

EXHIBITOR SERVICES MANUAL

Tradition Runs Deep. Innovation Reaches Far.



**NATIONAL FARM
MACHINERY SHOW**



**60
YEARS**

FEBRUARY 11-14, 2026
KENTUCKY EXPOSITION CENTER • LOUISVILLE, KENTUCKY
FARMMACHINERYSHOW.ORG

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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 Wing 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 HOURS

Saturday, February 7	8:00 am - 6:00 pm
Sunday, February 8	8:00 am - 6:00 pm
Monday, February 9	8:00 am - 6:00 pm
Tuesday, February 10	8:00 am - 6:00 pm

SHOW HOURS

Wednesday, February 11	9:00 am - 5:00 pm
Thursday, February 12	9:00 am - 5:00 pm
Friday, February 13	9:00 am - 5:00 pm
Saturday, February 14	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 14, 2026. 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 16.

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.

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

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.

NATIONAL FARM MACHINERY SHOW

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.

Advance Rate Ordering Deadline: January 21, 2026

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

Missy Welch
(800) 774-1251 ext. 1
mwelch@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 28, 2025.

Prestige AV
Josh Hancock
jhancock@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 21, 2026, 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. 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 2025 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.)

EXHIBITOR STANDARDS

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 21, 2026. Exhibitor may contact the Kentucky State Fair Board's general commercial liability carrier, Haas and Wilkerson, attention Ms. Tressa Carter at tressa.carter@hwins.com or (913) 676-9380 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 21, 2026. Check, Credit Card or Wire Transfer are accepted methods of payment.

SUBLEASES

The exhibiting company signing the space contract cannot 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

- ◀ PNC Bank
6511 South Preston
(502) 581-6675

- ◀ Fifth Third Bank
4201 Poplar Level Road
(502) 454-9180

- ◀ BB&T
5319 Preston Highway
(502) 810-0434

FIRST AID STATIONS

- ◀ Freedom Hall Coliseum (near Ramp V)
9:00 am - 6:00 pm (February 7 - February 10)
9:00 am - 11:00 pm (February 11 - February 14)

- ◀ West Hall Lobby
9:00 am - 6:00 pm (February 7 - February 14)

- ◀ Pavilion
9:00 am - 6:00 pm (February 7 - February 14)

- ◀ North Wing Lobby
9:00 am - 6:00 pm (February 7 - February 14)

- ◀ South Wing Lobby
9:00 am - 6:00 pm (February 7 - February 14)

- ◀ South Wing C
9:00 am - 6:00 pm (February 7 - February 14)

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

- ◀ 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.

ESSENTIAL INFORMATION

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 sound volume must be maintained at a level so as to avoid disturbing neighboring exhibitors. When objections are noted, it may be necessary for show management to prohibit the use of sound devices or limit operation to short time periods. Use of sound slides, sound motion pictures, loud speakers and other devices is subject to the approval of show management. Use of motion pictures and slides will be permitted only if they are directly related to products, services, techniques, or applications.

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

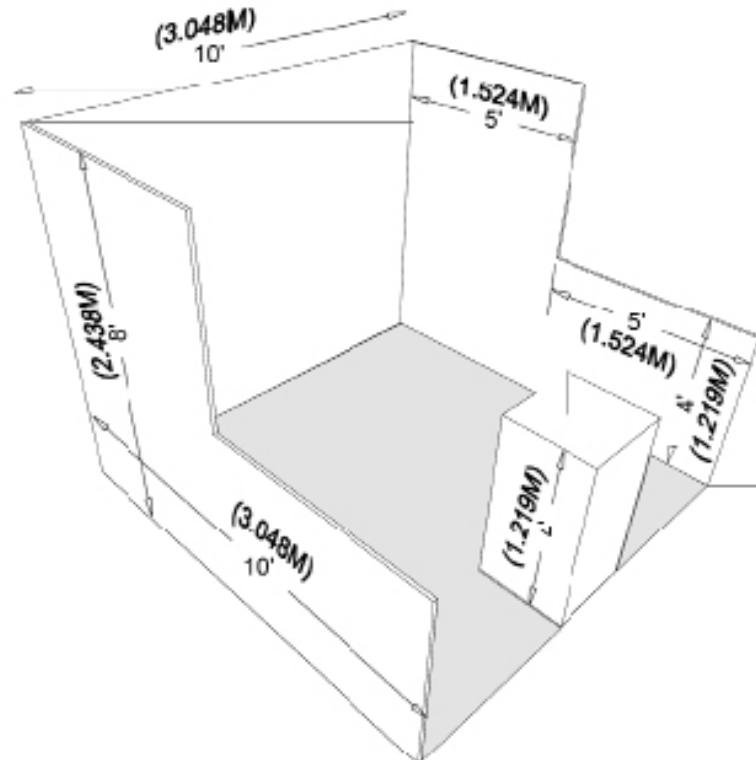
End of a series of in-line booths with exposure to the aisles on two adjoining sides.

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.

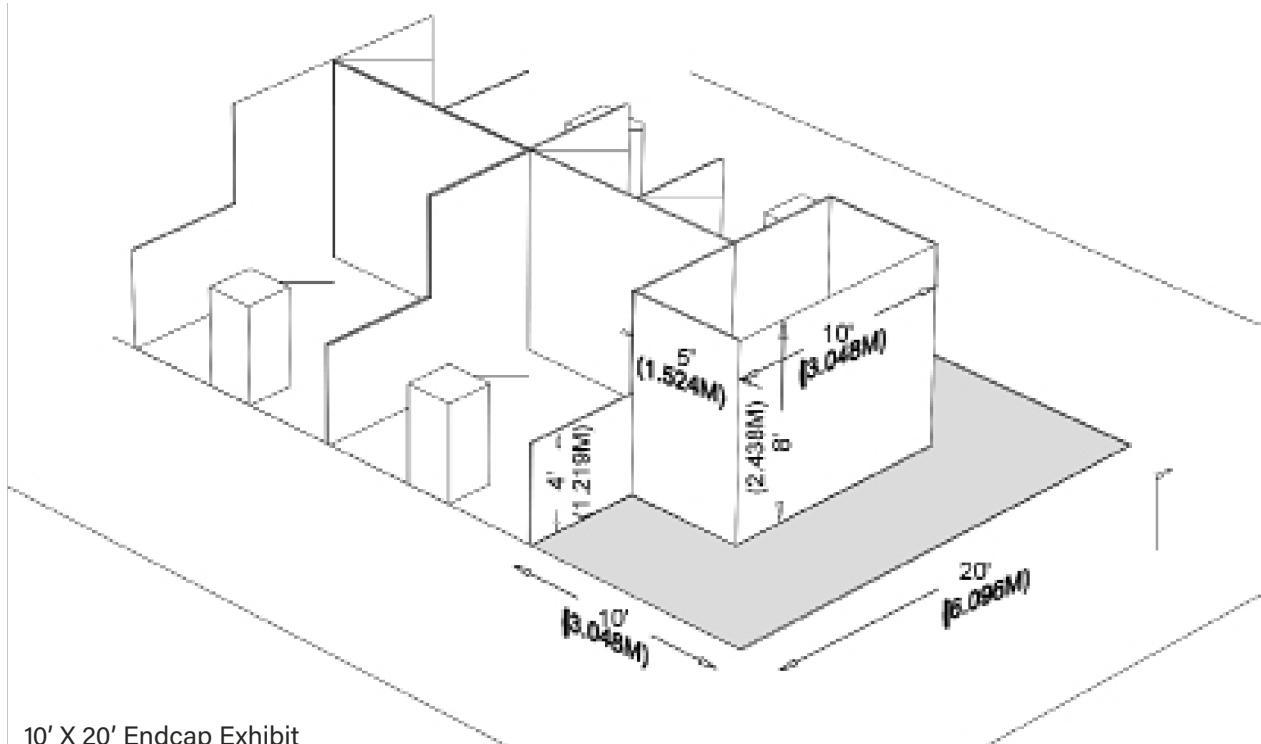


EXHIBIT SPECIFICATIONS

ISLAND EXHIBIT

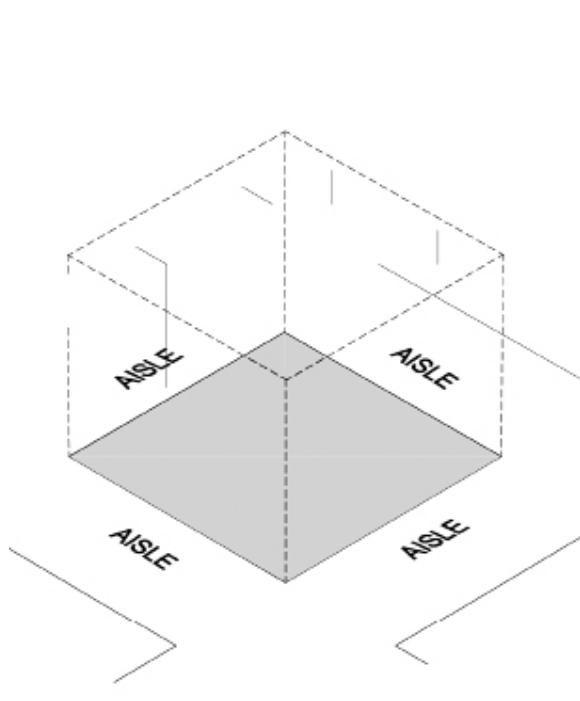
An island exhibit display is any size booth exposed to aisles on all four sides.

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.



Island Exhibit

SPLIT ISLAND EXHIBIT

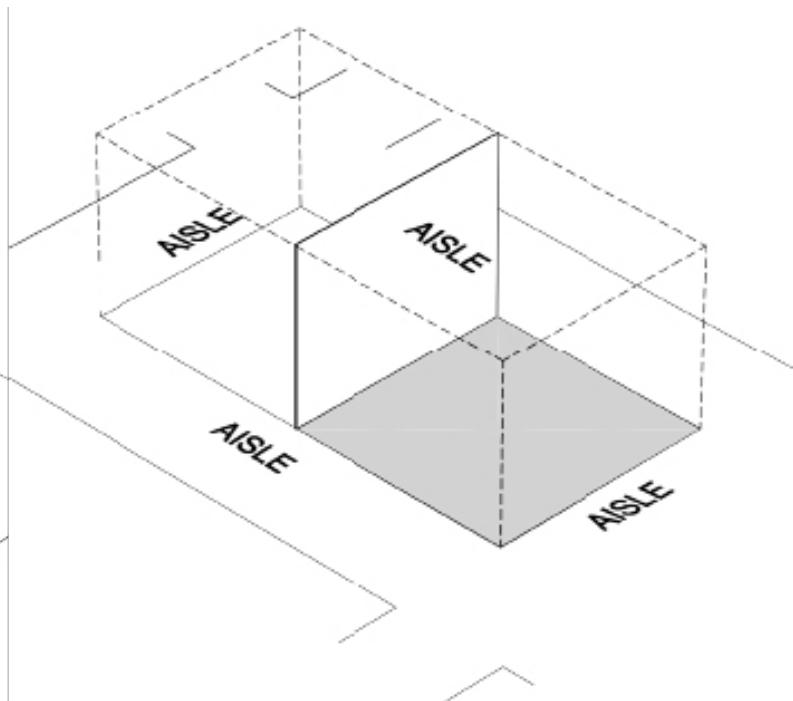
A split island exhibit display is a peninsula booth that shares a common back wall with another peninsula booth and exposed to aisles on three sides.

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.



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 11-14, 2026

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



February 11-14, 2026

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



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**.

SHIPPING and MATERIAL HANDLING INSTRUCTIONS

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



**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**.

MATERIAL HANDLING and FREIGHT SHIPMENT LABELS

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



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 licensees 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, PLEASE CONTACT
OUR OFFICE AT hwinfo@hwins.com.**

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: _____

Named Insured: _____

Event Date: _____

Event Name: _____

ITEMS LISTED BELOW ARE NOT ACCEPTABLE FOR ENDORSEMENT

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

✗ Amusement Rides/Devices (Includes: Gyroscopes & Spaceballs)	✗ Haunted Houses	✗ Rodeo Events
✗ Body Piercing & Massages & Wraps	✗ Henna Tattoos	✗ Roller/Ice Skating
✗ Bungee Attractions	✗ Inflatable Amusements (Includes: Moonwalks, Bounces, Pillows)	✗ Sales of Autos or Auto Parts
✗ Child Care	✗ Mazes	✗ Sales of Herbal Supplements, CBD Products
✗ Climbing Walls	✗ Medical/Dental Testing & Screenings/Devices	✗ Sales of Tobacco, Vaping Products, Marijuana
✗ Concert Promoters/Performers	✗ Motorsports Events	✗ Sales of Weight Loss/Stop Smoking Aids, Pills, Patches
✗ Dart Games	✗ Permanent Tattoos	✗ Simulators, Virtual Reality Rides
✗ Dunking Booths	✗ Petting Zoos	✗ Wheelchair/Stroller Rentals
✗ Essential Oils	✗ Playground Equipment	
✗ Fireworks Operator	✗ Pseudo-Fighting/Wrestling Activities	
✗ Gun Shows/Sales		

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

<input type="checkbox"/> Concerts—Local & Regional talent only	<input type="checkbox"/> Golf Carts/Scooters	<input type="checkbox"/> Pony Rides
<input type="checkbox"/> Exotic Animals	<input type="checkbox"/> Liquor Liability	<input type="checkbox"/> Sales of Pets/Rodents
<input type="checkbox"/> 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 Phone Number/Email: _____

Product/Service Provided: _____

Number of Booths: _____

Liquor Liability Required? Y/N: _____

Send Completed Form to: Tressa Carter tressa.carter@hwins.com OR FAX: 913.432.6159

Questions? Call: 913.676.9308



CERTIFICATE OF LIABILITY INSURANCE EXAMPLE

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 937 Phillips Lane 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. 11-14, 2026.



All pre-orders must be received by Wednesday, January 28, 2026.

<https://www.cognitiforms.com/PrestigeAVCreativeServices/NFM2026ExhibitorAVOrderForm>

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



**For custom AV requests
contact Josh Hancock at
KEC@prestigeav.com**