

# 2021 Home, Garden, and Remodeling Show Exhibitor Manual

## SHOW HOURS:

Friday, July 30 | Noon - 8:00 pm  
Saturday, July 31 | 10:00 am - 7:00 pm  
Sunday, August 1 | 10:00 am - 4:00 pm

## MOVE IN SCHEDULE (SEE DETAILS PAGE 2)

Wednesday, July 28 | 8 am - 9 pm –  
Friday July 30 | 10:00 am (Show opens at Noon)

## MOVE OUT – NEW THIS YEAR

SUNDAY 4 PM – MIDNIGHT

## KENTUCKY EXPOSITION CENTER – EAST HALL

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

## SHOW MANAGEMENT TEAM

Katie Haller [katie@bialouisville.com](mailto:katie@bialouisville.com)  
Direct (502) 429-6102  
Lauren Manning [Lauren@bialouisville.com](mailto:Lauren@bialouisville.com)  
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KENTUCKY EXPOSITION CENTER

July 30-August 1, 2021

## PLEASE:

- Be positive about the show. This year has been trying for EVERYONE! We are aware that our 2021 show has a different look and feel! However, we are thankful we can host our show for our community, our exhibitors, and our industry!
- 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 PACKET PICKUP

Monday, July 19th - Friday, July 23rd

Building Industry Association Office  
1000 N. Hurstbourne Pkwy.  
Louisville, KY 40223  
Office Hours are Monday-Friday from 8:30 am to 4:30 pm

Tuesday, July 27 – Thursday, July 29

Kentucky Exposition Center Show Office  
East Hall | Lobby Area | BIA Information Desk  
Phillips Lane, Louisville, KY 40209

## WHAT'S IN YOUR PACKET:

- 1 (one) Multi Day Parking Passes
  - Additional Multi Day Parking Passes are Available for \$25.00 please refer to your email for the order link.
- 10 Exhibitor Passes (Perforated Friday, Saturday, Sunday)
- Drive-In Pass (2 for Each Exhibitor)
- Other pertinent information

## WHAT IS INCLUDED WITH YOUR BOOTH RENTAL FOR 2021:

- Pipe and Drape
  - 8 foot high white back drape (this is a change from black)
  - Side dividers (you may not block sight line of neighboring exhibitors)
  - This is a linear show i.e. there are no bulk booths this year
- 7" x 44" Identification Sign
- 1 Multi-Day Parking Pass
- Additional passes may be purchased via the link emailed to you

- 2 Drive-In Floor passes for set up
- 10 Complimentary One Day Entry Tickets to Show via Eventbrite (You received this information via email)
- Digital Show Promotion and Floor Plan

#### MOVE IN SCHEDULE

\*Wednesday, July 28 | 8 am - 9 pm – Friday July 30 | 10:00 am (Show opens at Noon)

**EXHIBITORS CAN ENTER THROUGH THE OVERHEAD DOORS E7 OR E8 AND PARK IN LOT D**

#### \*LANDSCAPERS (Okes, Foreverlawn and Guidance for Growers Consulting)

May Start moving in Tuesday, July 27th at 8:00 am

Set up must be complete by 11:00 am Friday July 30<sup>th</sup> *Please move any heavy machinery out of the aisles by 1:00 pm on the 28th.*

#### Drive-In Available All Day (see specifics below)

##### Booths in the 100's and 200's Drive In Times

Wednesday, July 28th | 8:00 am - 10:00 am

##### Booths in the 400's, 500's and 600's Drive In Times

Wednesday, July 29th | 10:00 am - 1:00 pm

##### Booths in the 300's and 700's Drive In Times

Wednesday, July 28th | 1:00 pm - 3:00 pm

#### Drive-In Alternative | If Necessary

Wednesday, July 28th 3:00 - 9:00 pm

#### Cart and Carry

Wednesday, July 28th 3 pm - Friday, July 30th at 10:00 am

No Vehicles on Showroom Floor Thursday July 29th-Sunday August 1st at 4:00 pm

If you require special move-in accommodations - please email Katie at [katie@bialouisville.com](mailto:katie@bialouisville.com)

#### MOVE-OUT | NEW FOR 2021!:

**SUNDAY, AUGUST 1ST - 4:00 PM – MIDNIGHT**

SINCE THERE ARE NO BULK BOOTHS AT THIS YEAR'S SHOW AND OUR AISLES ARE 20 FEET WIDE WE SHOULD NOT HAVE ANY ISSUES WITH MOVE-OUT. *ALL ITEMS THAT REMAIN ON SHOW FLOOR PAST MIDNIGHT WILL BE SUBJECT TO A FINE ALONG WITH DRAYAGE AND STORAGE.*

#### Order Services:

##### Decorator Excel Decorators:

Ben Allgeier

502-459-6300

502-459-0390 FAX

502-640-3192 Cell

[ballgeier@excel-online.com](mailto:ballgeier@excel-online.com)

[www.exceldecorators.com](http://www.exceldecorators.com)

[http://www.exceldecorators.com/SHOWS>ShowEvent.aspx?show=SHOW2021\\_HGRS](http://www.exceldecorators.com/SHOWS>ShowEvent.aspx?show=SHOW2021_HGRS)

Kentucky Exposition Center| Electric, Wifii etc. Online: <https://kyexpo.org/order-services-form/>

Using Propane During the Show? Please email [Katie@bialouisville.com](mailto:katie@bialouisville.com)

#### Complimentary and \$4.00 Exhibitor Tickets

*Tickets for the public are handled directly through KEC and Tickemaster NOT the BIA*

Please refer to your email for details on your complimentary and reduced priced tickets!

## PARKING AND SHOW ENTRANCE

EXHIBITORS CAN ENTER THROUGH THE OVERHEAD DOORS E7 OR E8 AND PARK IN LOT D

### SAME DAY RE-ENTRY

- For same day re-entry, exhibitors can simply have their hand stamped at the lobby entrance or the Exhibitor Entrances on their way out.
- The stamps will be different 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.
- Drive In Passes are limited to 2 per company and we will not replace any lost or stolen passes.
- 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.

1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the Kentucky State Fire Marshal's Representative (KSFMR 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 KSFMR 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 KSFMR 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 stateowned 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 issued 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 visqueen 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 vaporizing 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](http://revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx)

## BOOTH LAYOUT AND GUIDELINES

This year's show is a linear show i.e. no bulk booths. Please be respectful of your neighbors with your side displays and do not obstruct sight lines. You will be asked to make adjustments!

## Linear Booth

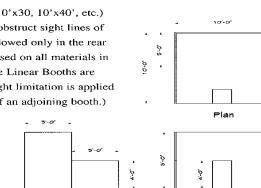
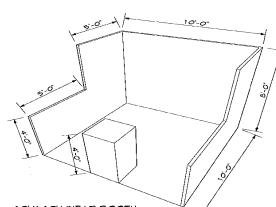
Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also

called "in-1

**Dimensions**  
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of ten feet (10') has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e.  $10' \times 10'$ . A maximum backwall height limitation of eight feet (8') is generally specified.

### Use of Space

Regardless of the number of Linear Booths utilized, (e.g. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 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### Perimeter Booth

**PERIMETER BOOTH**

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum backwall height is twelve feet (12').

