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EXHIBITOR SERVICE CONTRACT TERMS AND CONDITIONS

The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.

FLOORING

- Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms, and most Lobby Space are carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) **GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE** to be used to adhere the carpet to the Center's existing flooring. DUCT TAPE IS PROHIBITED. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
- Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

HAZARDOUS WASTE

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

LANDSCAPING and BUILDING MATERIALS ON DISPLAY

- No bricks/stonework can be placed directly on the floor of the facility.
- A covering must be laid first on which bricks/stonework are to be set.
- The Center must have a diagram/list of the materials that you will be using.
- Live trees, shrubs, etc. for landscaping displays are permitted.
- Use ice or a spray bottle to water plants.
- Only non-acidic mulch may be used & must be laid on top of plastic/plywood.

STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS

The Center is not equipped with onsite storage space. This requires that all crates, pallets, and boxes be removed from the Center. Pallets, empty crates, cartons, and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS**. Claims regarding service operations will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the show. Please allow 14 days for processing.
- **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.

DECORATIONS

Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.

- All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
- **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
- **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
- Table candles or alcohol-burning equipment must have the flame enclosed in glass.
- The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance.
- The Client will be charged on a time and materials basis for this service.
- Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps and be mounted and chained to tank carts.

PEEL- OFF LABELS, DECALS, AND TAPE

- The distribution of peel off labels, stickers and decals is prohibited.
- The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
- Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/decorator. If tape, or chalk used by the Client, exhibitors, vendors and/or service contractor/decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.

DELIVERY PROCEDURES

The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/decorator.

EQUIPMENT & SERVICE PROCEDURES

- Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
- Lost, stolen, or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
- All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
- Exhibitor is required to turn equipment off at the end of each day or anticipate being billed for 24-hour service. If not, a 50% surge charge will be applied for 24- hour service.