# EXHIBITOR SERVICES MANUAL



**NATIONAL FARM MACHINERY SHOW**

**FEB 10-13, 2027**

**KENTUCKY EXPOSITION CENTER • LOUISVILLE, KENTUCKY**

**FARMMACHINERYSHOW.ORG**

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FEBRUARY 10-13, 2027
Kentucky Exposition Center
Louisville, Kentucky
farmmachineryshow.org

# NATIONAL FARM MACHINERY SHOW CONTACT, TIMES, SCHEDULES, & CREDENTIALS

## EXPOSITIONS SALE CONTACT

Expositions
expo.sales@kyvenues.com
502-367-5200

Ella Fourqurean - Sales Manager
ella.fourqurean@kyvenues.com
502-367-5205

Halie Wilson - Sales Coordinator
halie.wilson@kyvenues.com
502-367-5192

## EXHIBITOR SERVICES HOURS (Service Desk located in South Wing B and West Wi ng Office)

The exhibitor service desk hours will reflect the hours of operation for move-in, show hours and move-out.

**If show management is not at the exhibitor service desk, please contact 502-367-5200.**

## MOVE IN

**To ensure a safe and efficient move-in process, Show Management will develop a move-in schedule for all exhibitors. Each exhibitor will be assigned a designated move-in date and/or time based on booth location and overall event logisitics.**

**The move-in schedule and any additional instructions will be communicated to exhibitors via email prior to the event. Exhibitors are expected to follow their assigned move-in times to help minimize congestion, maintain traffice flow, and provide a smooth move-in experience for everyone. Additional move-in details, including unloading procedures, vehicle access, and other important logisitics, will be included in the move-in communications.**

## MOVE IN HOURS

***Please note that vehicles will not be permitted in the building on Tuesday, February 5, 2027.**

| | |
|---|---|
| Saturday, February 6 | 8:00 am - 6:00 pm |
| Sunday, February 7 | 8:00 am - 6:00 pm |
| Monday, February 8 | 8:00 am - 6:00 pm |
| Tuesday, February 9 | 8:00 am - 6:00 pm |

## SHOW HOURS

| | |
|---|---|
| Wednesday, February 10 | 9:00 am - 5:00 pm |
| Thursday, February 11 | 9:00 am - 5:00 pm |
| Friday, February 12 | 9:00 am - 5:00 pm |
| Saturday, February 13 | 9:00 am - 5:00 pm |

## EXHIBITOR PRESENCE

Booths must be open and staffed during show hours listed above. Failure to open & close during these times will make your exhibit space subject to immediate closure for the remainder of the show and non-renewal of the application process for the following year.

## EARLY TEAR DOWN/MOVE OUT

The National Farm Machinery Show will close at 5:00 pm on Saturday, February 13, 2027. No one will be allowed to move items out until security has cleared that all Attendees from the wings. Absolutely no exhibitor is to tear down or move any times out before this time. Any exhibitor tearing down and moving their exhibit out earlier than this time, will lose their space for the following year. No lining up of vehicles will be allowed until after the show has been closed at 5:00 pm and a PA announcement has been made that the show is closed.

Once security has determined that all patrons are out of the wings and a PA announcement has been made, exhibitors may start moving items out of the wings.

All exhibitors **must** be out of the building by 5:00 pm Monday, February 15.

## SECURITY

Show management provides general 24-hours security beginning the first day of move-in through and including the last day of move-out. Exhibitors requiring individual exhibit security will need to contact show management no less than 21 days in advance for approval.

## EXHIBITOR CREDENTIALS/BADGES

Registered exhibiting organizations are allotted a set number of exhibitor badges based on booth size.

- 10′ x 10′ exhibit booths - 8 badges
- 10′ x 20′ exhibit booths - 10 badges
- 10′ x 30′ exhibit booths - 12 badges
- Bulk booths (400 square feet or more) - 15 badges

These badges will include a QR code that will be scanned at the admission gates to gain admission to the National Farm Machinery Show and free parking. Each badge has limited scans. To ensure maximum security of the wings during non-public hours of NFMS, early admission to the wings will be by exhibitor badge only. The exhibitor badge will allow exhibitors entrance to the show floor one hour prior (unless approved by show management) to opening to the public and one hour after closing to the public. This is for your convenience in cleaning up, restocking or rearranging your display or exhibit, and this time may only be extended with approval from show management.

## VENUE SERVICES/ACCESS TO FACILITY

**The NFMS will have dedicated Venue Service staff to provide a secure environment, and these associates are here to ensure no one is allowed in the facility during restricted times. Any exhibitor that does not treat these associates with respect will be immediately asked to leave the property and not allowed back at the National Farm Machinery Show for the duration.**

## ADMISSION BADGES

**Admission badges may be purchased at the exhibitor service desk. The badge is for admission and parking. These badges are for people working the booths and are not to be resold. Anyone found selling badges will not be allowed to return in future years. The cost of each admission badge is $10.00.**

## EXHIBITOR SERVICES

Our online portal used to complete the contract and space approval process is the approved method to order electric, labor, booth cleaning, water, freight service, and IT. To order services log-in with your ID and password then click Order Facility Services. For electricity, to ensure you have finished the process you will need to complete the diagram. For further assistance, please call 502-367-5320.

**Advance Rate Ordering Deadline: January 20, 2027**

## BOOTH DECORATOR

Fern Expositions and Event Services is the exclusive decorator for the National Farm Machinery Show. All order for sign hanging, furniture, fixtures, carpeting, and drape must go through the following:

Fern Exposition and Event Services
3752 Crittenden Drive
Louisville, Kentucky 40209
(502) 367-0254
louisville@fernexpo.com

## AUDIO & VISUAL

KEC has a preferred in-house audio-visual provider, Prestige. This professional audio-visual team is available to assist you with any need you may have.

- Audio-Visual Equipment Rentals
- Audio Visual Coordination
- Computer Rentals
- Lighting
- Multi-Media Presentations
- Operators and Technicians
- Podiums & Easels
- Technology
- Video I-Mag and Taping

Advanced orders must be received by Wednesday, January 1, 2027.

Prestige AV
Katie Dearmond
KEC@prestigeav.com

# EXHIBITOR STANDARDS

## ACCOUNT PAYMENT

A 50% deposit for exhibitor space and state tax is due immediately upon accepting the Exhibitor Manual, Terms & Conditions, and booth proposal. The final payment is due January 20, 2027, twenty-one days prior to the start of the National Farm Machinery Show. If full payment is not met, exhibitors will not be permitted to set up. If a booth deposit has been paid and the exhibitor releases their booth within 30 days of the opening day of the National Farm Machinery Show, the payment will not be refunded. Booth space may only be released upon receipt of written notice. If the booth space is released more than 30 days prior to the opening day, the exhibitor will receive a refund of the amount paid. Payments can be made with the following methods: Electronic Check or Credit Card (**3% processing fee**) through the exhibitor portal or wire transfers. Company checks may be sent to:

National Farm Machinery Show
ATTN: Expositions Sales
937 Phillips Lane
Louisville, Kentucky 40209

NO CASH PAYMENTS ALLOWED. Contact show management for more information to complete payment process.

For insufficient fund checks, electronic check and declined credit cards, there will be an additional penalty of $50.00 per transaction charged. There will be no exceptions . Failure to pay such charges will result in the immediate loss of your location.

## APPLICATION PROCESS

Returning exhibitors must go through the application process to rent space for the 2027 National Farm Machinery Show.

First-time exhibitors must fill out the application on farmmachineryshow.org website. We will review the new applicants based on industry relevance, adherence to terms and conditions, adherence to standards, booth appeal (cleanliness and attendee attraction), customer service and experience at other large events.

## CHARACTER OF EXHIBIT

**Show management reserves the right to approve the character of all displays and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the event. Advertising signs and stunts which are aggressively promotional in nature intended for use in the booth, the exhibit hall, or the approaches thereto, must be submitted to show management for approval. Products displayed are at the discretion of show management and anything deemed unsuitable for the show will not be allowed. Show management may also limit the number of booths selling the same products. Please email show management at expo.sales@kyvenues.com for written permission.**

## CONTRACTS (Terms & Conditions)

**Our contract is acceptance of the Terms & Conditions and Exhibitor Manual in the exhibitor portal. All exhibitors must follow all Kentucky Venues policies and procedures. You will receive your allocated space once you accept our Terms & Conditions and Exhibitor Manual.**

## EXHIBITOR CONDUCT

**Exhibitor conduct should demonstrate the highest level of professionalism and customer service. No matter the situation, our attendees and staff should be shown respect and treated with the highest consideration without confrontation and argumentative behavior.**

**All exhibit activity must be legal according to Federal, State, and Local guidelines. Exhibitors not following these guidelines could face legal action and/or risk potential removal. Show management reserves the right to regulate any amplification equipment. If adherence to show management's decision is not followed removal of the amplification system will be required. No paint, cement or mastics may be applied to the exhibit floor. Loud demonstrations which disturb other exhibitors are forbidden. Strict adherence to booth regulations regarding sight lines and blocking of other exhibitor's display will be monitored according to the Exhibit Specifications Section in this manual. ROVING SOLICITATION IS STRICTLY PROHIBITED ANYWHERE OUTSIDE YOUR BOOTH SPACE. No live animals are to be sold.**

## EXHIBIT PROMOTIONAL ACTIVITIES

**Any exhibitor wishing to conduct any type of prize drawing must complete the Exhibitor Promotional Activities Form. No vacation giveaways will be permitted. (See form in the Appendix A.**

## 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 is open or closed to the public. Contract Chris Brawner at chris.brawner@kyvenues.com or (502) 367-5197 for more information.

(a) The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases, or any other item or process deemed hazardous by the State Fire Marshal must have advance written approval by the State Fire Marshal's representative.

(b) Any motor vehicles, gasoline powered equipment, tools, etc. on display need to have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps should be sealed with tape. All such fuel tanks shall be less than one-fourth full.

(c) Parking any vehicle in the building without prior approval is prohibited. Cars and trucks shall be removed immediately after loading and unloading.

(d) Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment). Canopies, fire retardant or non-fire retardant, are prohibited anywhere on the exhibit floor.

(e) During hours of occupancy, aisles and exit doors shall be free of all obstructions and unlocked for immediate use in the event of an emergency. Chains and locks on doors equipped with panic hardware is prohibited.

(f) Signs approved by the representative designating exits and the direction of travel exits shall be provided by the lessee and in place prior to the show opening.

(g) Additional fire extinguishers may be required at the discretion of the State Fire Marshal's representative.

(h) All electrical devices and installation must be in accordance with the applicable provisions of the National Electrical Code. The Underwriters Laboratories must list all devices.

(i) All electrical extension cords used must be heavy-duty. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

**(j) All decorations shall be fire retardant. The decorating companies shall be prepared to provide certificates of flame spread on all decorations. Items that are no properly fire retardant shall be removed. Canopies, tents, or overhead awnings, flammable or non-flammable, cannot be used in any manner during the show. Also, bales of hay or straw treated or untreated, are not acceptable. Shredded mulch cannot be used in any landscaping or decorative manner. Large bark nuggets are to be used only.**

**(k) The use of open flames permitted only for reasonable purposes, when proper safeguards are taken and must have advance approval by the State Fire Marshal's representative. The ignition of flammable or combustible items to demonstrate fire extinguisher effectiveness is strictly prohibited.**

## FLOOR PLAN

**Show management may, at any time, change the size or location of the exhibitor's space or layout of the exhibit if they deem it necessary for the good of the show.**

## INSURANCE

**Exhibitor, for itself and on behalf of show management, decorators, contractors, service people, or others employed by exhibitor shall during the entire term of the lease, secure, furnish and maintain insurance as follows: Comprehensive General Liability Insurance with minimum combined limits of liability of $1,000,000 for bodily injury and/or property damage in any one occurrence. Such insurance coverage shall be named the Fair Board, the officers, agents, and employees as additional insured. Such policy shall be issued by an insurance company authorized to transact business in the State of Kentucky. Exhibitors/concessionaires must furnish show management with appropriate Certificates of Insurance (COI) reflecting such coverage by January 20, 2027. Exhibitor may contact the Kentucky State Fair Board's general commercial liability carrier, Haas and Wilkerson, attention Ms. Courtney Mabery at courtney.mabery@hwins.com or (913) 432-6159 who can assist with obtaining the required insurance coverage, should you need assistance with procuring the required insurance. COI can be uploaded to your Exhibitor Portal Account. (See form in Appendix A.)**

**Workman's compensation Insurance in the minimum amounts required by the State of Kentucky for all companies and contracted associates.**

# EXHIBITOR STANDARDS

## KENTUCKY SALES AND USE TAX

Persons engaged in making sales of tangible personal property are subject to tax at the rate of 6%. Personnel with the Kentucky Revenue Cabinet will be visiting each exhibit area throughout NFMS if you have any questions. On the last day of NFMS, revenue personnel will have a table set-up in the South Wing exhibitor registration to collect any taxes owed by the exhibitor.

All space rental is subject to 6% Kentucky Sales tax derived from the total amount billed for space rental.

## PROHIBITED ITEMS

Displaying or offering for sale any type of drug paraphernalia is prohibited. The provisions of Chapter 218A of Kentucky Revised Statutes are vigorously enforced on the grounds.

Switchblade knives, stilettos, pinpoint laser lights, pepper spray, smoke bombs, stun guns, butterfly knives and any items that resembles or bears the image of the Confederate Battle Flag are also prohibited. Items that clearly represent racist ideology, including but not limited to, Ku Klux Klan items, items reproduced since World War II denoting swastikas are prohibited.

Gummed labels, bumper stickers or stickers for promotion are prohibited. Helium balloons are also prohibited unless they are used for booth decorating purposes only and attached to your exhibit space. Products displayed are at the discretion of the show management.

If show management is made aware that prohibited items are being sold in your booth immediate removal of the item out of the show will be required. If the decision is not followed your booth will be in jeopardy of closure and removal.

## SPACE ASSIGNMENTS AND CHARGES

Space assignments will be provided by exhibitors after acceptance of the application issued by show management. Acceptance of the space assignment by signing this legally binding contract will allow the exhibitor to end the exhibitor contract. Show management reserves the right to change such space assignments in the best interest of the show at any time. Deposit of 50% of the total space rental + state tax is due upon signing this agreement. The final payment for the total amount including tax is due 21 days prior to the start of the National Farm Machinery Show, January 20, 2027. Check, Credit Card or Wire Transfer are accepted methods of payment.

## SUBLEASES

The exhibiting company signing the space contract cannon sublease any portion of their exhibit area to any distributor or manufacturer unless the contract holder is the manufacturer of equipment or merchandise to be displayed in the exhibit area. Booth space guarantees are nontransferable.

## TRADEMARKS

Exhibitors are provided free promotional assets to highlight their participation at the National Farm Machinery Show. Assets will be located on the NFMS website along with other exhibitor materials. The use of the trademark logos and words “National Farm Machinery Show” and “Championship Tractor Pull” for profit requires written approval from the Kentucky Venues Communications Department. Exhibitors may be charged a fee or percentage of revenue related to products that utilize our trademarks. To request trademark usage, please contract Expositions Sales with your desired use and examples.

## PARKING

Parking is free for exhibitors displaying their exhibitor badge. Those without an exhibitor badge will be charged our standard rate to park and will also have the option to purchase in/out passes. Visit parking.kyexpo.org/national-farm-machinery-show for details.

## FORKLIFT POLICY

Should you require the use of a forklift, contact the service desk for more information about this service and scheduling of labor. Please communicate with any equipment rental company that all forklifts, high lifts, etc. must have protective wheel coverings or non-marking tires. Any exhibitor loading or unloading for any company other than their own will jeopardize their future participation in the show and/or lose their forklift privileges. All forklift operators must have certification from their employer showing they are certified to operate a forklift. A copy of your certification must be on file with the Expositions Sales Department. Please email a copy of your certification and insurance to expo.sales@kyveneus.com. A copy may also be uploaded on the exhibitor’s dashboard within their exhibitor portal. All exhibitors are required to carry proof of liability & property insurance to cover any damages to the building, exhibitor or persons caused by the operation of the forklift.

# ESSENTIAL INFORMATION

## ATM LOCATIONS

Indoor
- Freedom Hall
- North Wing Lobby
- South Wing A, B & C Lobbies
- West Hall Lobby

## BANKING CENTERS

- Fifth Third Bank
  2425 S. Shelby Street
  (502) 635-2628
- Fifth Third Bank
  4201 Poplar Level Road
  (502) 454-9180
- PNC Bank
  6511 South Preston
  (502) 581-6675
- BB&T
  5319 Preston Highway
  (502) 810-0434

## FIRST AID STATIONS

- Freedom Hall Coliseum (near Ramp V)
  9:00 am - 6:00 pm (February 6 - February 9)
  9:00 am - 11:00 pm (February 10 - February 13)
- West Hall Lobby
  9:00 am - 6:00 pm (February 6 - February 13)
- Pavilion
  9:00 am - 6:00 pm (February 6 - February 13)
- North Wing Lobby
  9:00 am - 6:00 pm (February 6 - February 13)
- South Wing Lobby
  9:00 am - 6:00 pm (February 6 - February 13)
- South Wing C
  9:00 am - 6:00 pm (February 6 - February 13)

## HOTEL ACCOMMODATIONS

For hotel accommodations and availability please contact Louisville Tourism at (502) 584-2121 or (800) 626-5646. You may also visit their website at gotolouisville.com.

## OVERNIGHT OCCUPANCY IN EXHIBIT AREA

No exhibitor, employee or representative thereof shall be permitted to remain in an exhibit space overnight unless approved by show management prior to the opening of the National Farm Machinery Show. This policy is strictly enforced and any violation may result in immediate termination of the exhibit space contract.

## PARCEL SERVICE/DELIVERIES

- US Postal Service
  1420 Gardiner Lane
  (502) 454-1650
- United Parcel Service
  8001 Ashbottom Road
  (800) 742-5877

## PURVEYORS

Show management will issue to local wholesale suppliers, non-exclusive permits allowing them to solicit sales to concessionaires during NFMS. Concessionaires are not required to purchase their supplies from these suppliers but we highly recommend you check their prices first before using another outlet. All companies supplying exhibitors on KEC property must obtain a purveyor permit. Concession operations using fresh or frozen meat, poultry and/or seafood are required to purchase those supplies from one or more of the approved purveyors those supplies from one or more of the approved purveyors on the grounds only. Failure to follow this policy will result in immediate termination of a concession contract unless a concession operation has been granted an exemption from the policy by show management. Contact Ella Fourqurean, ella.fourqurean@kyvenues.com, for more information.

## SATELLITE DISHES

The Kentucky Exposition Center does not allow the placing of satellite dishes on the rooftop nor can there be any cable or wire to the dish strung outside. This ensures safe daytime traffic and nighttime security by securing all pedestrian and overhead doors. Show management accepts no liability for satellite dishes used on the grounds. This includes vandalism, accidents, theft or otherwise. Satellite dishes should be used for display purposes only. If you have a satellite dish, you must contact show management prior to set-up.

## SIGNS

All exhibitors are permitted to hang overhead signs within the confines of their booth, however, signs may be hung from structural steel only. Hanging signs from sprinkler liners, water lines, gas or air lines, HVAC ductwork electrical BUSS ducts or lines is strictly prohibited, and signs will be removed at the owner's expense. All privately contracted signs on site must be approved by show management. Do not affix signs or decor to any building surfaces (doors, walls, etc.) with tape or other adhesives. Fern is the only company allowed to hang signage.

## SMOKING POLICY

The Kentucky Exposition Center is a smoke-free facility. Smoking indoors in any building is strictly prohibited. Smoking is allowed outdoors only.

## SOUND DEVICES

The use of sound devices, including speakers, microphones, audio presentations, videos, sound slides, motion pictures, and other audio equipment, is permitted only with the approval of Show Management.
All speakers and other sound-producing devices must be positioned so that sound is directed into the exhibitor's booth rather than into the aisles or neighboring exhibit spaces. Sound levels must be maintained at a reasonable volume that does not interfere with nearby exhibitors or disrupt the overall show environment. Under no circumstances may sound levels exceed 85 decibels (dB).

Exhibitors are responsible for monitoring the volume of all sound-producing devices throughout the event. If Show Management receives complaints or determines that noise levels are excessive or disruptive, exhibitors will be required to immediately reduce the volume. Continued violations may result in Show Management requiring the sound to be discontinued, restricting the use of sound devices, or limiting demonstrations to designated time intervals.

The use of motion pictures, slides, videos, and other audiovisual presentations is permitted only when the content is directly related to the exhibitor's products, services, techniques, or applications. All audiovisual presentations must remain within the confines of the contracted booth space and must not obstruct aisles, create crowding, or interfere with neighboring exhibits.

# EXHIBIT SPECIFICATIONS

## STRUCTURAL/SUPPORT COLUMNS

**Some exhibit spaces include or are adjacent to structural and/or support columns. Fire alarm boxes, fire hoses, extinguishers and Fire Department access doors on the columns may not be covered, screened, or blocked in any way at the time. Exhibitors who block access to utility service panels (telephone or electrical), fire alarm boxes, extinguishers or fire hoses, will be required to immediately correct these violations. Carpenter labor required to correct these violations will be charged to the exhibitor. Sides of columns (without fire, electrical, service panels or equipment) may be covered or screened and incorporated into your display. DO NOT staple, tape or tack directly into the column wall.**

## STRUCTURES

**No two-story modular exhibits will be permitted due to height restrictions and safety regulations. Please note that canopies, tents or overhead awnings, flammable or non-flammable, cannot be used in any manner during the show. Temporary structures with tops must be approved by the Kentucky State Fire Marshal's office. Tops cannot obstruct the building's fire suppression system. Diagrams with specifications must be submitted in advance for review.**

## STANDARD EXHIBIT

A standard exhibit display is one or more exhibit booths in a straight line and no deeper than 10′.

## STANDARD EXHIBIT BOOTH TYPES

In-Line Booths
Exposed to aisle on one side with neighboring booths to the left and right sides.

Corner Booths
End of a series of in-line booths with exposure to the aisles on two adjoining sides.

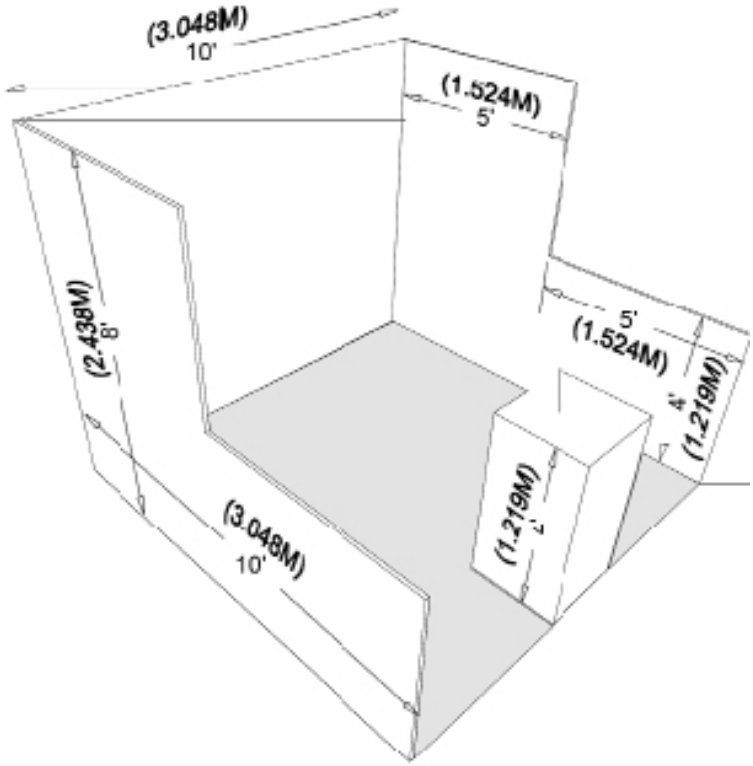
## STANDARD EXHIBIT BOOTH HEIGHT RESTRICTIONS

▶The maximum height for the back wall and rear half of the booth is 8′.

▶The maximum height for the front half of the booth is 4′.

Exhibit structure must be constructed to allow utility service at rear of booth.

Show management must approve any exceptions.




10′ X 10′ In-Line Booth

# EXHIBIT SPECIFICATIONS

## ENDCAP EXHIBIT

An endcap exhibit display is an exhibit booth exposed to aisles on three sides and composed of two booths.

## ENDCAP EXHIBIT BOOTH HEIGHT RESTRICTIONS

Back drape must be 4′ inside on both sides of the booth to provide a reasonable sight line along the aisle.

Show management must approve an exceptions.

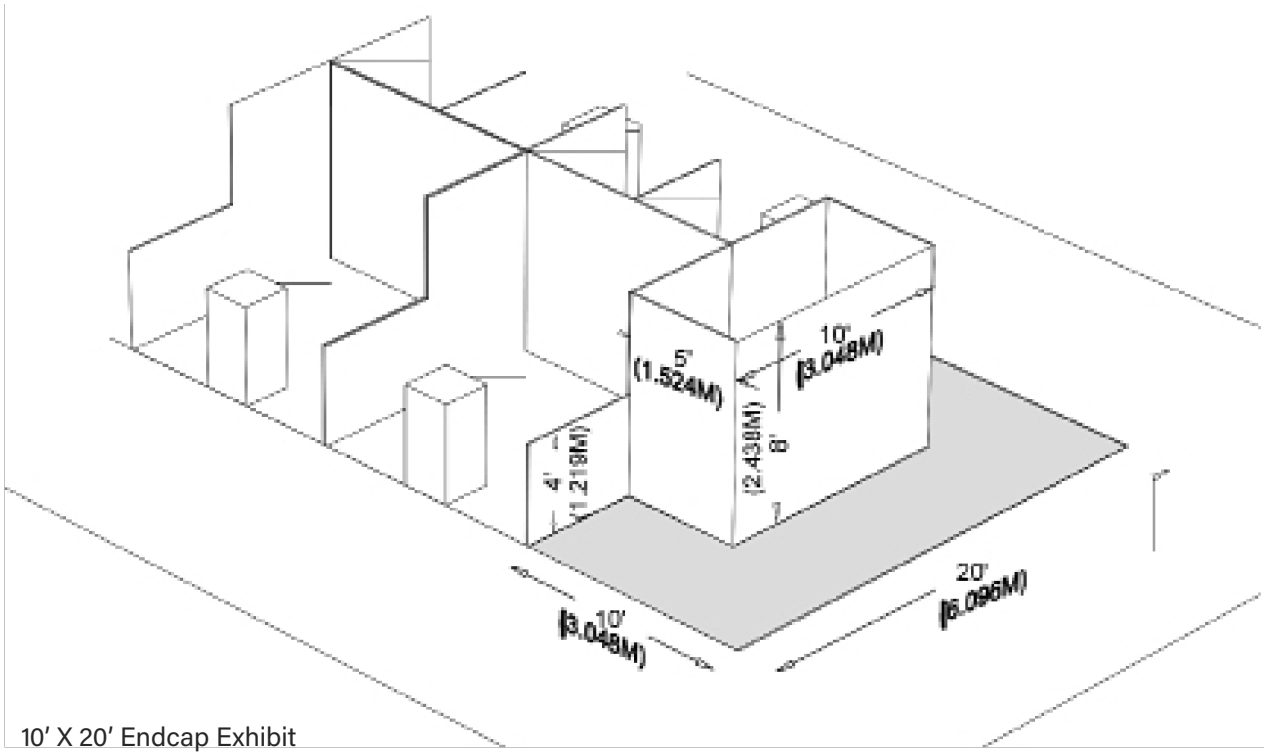
## PENINSULA EXHIBIT

A peninsula exhibit display is an exhibit booth exposed to the aisle on three sides and composed of at least four booths.

## PENINSULA EXHIBIT BOOTH HEIGHT RESTRICTIONS

▶Back drape must be 4′ inside on both sides of the booth to provide a reasonable sight line along the aisle.

Show management must approve an exceptions.



10′ X 20′ Endcap Exhibit

# EXHIBIT SPECIFICATIONS

## ISLAND EXHIBIT

An island exhibit display is any size booth exposed to aisles on all four sides.

## ISLAND EXHIBIT BOOTH HEIGHT RESTRICTIONS

Height restrictions are determined by ceiling or beam and decorations - varies with location.

Exhibit materials, equipment or construction that exceeds 8′ must have prior approval by show manager.

Show management must approve any exceptions.

## SPLIT ISLAND EXHIBIT

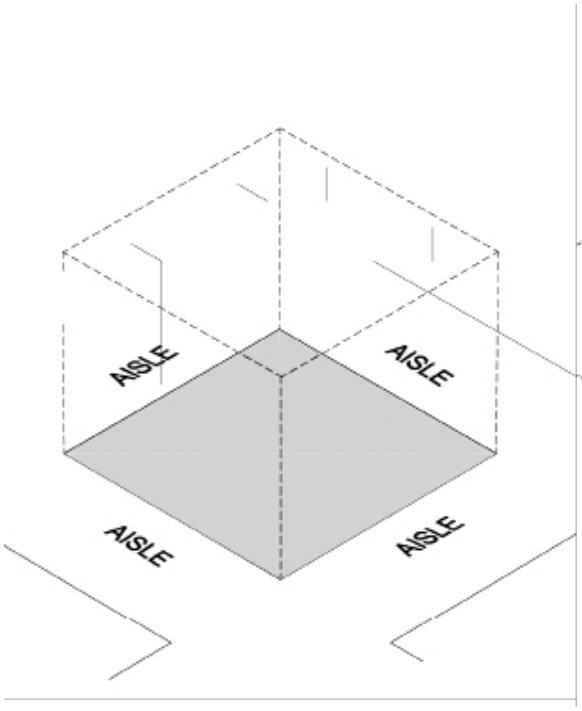
A split island exhibit display is a peninsula booth that shares a common back wall with another peninsula booth and exposed to aisles on three sides.

## SPLIT ISLAND EXHIBIT BOOTH HEIGHT RESTRICTIONS

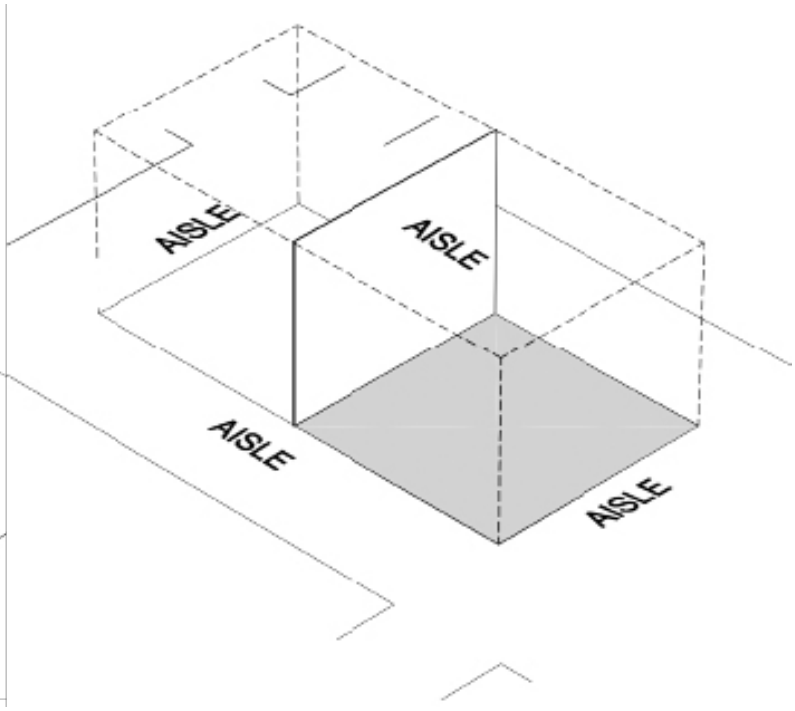
- Height restrictions are determined by ceiling or beam and decorations - varies with location.

- Exhibit materials, equipment or construction that exceeds 8′ must have prior approval by show manager.

Show management must approve any exceptions.




Island Exhibit




Split Island Exhibit

# APPENDIX

## MAPS & FORMS

This section contains the maps and forms listed below.

- Exhibitor Promotional Activity Form
- Food & Beverage Request Form (Promotional)
- Material Handling and Freight Service Order Form
- Haas & Wilkerson Insurance Form
- Insurance Form Example
- Prestige AV Order Form

February 10-13, 2027

937 Phillips Lane
Louisville, KY 40209
(502) 367-5200
expo.sales@kyvenues.com

# EXHIBITOR PROMOTIONAL ACTIVITY FORM

| Exhibiting Company | Booth No. |
|---|---|
| Contact Person | |
| Phone | |
| Email | |

The primary purpose of this form is to provide information that will aid Show Management to approve, foster, and when necessary, answer public inquiries regarding responsibly represented and conducted commercial promotions involving prizes.

- All drawings must be approved by Show Management
- Show Management reserves the right to reject and cancel the contract of an Exhibitor that is deemed by the Show Manager to be guilty of any act that is against the best interests of the National Farm Machinery Show.
- "Raffles" are prohibited on state grounds. No drawing can be conducted that states a dollar amount required. Only donations can be taken.

1. Do you intend to conduct a promotional activity which awards the winner a prize? YES ☐ NO ☐

2. If the above question is answered "YES", please briefly describe the nature and manner in which the activity will be conducted.

3. What will the prize(s) be? _____

_____

_____

a. How many _____ Value of each _____

b. How will you notify and distribute the prize(s)?

c. Do winners receive their prizes free and without any obligation other than participating in the contest?
YES NO

d. If the last question is answered "NO", please describe fully the conditions the winners must meet before they

_____

_____

_____

Email this form to Expo.Sales@kyvenues.com prior to show

February 10-13, 2027

937 Phillips Lane
Louisville, KY 40209
(502) 367-5200
expo.sales@kyvenues.com

# FOOD & BEVERAGE REQUEST (PROMOTIONAL)

| | | |
|---|---|---|
| Name of Company | | |
| Contact Person | | |
| Address | | |
| City | State | Zip |
| Phone | Cell | Booth No. |
| Email | | |

Our agreement with our concession operator prohibits the sale, giveaway or sampling of any food products or drinks to include alcoholic beverages, soft drinks, bottled water and juices.

Exceptions may be made with special permission from the Show Manager.

Please list items requesting approval in the box below. You will be notified prior to NFMS of items denied.

Email this form to Expo.Sales@kyvenues.com prior to show

# MATERIAL HANDLING and FREIGHT SERVICE ORDER FORM

**Kentucky Exposition Center**
937 Phillips Lane
Louisville, KY 40209
kyexpo.org

KENTUCKY EXPOSITION CENTER

**Online Ordering Now Available at https://kyexpo.org/order-services/**

By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.
Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**.

| CONTACT INFORMATION | | |
|---|---|---|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

**Please read the Shipping and Material Handling instructions on the following page before proceeding with your order.**

**MATERIAL HANDLING AND FREIGHT SERVICE**

| CATEGORY | SERVICE | SERVICE DESCRIPTION | RATE PER CWT |
|---|---|---|---|
| A | Advanced Warehouse* | Shipments received two weeks prior to first move-in date | $75 |
| B | Targeted/On-Site Shipments | Shipments received during move-in | $69 |
| C | Uncrated Advanced* | Non-palletized/non-rolling/loose shipments requiring special handling and received two weeks prior to first move-in date | $96 |
| D | Uncrated Targeted | Non-palletized/non-rolling/loose shipments requiring special handling and received on targeted date/on-site | $90 |
| E | Small Package Deliveries 1-49 lbs | Shipped using UPS and FedEx | $26 |
| F | Small Package Deliveries 50-100 lbs** | Shipped using UPS and FedEx | $61 |

* Freight received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional $21 per CWT.
** Shipments that are over 100 lbs are subject to CWT rates — 2 CWT minimum.

**ESTIMATED MATERIAL HANDLING CALCULATION**

| | CATEGORY | # OF PIECES | CWT WEIGHT | CWT RATE | ESTIMATED TOTAL |
|---|---|---|---|---|---|
| Shipment 1 | | | | | |
| Shipment 2 | | | | | |
| Shipment 3 | | | | | |
| **GRAND TOTAL** | | | | | |

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

For information regarding services, please call **(502) 367-5321**.
For information regarding payment procedures, please call **(502) 367-5227**.

Revised 05/07/2025

# SHIPPING and MATERIAL HANDLING INSTRUCTIONS

**Kentucky Exposition Center**
937 Phillips Lane
Louisville, KY 40209
kyexpo.org

KENTUCKY EXPOSITION CENTER

## ALL SHIPMENTS MUST ARRIVE PREPAID. UNMARKED SHIPMENTS WILL NOT BE RECEIVED.

### RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

### EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

### OUTBOUND SHIPPING

- KEC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk/office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will NOT pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

### GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at the time of pick-up.
- KEC will NOT be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will NOT be responsible for items after tendered to common carrier.
- All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.
- By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.

**Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.**

For information regarding services, please call **(502) 367-5321**.
For information regarding payment procedures, please call **(502) 367-5227**.

Revised 05/14/2019

# MATERIAL HANDLING and FREIGHT SHIPMENT LABELS

**Kentucky Exposition Center**
937 Phillips Lane
Louisville, KY 40209
kyexpo.org

KENTUCKY EXPOSITION CENTER

## EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

**SHIP TO:**

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE ( _____ ) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE ( _____ ) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE ( _____ ) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE ( _____ ) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW _____ BOOTH NO. _____

COMPANY NAME _____ PHONE ( _____ ) _____

C/O KENTUCKY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

# VENDOR/CONCESSIONAIRE APPLICATION

Haas & Wilkerson Inc.
4300 Shawnee Mission Pkwy
Fairway, KS 66205

Haas & Wilkerson Inc. will provide General Liability coverage for licenses in the described event under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a $1,000,000 each occurrence limit and $3,000,000 aggregate & products liability limit.

**LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. IF YOU NEED LIQUOR LIABILITY, YOU MAY CONTACT OUR OFFICE AS LISTED BELOW.**

*This insurance is excess over any other valid and collectible insurance.*

**Licensees Insurance Program:**

General Liability coverage will be provided for the period of the Event only, to include set-up and tear-down.

## GENERAL INFORMATION

Today's Date: _____

Event Date: _____

Fairground Name: _____

## ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

List not all inclusive. Contact H&W to determine eligibility.

- Any Product Demonstrated on Patron (Including Hair Product, Make Up, ETC.)
- Amusement Rides/Devices (Includes: Gyroscopes & Spaceballs)
- Facials, Massages & Wraps
- Bungee Atractions
- Child Care
- Climbing Walls
- Concert Promoters
- Dart games
- Dunking Booths
- Essential Oils
- Fireworks & Operators
- Haunted Houses
- Gun Sales & Shows
- Self Defense Items
- Henna Tatoos & Bodypaint
- Inflatable Amusements (Includes: Moonwalks, Bounces, Pillows)
- Mazes
- Medical & Dental Testing, Screening, & Devices (Includes Orthopedic Insoles & TENS Devices)
- Sales of Herbal Supplements, CBD, & Products
- Sale of Pain Relief Aids
- Sales of Weight Loss Aids, Pills, & Patches
- Sales of Stop Smoking Aids, Pills, & Patches
- Sales of Tobacco, Vaping Products & Marijuana
- Parades with objects thrown to spectators
- Permanent Tattoos & Body Piercing
- Permanent Jewelry
- Petting Zoos
- Playground Equipment
- Pseudo-Fighting & Wrestling Actvites
- Rodeo Events
- Mounted Horse Shows
- Roller & Ice Skating
- Sales of Autos and/or Auto Parts
- Motorsports Events
- Simulators / Virtual Reality Rides
- Wheelchair / Stroller Rentals

## ITEMS LISTED BELOW MAY REQUIRE ADDITIONAL PREMIUM & MUST BE APPROVED BEFORE ENDORSEMENT

- Concerts – Local & Regional Talent Only
- Golf Carts
- Liquor Liability
- Home, Boat, Lawn, & Garden Shows
- Sale of Knives
- Entertainers (Includes: Mimes, Clowns, Balloon Artists, Magicians, Walking Characters, Face Painters, Sketch Artists, Choirs, Etc.)

## VENDOR / PARADE PARTICIPANT PRICING

| VENDOR/CONCESSIONAIRE/EXHIBITOR | PREMIUM | PARADE PARTICIPANTS | PREMIUM |
|---|---|---|---|
| First Booth (each exhibitor) | $85* | Walking Units | $40/unit* |
| Each Additional Booth (same exhibitor) | $50 | Mobile Equipment | $70/unit* |
| Each Game Booth | $100* | Equestrian Units | $95/unit* |

*Includes ESI Risk Purchasing Group membership fee.

## VENDOR/EXHIBITOR INFORMATION

Applicant Name: _____

Company/Business Name: _____

Contact Email Address: _____

Product/Service Provided at Booth: _____

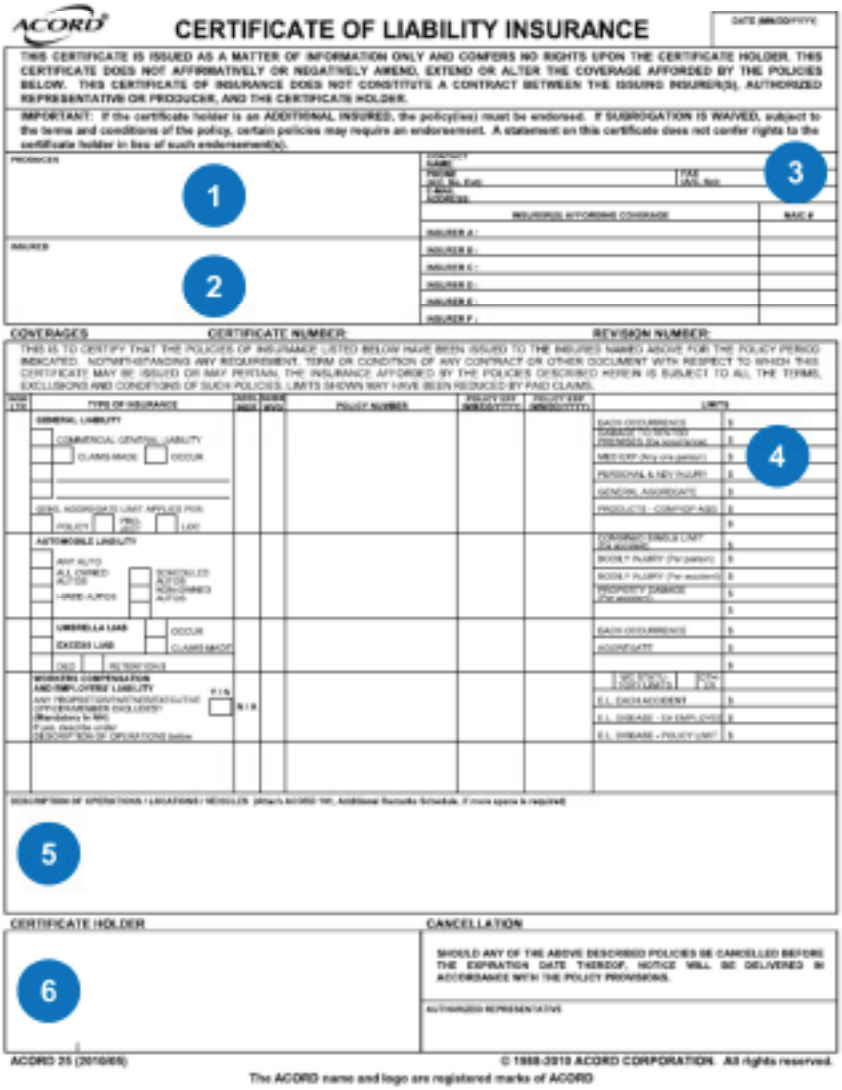
Number of Booths: _____ Liquor Liability Required? Y/N†: _____

†If Liquor Liability is needed, please contact us for an additional form

**Send Completed Form or any questions to: courtney.mabery@hwins.com OR Fax: 913.432.6159**

KENTUCKY VENUES

# CERTIFICATE OF LIABILITY INSURANCE EXAMPLE



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER — 1

CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: — 3

INSURER(S) AFFORDING COVERAGE — NAIC #

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED — 2

COVERAGES — CERTIFICATE NUMBER: — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|---|---|---|---|---|---|---|---|
| | GENERAL LIABILITY<br>COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC | | | | | | EACH OCCURRENCE $<br>DAMAGE TO RENTED PREMISES (Ea occurrence) $<br>MED EXP (Any one person) $<br>PERSONAL & ADV INJURY $<br>GENERAL AGGREGATE $<br>PRODUCTS - COMP/OP AGG $<br>$ — 4 |
| | AUTOMOBILE LIABILITY<br>ANY AUTO<br>ALL OWNED AUTOS<br>SCHEDULED AUTOS<br>HIRED AUTOS<br>NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) $<br>BODILY INJURY (Per person) $<br>BODILY INJURY (Per accident) $<br>PROPERTY DAMAGE (Per accident) $<br>$ |
| | UMBRELLA LIAB<br>EXCESS LIAB<br>OCCUR<br>CLAIMS-MADE<br>DED<br>RETENTION $ | | | | | | EACH OCCURRENCE $<br>AGGREGATE $<br>$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | Y / N | N / A | | | | WC STATU-TORY LIMITS / OTH-ER<br>E.L. EACH ACCIDENT $<br>E.L. DISEASE - EA EMPLOYEE $<br>E.L. DISEASE - POLICY LIMIT $ |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

5

CERTIFICATE HOLDER — CANCELLATION

6

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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| LEGEND | WHAT TO INCLUDE |
|---|---|
| 1 | Insurance Agent/Broker Name and Address |
| 2 | Event Producer or Vendor Insured Name and Address |
| 3 | Contact Information for Insurance Company |
| 4 | Must list a minimum amount per event occurrence of $1,000,000 |
| 5 | KENTUCKY STATE FAIR BOARD AND ALL OF ITS MEMBERS, OFFICERS, EMPLOYEES, AGENTS, SERVANTS AND ASSIGNS ARE ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY IN REGARDS TO THIS EVENT ONLY. 30 DAY NOTICE OF CANCELLATION WILL BE PROVIDED TO HOLDER. |
| 6 | Kentucky State Fair Board and KY Venues<br>937 Phillips Lane<br>Louisville, KY 40209 |

# ORDER EXHIBITOR AV

## PRESTIGE AV & CREATIVE SERVICES

is the preferred Audio-Visual provider for exhibitors at
The National Farm Machinery Show, Feb. 10-13, 2027.



SCAN TO ORDER

**All pre-orders must be received by January 1, 2027**

https://www.cognitoforms.com/PrestigeAVCreativeServices/NFM2027ExhibitorAVOrderForm

*All orders are subject to a 20% service charge and local tax.*

KENTUCKY EXPOSITION CENTER | prestige AV & CREATIVE SERVICES

**For custom AV requests contact Katie Dearmond at**

KEC@prestigeav.com