



# KENTUCKY EXPOSITION CENTER FACILITY REGULATIONS

The following regulations will be enforced during KEC events. **It is Show Management's responsibility to inform your exhibitors, attendees and service contractors of these regulations.** It is requested that this information be included in show brochures, meetings and/or exhibitor manuals. 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.

1. All exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky.
2. The hanging of any type of signage, displays, etc. must be hung from structural steel ONLY. Hanging is strictly prohibited from sprinkler lines, water, gas or air lines, HVAC ductwork, electrical BUSS ducts or any other lines. Items found hanging on these prohibited structures will be removed at owner's expense.
3. No holes may be drilled, cored or punched in the building without prior written approval from facility management.
5. No adhesive backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility.
6. 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 by facility management.
7. All carpet tape applied by exhibitors, show management or their contract representatives will be removed by same immediately following the event.
8. 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.
9. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.
10. Passenger elevators and escalators are not to be used for transporting freight from level to level.
11. No golf carts, forklifts or any other motorized vehicles will be permitted in carpeted areas or lobbies without prior written approval from KEC management.
12. All food & beverage products distributed by exhibitors must be obtained through KEC's official concessionaire, Centerplate. Food or beverage samples **may not** be distributed without prior written approval of Centerplate and KEC management
13. No alcoholic beverages are allowed at the facility except under the provisions of the Lessee's contract in Paragraph 11.
14. No dog, cat or other animal will be permitted on KEC property unless it is under leash control of its owner. Any animal not under such control will be impounded and removed from the grounds by the Louisville and Jefferson County Animal Control Office. The lessee has the right to ban animals in their leased areas except under the provisions of the Americans with Disabilities Act.
15. No door shall be chained or blocked in any manner or rendered inaccessible at any time.
16. No furniture shall be removed from the VIP Suite or South Wing Board Room. The conference tables shall not be moved around within these rooms.

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17. All vehicles must park in designated parking areas ONLY. All trucks, trailers and overnight vehicles must park in the designated area, for their specific event. Any vehicles parking in unassigned areas are subject to be towed at the owner's expense. All motorized vehicles parked inside any building, in the horse barn areas or any restricted parking area must have prior written approval from KEC.
18. All motorized vehicles for display inside buildings will have their batteries disconnected and their gas tanks locked and/or taped as soon as placed per Kentucky State Fire Marshal regulations.
19. No vehicles, freight or other show materials shall be stored in any facility without prior written approval from KEC management
20. No bicycles are to be operated indoors without prior written approval from KEC management. No skates, razor scooters or skateboards are permitted to be used in or on any KEC property.
21. No group or individual may sell items on the property without prior written approval of the lessee and KEC management.
22. Pamphlets, flyers or any such advertising or informational materials cannot be distributed in non-leased areas or in parking areas. Such materials can only be distributed from exhibitor booths with the consent of the show management. Clean up for non authorized materials will be billed to the advertiser.
23. Tipping of KEC employees is strictly prohibited per Paragraph 3 of the Lessee's contract.
24. To comply with the Kentucky Standards of Safety in theaters, motion picture theaters, auditoriums and other similar assembly occupancies with an occupant load of 300 or more; and, in the occupancies where there are non-continuous programs, an audible announcement shall be made prior to the start of each program to notify occupants of the location of the exits to be used in the event of fire or other emergencies.
25. No meeting area shall be totally darkened for any presentation. This includes all audio and visual presentations.

## **SMOKING GUIDELINES**

KEC is now a smoke free facility. Smoking is permitted outside only.

All exhibitors, attendees and contract personnel, as well as KEC and SHOW MANAGEMENT employees, are expected to abide by smoking guidelines.

Security and management personnel will be required to respond to complaints by patrons.

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