

2022 SPRING PRODUCT SHOWCASE

Exhibitor Manual

SHOW HOURS:

Friday, May 20
Noon - 7:00 pm

Saturday, May 21
10:00 am - 7:00 pm

Sunday, May 22
10:00 am - 4:00 pm

Presented by:



Powered by:



May 20 - 22, 2022
Kentucky Expo Center
A Home, Garden, & Remodeling Show Event

GENERAL MOVE IN SCHEDULE (SEE PAGE 3 FOR COMPLETE DETAILS)

Wednesday, May 18 | 1 pm – 9 pm+
Friday, May 20 | 8 am - 110:00 am (Show opens at Noon)

MOVE OUT

SUNDAY, MAY 22, 4 PM – MONDAY, MAY 23, 4 PM

KENTUCKY EXPOSITION CENTER – NORTH WING

937 Phillips Lane, Louisville, KY 40209
502-367-5000

SHOW MANAGEMENT TEAM

Katie Haller	katie@bialouisville.com
Direct	(502) 429-6102
Lauren Manning	Lauren@bialouisville.com
Direct	(502) 614-4146

SHOW DECORATOR

Excel Decorators:
Ben Allgeier
502-459-6300
502-459-0390 FAX
502-640-3192 Cell
mailto:ballgeier@excel-online.com
www.exceldecorators.com
[Excel Decorator Services Letter](#)

VENUE SERVICES

Electric & Wifi etc. (not included in booth fee)

Kentucky Exposition Center

Online: <https://kyexpo.org/order-services-form/>

EXHIBITOR PACKET PICKUP

Monday, May 9th – Tuesday, May 17th

8:30 am to 4:30 pm

Building Industry Association Office

1000 N. Hurstbourne Pkwy.

Louisville, KY 40223

Wednesday, May 18th – Thursday, May 19th

9:00 am – 4:00 pm

Friday, May 20th 8:00 am – 11:00 am

Kentucky Exposition Center Show Office

North Hall | Lobby Area | BIA Information Desk

Phillips Lane, Louisville, KY 40209

WHAT'S IN YOUR PACKET:

- 1 (one) Multi-Day Parking Pass
- Additional Multi Day Parking Passes are Available for \$20.00 please refer to your email for the order link.
- 4 Exhibitor Passes/Wristbands per day (Exclusively for staff working your booth). Quantity may be increased depending on booth size.
- Drive-In Floor Pass (to allow staff to drive vehicle on showroom floor quantity depends on booth size.)
- 10 Complimentary One Day Entry Tickets
- Other pertinent information

INCLUDED WITH YOUR BOOTH RENTAL:

- Pipe and Drape
- 8-foot-high black back drape (inline and endcap only)
- Side dividers (you may not block sight line of neighboring exhibitors)
- 7" x 44" Identification Sign
- Wristbands/Tickets (For staff working your booth. Quantity depends on booth size.)
- 1 (one) Multi-Day Parking Pass
- Additional passes may be purchased via the link emailed to you
- Drive-In Floor Pass (Quantity depends on booth size.)
- 10 Complimentary One Day Entry Tickets

PLEASE:

- Be positive about the show.

- Mention the show on your social media pages and tag us.
- Facebook: SpringProductShowcase
- Instagram: Spring_Product_Showcase
- Invite your clients, customers, and friends.
- Do Not Breakdown or move out early.
- Do Not handout items (flyers, etc. outside your booth area).
- Do Not go booth to booth and sell to other exhibitors. People will come to you if they are interested.
- Pick up all trash throughout and at the end of the show.

EXHIBITOR MOVE-IN:

Bulk & Island Displays 20' x 20' or Larger	Wednesday, May 18, 2022	1:00pm – 9:00pm
	Thursday, May 19, 2022	8:00am – 9:00pm
10' x 10' Inline Booths 100's, 200's, 300's	Wednesday, May 18, 2022	6:00pm – 9:00pm
10' x 10' Inline Booths 400's, 500's, 600's	Thursday, May 19, 2022	8:00am – 11:00am
10' x 10' Inline Booths 700's, 800's, 1000's	Thursday, May 19, 2022	11:00am – 4:00pm
Cart & Carry Only	Friday, May 20, 2022	8:00am – 11:00am

NO VEHICLES ON SHOW FLOOR FRIDAY, MAY 20, 2022

<u>EXHIBITOR MOVE-OUT:</u>	Sunday, May 22, 2022, 4:00pm – 9:00 pm
	Monday, May 23, 2022, 8:00am – 5:00pm

ALL ITEMS THAT REMAIN ON SHOW FLOOR PAST MIDNIGHT WILL BE SUBJECT TO A FINE ALONG WITH DRAYAGE AND STORAGE.

Using Propane During the Show? Please email Katie@bialouisville.com

LOADING AND UNLOADING

EXHIBITORS CAN ENTER THROUGH THE OVERHEAD DOORS E7 OR E8 subject to change.

SAME DAY RE-ENTRY

- For same day re-entry, exhibitors WILL HAVE Wristbands for reentry they will be different colors for each day.

NO ALCOHOLIC BEVERAGES TO BE BROUGHT IN:

303 Kentucky Administrative Regulation 1:030, Section 1 states:

No person shall carry or transport into the premises any beer or other alcoholic beverages.

VEHICLES- SET UP AND MOVE IN

- ALL booths that require bringing a vehicle on the show floor during set up are required to have a Drive In Pass. 1 Drive-In Pass is included in our booth rental (more for larger booths). You may purchase additional passes via show management.

- Exhibitors should NEVER have more than 2 vehicles on the showroom floor at one time.
- Once you have unloaded your items, we ask that you remove your vehicle(s) from the floor.

EXHIBITOR'S LOUNGE

- Location TBD
- The Exhibitor's Lounge will offer exhibitors a place to sit and enjoy a break away from the public. (There is no guarantee that there will be food or beverages in the Exhibitor's Lounge!)

SECURITY TIPS

- Show management, the building operator, the general contractor, and the security company provides a measure of protection, such as providing perimeter security. But only you and your staff are responsible for your valuables.
- Don't identify the product or manufacturer on the outside of freight cartons. Mark cartons numerically to indicate the total being shipped (1 of 6). Include your company's name and booth number in your cartons. Furnish your freight forwarder with an accurate and complete bill of lading.
- Escort your merchandise and/or goods to your booth if possible. The greatest risk of theft occurs during set up and tear down. Be especially alert during these times.
- Treat valuable goods such as prototypes as irreplaceable. If they are one-of-a-kind, hire your own security. Under no circumstances should such goods ever be left unattended. Televisions, computers and other electronic devices are particularly vulnerable to theft.
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity-seekers and other would-be thieves from selecting items to steal at a later time. Store excess supplies and merchandise with the material handling contractor or in a facility outside the hall. Never store your excess merchandise or supplies under tables or displays. That's the first place a thief will look!
- During tear down, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Obtain proper insurance coverage for your goods, including transit to and from the show site.

POLICIES

The following regulations will be enforced during KEC events. They include but are not limited to the following:

For a complete list please refer to the KEC website.

KENTUCKY STATE FIRE MARSHAL REQUIREMENTS

The following are the State Fire Marshal's minimum fire safety requirements and shall be applied at all shows (trade, commercial or otherwise) and shall apply whether the exhibit space is open or closed to the public. General information for all venue participants.

1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the Kentucky State Fire Marshal's Representative (KSFM Representative) in care of the Kentucky Exposition Center not less than 15 days prior to move-in and setup of the area being reviewed. Plans shall be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Lessee, if requested, subject to an on-site inspection by KSFM Representative.

2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to the Kentucky Exposition Center.
3. Any motor vehicles, gasoline-powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. Absolutely no storage of any fuel in any building.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.
5. Decorations and displays shall not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
6. All decorations shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall be removed.
7. All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
8. "Closed Top" displays including canopies, horizontal signs, displays with roofs and multilevel displays. Closed top displays must have prior written approval from the KSFM Representative. Approval requests for multilevel displays must be submitted 90 days in advance of the show and include stamped engineer drawings of the structural components. Enclosed displays must have a working smoke detector, which is audible outside of the enclosure.
9. During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
10. Signs designating exits and the direction of travel to exits approved by the KSFM Representative shall be provided by the Lessee and in place prior to the show's opening.
11. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
12. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used shall be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and or devices that present a hazard will be subject to confiscation.
13. All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted
14. Kentucky Venues shall require security where occupants are allowed to reside overnight inside of any state owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency and perform regular surveillance of the areas where lodging occurs.
15. Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
16. It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.

17. Lessee will be responsible for making key personnel (including security) aware of and familiar with the facility's emergency procedures, which would include (but not be limited to) fire, bomb threats, inclement weather, etc.

Any labor or material costs incurred by KEC by violation or ignorance of these regulations will be billed to the show management or the appropriate party.

FACILITY REGULATIONS

- All Exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky and health guidelines issues by the Kentucky Department for Public Health
- Hanging of signage is strictly prohibited from sprinkler lines, water, gas, or air lines, HVAC ductwork, electrical buss ducts or any other lines. Items found hanging on prohibited structures will be removed at owners' expense
- No holes may be drilled, cored, or punched in the building without prior written approval from facility management
- No adhesive backed (stick-on) decals, advertisements or similar items may be distributed
- 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 from facility management
- No lighter-than-air (helium, etc.) balloons are permitted in any building. It is a violation of the City of Louisville ordinance to release lighter than air balloons into the atmosphere
- Passenger elevators and escalators are not to be used for transporting freight from level to level
- No door shall be chained or blocked in any manner or rendered inaccessible at any time
- No furniture shall be removed from the VIP suite or South Wing Board rooms. The conference tables shall not be moved around within these rooms
- No bicycles are to be operated indoors without prior written approval from facility management. No, skates, razor scooters, skateboards, hoverboards, etc. are permitted to be used in or on property
- No group or individual may sell items on the property without prior written approval of the Lessee and facility management
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed in non-leased areas or parking areas. Such materials can only be distributed from exhibitor booths with the consent of show management. Clean up for non-authorized materials will be billed to the advertiser
- Tipping an employee is strictly prohibited

FLOOR CARE

In an effort to minimize any damage to facility floors, KEC requires that all lessees, exhibitors, contractors, and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet/tile. Where possible, all movement MUST take place through the service corridors. Any counters that will sit directly on the tile will need carpet to remain under them. Pallet jacks will be used on the Vis

queen over the carpet. Under NO circumstances will a forklift be used to transfer freight at any part of the carpet

- For the floors in exhibit hall, KEC requires the use of carpet tape, and floor marking tape. Any costs incurred by BIA for tape or tape residue/stickers not removed will be charged at the prevailing rate
- Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These items cannot be dumped directly on the floor without plywood protection
- All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by BIA for tape not removed will be billed to exhibitor
- Freight items are prohibited from entering the property through the lobby doors. This includes large carts and dollies

PETS & ANIMALS

Except for service animals, animals are not permitted inside the facility without advanced approval. KEC uses the definition provided 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 adequate controls. Approval otherwise is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

SMOKING POLICY (11-20-2014)

- The Kentucky Exposition Center indoor facilities are designated as smoke free spaces.
- There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors.
- Smoking is permitted outdoors but must be done a minimum distance of 10 feet from building entrances.
- This policy applies to all exhibitors, visitors, attendees, contract personnel and Kentucky Exposition Center employees.
- This policy is strictly enforced and violators are subject to removal.

SALES & USE TAX

Show management, exhibitors and contractors must collect sales tax as required by the Kentucky Department of Revenue.

Visit this website for forms and details: revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx

BOOTH LAYOUT AND GUIDELINES

[Click here for the booth Layout and Guidelines](#)

Please be respectful of your neighbors with your side displays and do not obstruct sight lines. You will be asked to make adjustments!