



P.O. Box 32084  
 Louisville, KY 40232  
 Office: 502-459-6300 ▶ Fax: 502-459-0390  
[www.exceldecorators.com](http://www.exceldecorators.com)

**2022 Spring Product Showcase**  
**May 20 - 22, 2022**  
**Kentucky Exposition Center**  
**North Wing**  
**Louisville, Kentucky**

Excel Decorators, Inc. is pleased to have been selected as your Official Service Contractor for the **2022 Spring Product Showcase**. Our goal is to assist in making your participation a success. Please review the following information and attached forms, **PAYING CLOSE ATTENTION TO DEADLINES FOR DISCOUNTED PRICES**. If you are not the person responsible for coordinating your exhibit, please route this information to the correct personnel.

**DEADLINE DATES:**

<b>Excel Advance Discount Prices Deadline:</b>	<u>Friday, May 6, 2022</u>
<i>Must include full payment, including 6% sales tax</i>	
<b>Excel Shipping to Advance Warehouse Deadline:</b>	<u>Friday, May 13, 2022</u>
<b>Excel Shipping Direct to Show Site Start Date:</b>	<u>Wednesday, May 18, 2022</u>
<b>Kentucky Exposition Utility Services Deadline:</b>	<u>Friday, April 29, 2022</u>

<b>EXHIBITOR MOVE-IN:</b>			
<b>Bulk &amp; Island Displays 20' x 20' or Larger</b>	Wednesday	May 18, 2022	1:00pm – 9:00pm
	Thursday	May 19, 2022	8:00am – 9:00pm
<b>10' x 10' Inline Booths 100's, 200's, 300's</b>	Wednesday	May 18, 2022	6:00pm – 9:00pm
	Thursday	May 19, 2022	8:00am – 11:00am
<b>10' x 10' Inline Booths 400's, 500's, 600's</b>	Wednesday	May 18, 2022	6:00pm – 9:00pm
	Thursday	May 19, 2022	8:00am – 11:00am
<b>10' x 10' Inline Booths 700's, 800's, 1000's</b>	Wednesday	May 18, 2022	6:00pm – 9:00pm
	Thursday	May 19, 2022	11:00am – 4:00pm
<b>Cart &amp; Carry Only</b>	Friday	May 20, 2022	8:00am – 11:00am – <b>NO VEHICLES ON SHOW FLOOR</b>

<b>SHOW HOURS:</b>			
Friday	May 20, 2022	12:00 pm – 7:00 pm	
Saturday	May 21, 2022	10:00 am – 7:00 pm	
Sunday	May 22, 2022	10:00am – 4:00pm	

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

**SHIPPING INFORMATION**

**To Advance Warehouse: Must Arrive by: 4:00 pm, Friday, May 13, 2022**

2022 Spring Product Showcase  
 c/o Excel Decorators  
 4855 Jennings Lane  
 Louisville, KY 40218

**To Show Site: Cannot Arrive prior to 8:00 am on Wednesday, May 18, 2022**

2021 Home Garden & Remodeling Show  
 c/o Excel Decorators / Kentucky Exposition Center  
 937 Phillips Lane, North Wing  
 Louisville, KY 40209

Shipping Labels are included within this Exhibitor Kit. Be sure to include Booth Number on ALL shipping labels.  
**Exhibitors must fill out the Material Handling and Payment Forms within this kit.**  
**Freight without payment will be held until payment is made.**

- PROVIDED FURNISHINGS:**            **Each 10' x 10' Booth Space**
- 8' high background drapery (BLACK)
  - 3' high side rail drapery (BLACKL)
  - 7"x44" Identification Sign

These items are provided to you and will automatically be installed in your booth space. You do not need to do anything in order to receive the items listed above. These items **CANNOT** be exchanged or returned for credit. Different furnishings are available in the Exhibitor's Service Kit and may be rented at the stated prices.

**CARPETING:**                            The facility is concrete floor.

**PAYMENT POLICY:**                    We require **100%** payment with the order for services, plus tax and anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Excel Decorators, Inc. for us to provide any equipment or services. All services/furnishings ordered on the show floor must be paid in full at the time the order is placed.

**UTILITY SERVICES:**                **Click the following link for online ordering of Utility Services at the Kentucky Exposition Center**  
<https://kyexpo.org/order-services/>

**Orders for Utility Services from the Kentucky Exposition Center must be completed online or postmarked by Friday, April 29, 2022 (21 days prior to the first show day) to receive the discount rates.**

Indoor & Outdoor Electric: Kentucky Exposition Center  
Internet and telephone: Kentucky Exposition Center  
Air, Water, Drainage: Kentucky Exposition Center  
A/V: Prestige A/V & Creative Services

Services such as electric, telephone and internet must be ordered **DIRECTLY** through the **Kentucky Exposition Center**. Those order forms are included with the *Complete* Exhibitor Service Kit, or may be downloaded separately while logged-in to [our secure online ordering website](#). **Please keep in mind those forms, as well as payment for those services, must be returned directly to the Kentucky Exposition Center.**

**MOVE-OUT PROCEDURE:**            Exhibitors are not permitted to remove their materials from the hall until the official closing announcement has been made.

Exhibitor move-out:	Sunday, May 22, 2022	4:00pm – 9:00 pm
	Monday, May 23, 2022	8:00am – 5:00pm

**Note:** At the close of this event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. Excel Decorators Inc. and Show Management are not responsible for items left unattended.

**FREIGHT SHIPMENTS:**            **ALL** freight shipments will incur a drayage (freight handling) charge, regardless of where they are shipped – warehouse or show site. The weight listed on the in-bound bill of lading will serve as the basis for the drayage charges for that shipment (you may use a certified scale weight slip in lieu of a bill of lading).

Enclosed you will find information detailing the shipment of items to this event. **ALL** shipments **MUST be prepaid**. Excel Decorators will not accept unpaid shipments. All shipments **MUST be consigned to Excel Decorators, Inc** in order for us to accept them for handling. Excel Decorators, Inc. reserves the rights to refuse any shipment not properly consigned.

We have enclosed labels for your convenience to use when shipping to the warehouse in advance or directly to the show site. Please be aware of the deadline dates for receiving freight.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Excel Decorators, Inc. and your show site representative.

The weight of your vehicle empty and loaded MUST be documented with certified weight receipts for billing purposes. Excel Decorators, Inc. will unload all shipments after your driver submits certified weight receipts at the receiving site.

**ANY** shipment received, at either the advance warehouse or show site, without payment information on file with Excel Decorators, Inc. will be held in receiving until **ALL** charges are paid in full.

No second party shipments will be received unless information, including credit card information, is on file with Excel Decorators, Inc.

**EMPTY CARTON STORAGE:**

Empty cartons will be picked up, stored, and returned at the close of the show, **IF** they are affixed with the empty labels by the exhibitor. These labels are available at our Customer Service Desk and are for empty storage only. You will not be able to access the empty cartons during the show.

**OUTBOUND FREIGHT:**

The official show carrier is *ArcBest Freight*. You may, however, choose another carrier for your outbound shipping.

**It is the responsibility of each exhibitor to contact their freight carrier to arrange for pick-up of their shipment IF they are not using the official show carrier.**

An Excel Decorators' Bill of Lading is **REQUIRED** for **ALL** shipments regardless of carrier and must be turned in to the Excel Decorators' Customer Service Desk. Please do not leave the building thinking someone else will take care of it for you. Excel Decorators, Inc. and Show Management are not responsible for items that do not have an Excel Decorators' Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Excel Decorators' Customer Service Desk.

**Special Note – Shipping UPS or FedEx**

If shipping UPS or FedEx, each piece must have a preprinted label with barcode. The exhibitor must call UPS or FedEx to schedule a pickup. Shipments **MUST BE** picked up **BEFORE 5:00 pm Monday, May 23rd**. Shipments not picked up by this time will be re-routed on to the Official Show Carrier and you will be invoiced for payment by the Show Carrier.

**NO EXCEPTIONS!**

All carriers must check in with Excel Decorators' Freight Desk on-site at the Kentucky Exposition Center **NO LATER THAN 5:00pm, Monday, May 23, 2022**.

**Force/Re-Route Time: 5:00pm Monday, May 23, 2022.**

Any shipment not picked up by 5:00pm on Monday, May 23, 2022 will be FORCED/RE-ROUTED onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS!**

**Special Note**

All outbound shipping paperwork and Excel Decorators' Bill of Lading **MUST** be turned into the Excel Decorators' Customer Service Desk. Excel Decorators, Inc. will not be responsible or liable for any items left on the exhibitor floor without the proper documents turned into the Excel Decorators' Customer Service Desk. Forms can be picked up at the Excel Decorators' Customer Service Desk.

**AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR  
SOLICIT ON THE EXHIBIT FLOOR.**

**ASSISTANCE:**

For questions, decorating and shipping assistance contact Excel Decorators, Inc., the  
Official Service Contractor, at 502-459-6300.  
Jennifer Donoghue [jdonoghue@excel-online.com](mailto:jdonoghue@excel-online.com)  
Ben Allgeier [ballgeier@excel-online.com](mailto:ballgeier@excel-online.com)