701-5831

FAX: (502) 595-3675  
EMAIL: sales@ksfb.ky.gov