



ONE WEST RIVERCENTER BLVD.  
COVINGTON, KY 41011  
(859) 261-1500  
(859) 392-7704 FAX  
WWW.NKYCC.COM

# 2012 WELCOME

*Welcome to the Northern Kentucky Convention Center! Included with this exhibitor kit are order forms for services provided by the Convention Services Team of the Northern Kentucky Convention Center. Please remember, prompt receipt of these forms by the Center will ensure delivery of service as well as the discount rate (forms will not be processed without payment).*

*Listed below are policies and procedures of the Convention Center to help your visit here run more efficiently. Successful shows require the cooperation from all concerned parties. Therefore, we would appreciate your help by complying with the following simple rules/regulations and by returning the appropriate forms (completed and signed) with payment to us fourteen (14) days in advance of the event's move in.*

## **PAYMENT**

Check, money order, Visa, MasterCard. **The standard price rate listed will automatically be charged for all service orders received inside 14 days prior to show move in.**

## **SERVICES PROVIDED**

- Electric
- Water
- Compressed Air
- Telecommunications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

## **REGULATIONS**

### **UNLOADING / PARKING**

Load-in and load-out are coordinated through the show promoter. The Center's back dock has four dock bays and twenty surface unloading spaces. As courtesy to other exhibitors, once your vehicle has been unloaded it must be moved to one of the public and/or privately managed parking areas that are situated adjacent to the facility.

### **TRUCK & TRAILER PARKING**

Based upon availability. The Center has a surface parking lot located a 5 minute drive from the facility where vendors may park their vehicles. A public transit shuttle service runs by the lot every 20 minutes. 1am to 10pm, seven days a week.

### **COMMON CARRIER**

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show Drayage Company. This will ensure your shipment is not turned away and will arrive on time.

### **BOOTH CONSTRUCTION**

For public safety and the protection of our Facility, the use of cutting, welding or painting equipment must be approved by NKYCC. When equipment is approved, the floor is to be protected with plywood when using saws and other powered equipment to construct booths. Plastic should be used to protect floors when painting or applying spackle, tile, or like products. Spray painting indoors is prohibited. Any damage occurred to the Facility will be billed to the exhibitor at prevailing time and labor fees.

## **BOOTH FLOORING**

### ***CARPET:***

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 Facility will be billed to the exhibitor 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 Facility will be billed to the exhibitor at prevailing time and labor fees.

## **STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS**

Storage of any material must be expedited through the official show drayage company.

## **PEEL-OFF LABELS, DECALS, AND TAPE**

The distribution of peel off labels and decals is prohibited. Only Center approved tape, masking or gaffers, may be used to adhere items to the floor, walls or pillars. Removal and repair will be billed to the exhibitor at prevailing time and labor fees.

## **BOOTH MAINTENANCE**

For safety & security reasons, the Northern KY Convention Center is not responsible for the housekeeping inside a booth area. This includes carpet vacuuming or the emptying of small trashcans rented from the Show's Decorator.

## **HAZARDOUS WASTE**

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains. Removal of such waste is the responsibility of the exhibitor.

## **YARD WASTE AND BUILDING MATERIALS**

Exhibitors must remove all live plant material, dirt, sand, pavers, concrete blocks, wood, etc. from the Center during the pre-established move-out hours. No bricks/stone work can be placed directly on the floor of the facility. A covering must be laid first for the bricks/stone work to set on.

## **GAS FIRED EQUIPMENT**

The Covington Fire Department must approve use of gas-fired equipment.

## **CONVENTION CENTER EQUIPMENT**

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc. Arrangements can be made with the Official Show Service Contractor for equipment to service booths.

## **LANDSCAPING MATERIALS ON DISPLAY**

No bricks/stone work can be placed directly on the floor of the facility. A covering must be laid first for the bricks/stone work to set on. The Center must have a diagram/list of the materials that you will be using. Use ice or a spray bottle to water plants. **Only non-acidic mulch may be used** & must be laid on top of plastic/plywood. Any damage that occurs to the facility will be billed to the customer responsible for license agreement.

## **AUTO DISPLAYS**

The use of aerosol to shine tires creates a dangerous slip condition on the floors and is prohibited. Protection for floor area around the vehicle during vehicle display preparation and setup is required. Plastic floor covering is required under drive train during setup and run of show. **DEALERS WISHING TO DISPLAY OR SELL MOTOR VEHICLES AT A SHOW THAT IS OPEN TO THE PUBLIC MUST APPLY FOR A PERMIT WITH THE COMMONWEALTH OF KENTUCKY. PLEASE CONTACT CONVENTION SERVICES FOR THE APPLICATION FORM.**

**SIGNS / BANNERS SUSPENDED FROM CEILING**

Do to safety concerns; exhibitors are prohibited from hanging signs and banners from ceiling. Convention Center personnel or approved decorator must be hired for both installation and removal. See Convention Services Coordinator for specific weight and size restrictions.

**BALLOONS**

All helium filled or lighter-than-air balloons **ARE PROHIBITED.**

**ALCOHOL & OTHER FOOD/BEVERAGE**

All Food and beverages (including alcohol) must be purchased through Masterpiece Creations, the exclusive food and beverage provider at the Northern KY Convention Center. Any outside food or beverages brought into the Facility will be asked to be immediately disposed of or removed. Sampling of food products requires prior authorization by the Executive Director and a permit from the Northern Kentucky Health Department. Please see Sample Food and Beverage form for more details.

**ANIMALS**

For the safety and wellbeing of our guests, animals are not permitted in the Northern KY Convention Center except with a Center approved exhibit, display or performance, which absolutely requires the use of an animal. The customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are welcomed in the Northern KY Convention Center. All animal needs are the responsibility of the Show or Guest.

**SMOKING**

Northern Kentucky Convention Center is a non-smoking facility.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.  
PLEASE LET US KNOW HOW WE CAN ASSIST YOU!

CONVENTION SERVICES (859) 261-1500  
services@nkycc.com

# EXHIBITOR MAP

From Indianapolis/  
Dayton

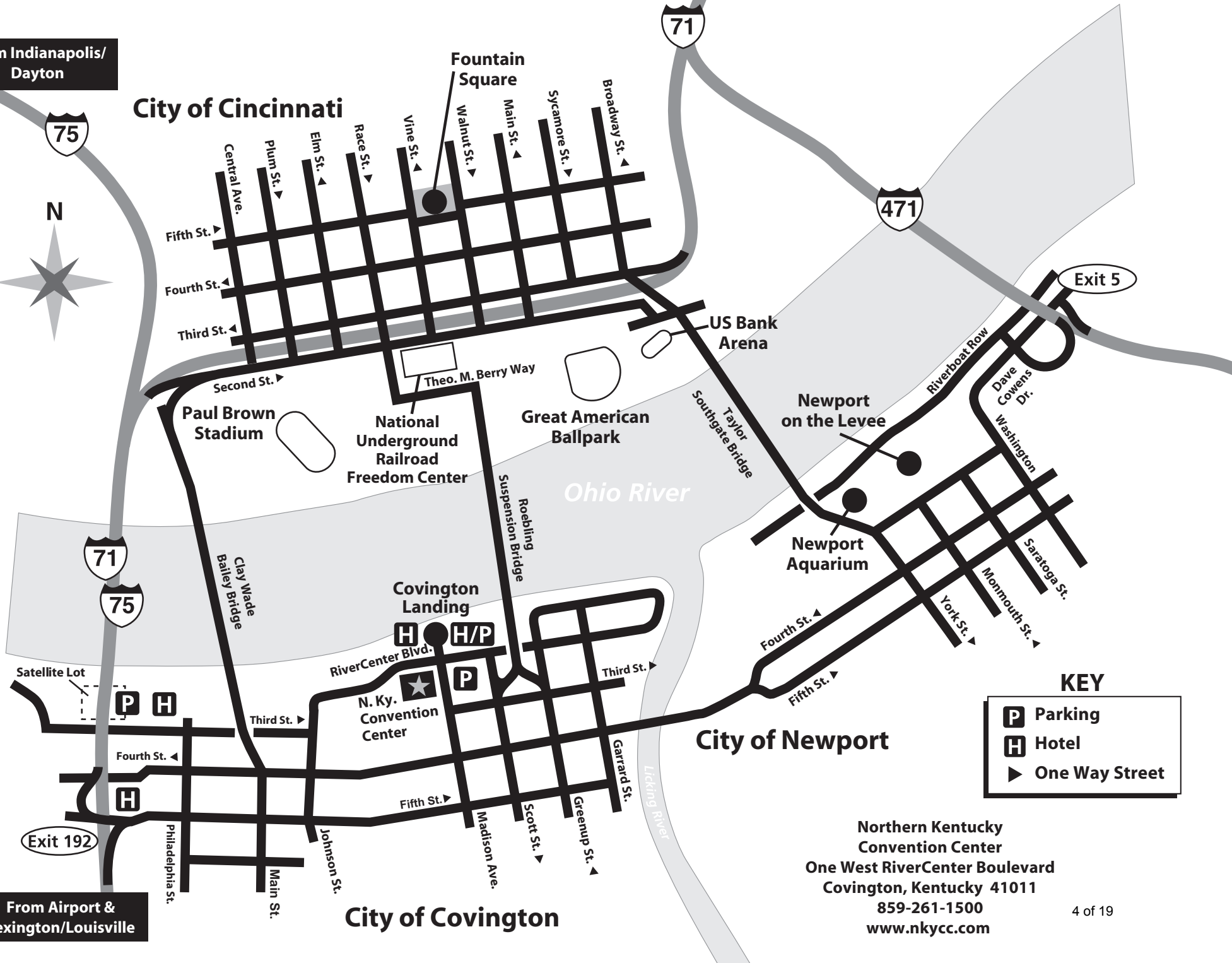
From Columbus

From Airport &  
Lexington/Louisville

City of Cincinnati

City of Newport

City of Covington



**KEY**

- P** Parking
- H** Hotel
- ▶** One Way Street

Northern Kentucky  
Convention Center  
One West RiverCenter Boulevard  
Covington, Kentucky 41011  
859-261-1500  
www.nkycc.com

# **DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER**

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space so it is most important that these guidelines be followed.

## **COMMON CARRIER SHIPMENTS**

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

## **MOVE-IN**

All Move-Ins take place at the rear of the building (on the west side) on the Center's 4 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (See map on other side)

We ask that if you have large displays you make arrangements with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center)

## **DIRECTIONS**

### **Heading South through Cincinnati via I-75 or I-71**

Take I-75/I-71 South into KY (stay in right hand lane on bridge). Take the 5<sup>th</sup> Street/Covington Exit #192. Veer left off the exit. . Follow 5<sup>th</sup> Street to Johnson Street (3<sup>rd</sup> stoplight), turn left on Johnson. Follow to RiverCenter Blvd. – the Center loading dock is on your right.

### **From Newport/Bellevue**

Take 4<sup>th</sup> Street across the bridge to Johnson Street in Covington. Turn right (just past the IRS Center) on Johnson and follow to RiverCenter Blvd. The Center loading dock is on your right side.

### **Heading North from Kentucky via I-75/I-71**

Take I-75/I-71 North to the 5<sup>th</sup> Street/Covington Exit 192. (If you have crossed to bridge to Cincinnati, you've gone too far). Veer right off the exit; get into the left-hand lane. On 5<sup>th</sup> Street, merge into the left hand lane. Follow 5<sup>th</sup> Street to Johnson Street (3<sup>rd</sup> stoplight), turn left on Johnson. Follow to RiverCenter Blvd. – the Center loading dock is on your right.

**After unloading, parking is available straight ahead at the surface lot or parking garages.**



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## 2012 ELECTRICAL SERVICE CUSTOMER CONTRACT

Company Name	Booth / Room	Event Name:
Billing Name	Event Dates (MM/DD/YY): to	
Billing Address		
City, State, Zip	Email	
Contact	Telephone Number	Fax Number

**Credit Card Number:**  Master Card  Visa Expiration Date (MM/YY)

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**Credit Card Security Code:**

(For Master Card and Visa, this is the last 3 digit number on the Signature Strip)

Print Card Holder Name:	Card Holder Signature:
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**Checks:** Make payable to The Northern KY Convention Center.

The Northern Kentucky Convention Center (NKYCC) is the exclusive provider for the electrical services within its facilities. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by NKYCC Engineering Department.

### TERMS AND CONDITIONS

1. A **Discounted Rate** will be extended for all order forms and payments received 14 days prior to the first client move-in date. The **Standard Rate** will be applied to forms received after this deadline. The date received by the Northern Kentucky Convention Center will determine the applicable rate. Missing information will delay processing.
2. **Full payment** in US Dollars is required before service can be connected. **NO EXCEPTIONS.** Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
3. There is a **\$50 service charge** for all returned payments. Unpaid balances are subject to a 1.5% per month thereafter.
4. Notification of service cancellation must be received 14 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS.** Claims will not be considered unless filed in writing by the client **PRIOR** to the close of the show. Please allow 14 days for processing.
5. In providing services requested in this order, neither the NKYCC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the NKYCC has been advised of the possibility of such damage or loss.
6. If for any reason because of a default on the part of the client it becomes necessary to engage an attorney, the client agrees to pay all costs, expenses, and attorney fee's expended or incurred by the NKYCC in connection therewith. This agreement shall be governed by, and construed in accordance with, the laws of Kentucky. In the event of litigation, the place of venue shall be in Kenton County, Kentucky.
7. NKYCC conducts an installation audit of power supplied. Clients using power not ordered on a service order form will be required to pay on site for power to continue service.
8. Only NKYCC Engineering Personnel are allowed to make electrical installations and connections.
9. Unless otherwise directed, NKYCC Engineering Personnel are authorized to cut floor coverings to permit installation of service.
10. 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.
11. Walls, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
12. All equipment regardless of source of power must comply with all federal, state and local safety codes. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
13. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits prohibited.

14. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
15. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, "house electrician" must make all service connections and overload protection to such equipment only.
17. Requests for special voltage and/or other "Special Requirements" must be received by Northern Kentucky Convention Center 30 days prior to scheduled exhibitor arrival and move in.
18. All material and equipment furnished by Northern Kentucky Convention Center for this service order shall remain the Northern Kentucky Convention Center's property and shall be removed ONLY by the Northern Kentucky Convention Center at the close of the show.
19. Prices are based on current rates and subject to change without notice.
20. **24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day, or anticipate to be billed for 24-hour service.**

The charges below are to cover electrical requirements and your share of the cost of bringing power lines to **the back of your booth** (or as indicated on diagram below). They also include maintenance during the show, removal after the show and consumption of electric during show hours **only**. **These charges do not cover wiring within the booth.**

Standard electrical connections such as lights, TV/VCR, etc. require 120 volt, single phase, 60 Hz hook up typically can be accommodated by 1000 watts, 10 amp service.

DESCRIPTION OF SERVICES	2012 RATES		QUANTITY	TOTAL
	DISCOUNT	STANDARD		
<b>120 VOLT SERVICE</b>				
10 Amps	\$75.00	\$150.00		
20 Amps	\$100.00	\$200.00		
<b>208 VOLT SINGLE PHASE</b>				
20 Amps	\$125.00	\$250.00		
30 Amps	\$155.00	\$310.00		
40 Amps	\$175.00	\$350.00		
50 Amps	\$205.00	\$410.00		
<b>208 VOLT THREE PHASE</b>				
20 Amps	\$230.00	\$460.00		
30 Amps	\$260.00	\$520.00		
40 Amps	\$270.00	\$540.00		
60 Amps	\$290.00	\$580.00		
100 Amps	\$430.00	\$860.00		
200 Amps	\$630.00	\$1260.00		
400 Amps	\$1130.00	\$2260.00		
<b>480 VOLT THREE PHASE - EXHIBIT HALL ONLY</b>				
30 Amp	\$290.00	\$580.00		
<b>Extension Cord Rental</b>				
Extension Cord Rental	\$25.00	\$50.00		
<b>Multi-Strip Rental</b>				
Multi-Strip Rental	\$25.00	\$50.00		
<b>Surge Protector ( multi ) rental</b>				
Surge Protector ( multi ) rental	\$25.00	\$50.00		
<b>Additional Items Available</b>	Please Call			
<b>GRAND TOTAL</b>				

**FAX ORDER FORM TO: (859) 392-7704**

Questions regarding service should be directed to:  
 Northern Kentucky Convention Center  
 Telephone: (859) 261-1500  
 Email: services@nkycc.com

PLEASE INDICATE SERVICE LOACTION	BOOTH LAYOUT	
Prices shown are based upon providing service to a single area at the back of the booth.	BACK	
Additional charges may apply for other locations and connection to exhibitor equipment.	LEFT	RIGHT
Cords will not be ran under rented booth carpet unless the show decorator has granted the exhibitor permission to slit their carpet.	FRONT (aisle)	



equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. **H. Only NKYCC personnel** are authorized to modify system wiring or cabling. Material and equipment furnished for this service contract shall remain the property of NKYCC. **I. In providing services requested** in this order, neither the NKYCC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the NKYCC has been advised of the possibility of such damage or loss.

**5. CUSTOMER INTERNET / DATA RESPONSIBILITIES:** **A. At no time**, while connected to the NKYCC network shall the client use/run their own switch, router, DHCP server or any other Natting device without prior written authorization from the NKYCC. **B. CUSTOMER IS RESPONSIBLE FOR THE PROPER CONFIGURATION OF EQUIPMENT AND SOFTWARE FOR THE INTERNET AND ETHERNET COMMUNICATIONS.** **C. Customer shall be held liable** for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. **D. At no time** shall a client power up any wireless device not provided by the NKYCC without their prior written authorization. **E. Any Customer device** that is determined to be causing interference with the normal operation of the NKYCC network must, at NKYCC's request, be immediately disabled or disconnected from the network. **F. NKYCC** has placed minor restrictions on client internet access. Should the Client require full unrestricted access, please contact the Convention Center. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the ISP or the NKYCC. **G. Customer is** responsible for all services outside of basic internet connectivity, including e-mail services, ftp services, web services, etc. **H. Customer agrees not** to resell, extend, bridge or otherwise misuse NKYCC network connections and/or services. **I. It is illegal for any party** to transmit or download copyrighted material. NKYCC will take action against any customer found to be violating copyright laws.

Special needs should be directed to the Communications Manager at (859) 261-1500.

**Customer Acceptance of all NKYCC Terms and Conditions:**

With execution of this document the Customer hereby authorizes the Northern KY Convention Center to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

Print Authorized Name	Authorized Signature	Date
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A glossary of terms may be found online at [www.nkycc.com](http://www.nkycc.com). Please call if assistance is needed.

DESCRIPTION OF SERVICE	2012 RATES		QTY.	TOTAL
	DISCOUNT	STANDARD		
<b>TELEPHONE SERVICES</b>				
Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit Card Line <input type="checkbox"/>	\$225.00	\$450.00		
Long Distance Capability available upon request and secured with credit card.	<input type="checkbox"/> Yes, long distance charges are authorized to the credit card provided			
Conference Call Instrument Rental	\$75.00	\$75.00		
<b>INTERNET ACCESS SERVICES</b>				
Hard Wired Internet Access (1 access code)	\$300.00	\$600.00		
Additional Lines / Access Codes	\$100.00 ea.	\$100.00 ea.		
Wireless Internet Access - Network <b>nkyccwifi</b>	<b>Complimentary /</b> Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals. NKYCC cannot guarantee that interference will not occur. NKYCC does <b>NOT</b> recommend wireless service for mission critical services such as product presentation, trainings or demonstrations. <b>NKYCC highly recommends Customer(s) purchase hardwired services for such purposes.</b>			
T-1 Drop to Ethernet (includes 10 Public Access Codes) - 30 day notice required	Call for quote	Not Applicable 30 Day Notice Required		
Additional Block (10 Public Access Codes)- 30 day notice required	Call for quote	Not Applicable 30 Day Notice Required		
Point to Point T-1	Call For quote	Call For quote		
Special Services (VPN, Web Casting, Streaming Video, Etc.)	Call For quote	Call For quote		
<b>VIDEO, AUDIO &amp; WEB CONFERENCING</b>				
Call For quote	Call For quote	Call For quote		
<b>MISCELLANEOUS SERVICES</b>				
Wireless cards available for purchase	\$30.00 each	\$30.00 each		
8-16 port 10/100 Ethernet Switch rental	\$200.00	\$400.00		
Cabling	Call for quote	Call For quote		
Misc. Labor or technical assistance	\$236.00 per hour	\$472.00 per hour		
<b>GRAND TOTAL</b>				

<p><b>PLEASE INDICATE SERVICE LOACTION</b></p> <p>Prices shown are based upon providing service to a single area at the back of the booth.</p> <p>Additional charges may apply for other locations and connection to exhibitor equipment.</p> <p>Cords will not be ran under rented booth carpet unless the show decorator has granted the exhibitor permission to slit their carpet.</p>	<b>BOOTH LAYOUT</b>	
	<b>BACK</b>	<b>RIGHT</b>
	<b>LEFT</b>	<b>FRONT (aisle)</b>

**FAX ORDER FORM TO: (859) 392-7704**

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 Telephone: (859) 261-1500  
 Email: [services@nkycc.com](mailto:services@nkycc.com)





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 COVINGTON, KY 40011  
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 WWW.NKYCC.COM

## 2012 COMPRESSED AIR SERVICE CUSTOMER CONTRACT

Company Name	Booth / Room	Event Name:
Billing Name	Event Dates (MM/DD/YY): to	
Billing Address		
City, State, Zip		Email
Contact	Telephone Number	Fax Number

**Credit Card Number:**  Master Card  Visa Expiration Date (MM/YY)

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**Credit Card Security Code:**

(For Master Card and Visa, this is the last 3 digit number on the Signature Strip)

Print Card Holder Name:	Card Holder Signature:
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**Checks:** Make payable to The Northern KY Convention Center.

### TERMS AND CONDITIONS

- The **Discounted Rate** will be extended for all order forms and payments received 14 days prior to the first client move-in date. The **Standard Rate** will be applied to forms received after this deadline. The date received by the Northern Kentucky Convention Center will determine the applicable rate. Missing information will delay processing.
- Full payment** in US Dollars is required before service can be connected. **NO EXCEPTIONS.** Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
- There is a **\$50 service charge** for all returned payments. Unpaid balances are subject to a 1.5% per month thereafter.
- Notification of service cancellation must be received 14 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS.** Claims will not be considered unless filed in writing by the client **PRIOR** to the close of the show. Please allow 14 days for processing.
- In providing services requested in this order, neither the NKYCC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the NKYCC has been advised of the possibility of such damage or loss.
- If for any reason because of a default on the part of the client it becomes necessary to engage an attorney, the client agrees to pay all costs, expenses, and attorney fee's expended or incurred by the NKYCC in connection therewith. This agreement shall be governed by, and construed in accordance with, the laws of Kentucky. In the event of litigation, the place of venue shall be in Kenton County, Kentucky.
- Compressed air is available in most areas of the Exhibit Hall, please call to ensure your booth space can be accommodated. Compressed air is not available in the Ballroom.
- If pressure is critical, arrangements can be made to have pressure regulator installed. Contact Convention Services at NKYCC for more information
- 24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day, or anticipate to be billed for 24-hour service.**

DESCRIPTION OF SERVICES	2012 RATES		QUANTITY	TOTAL
	DISCOUNT	STANDARD		
20 CFM @ 90-125 PSI: line size 3/8" ID	\$70.00	\$140.00		
Over 20 CFM	Call for Quote			
			<b>GRAND TOTAL</b>	

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	<b>BACK</b>	
	<b>LEFT</b>	<b>RIGHT</b>
	<b>FRONT (aisle)</b>	

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## 2012 SIGN & BANNER HANGING CUSTOMER CONTRACT

Company Name	Booth / Room	Event Name:
Billing Name	Event Dates: _____ Thru _____	
Billing Address		
City, State, Zip	Email	
Contact	Telephone Number	Fax Number

**Credit Card Number:**     Master Card     Visa    Expiration Date (MM/YY)

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**Credit Card Security Code:**

(For Master Card and Visa, this is the last 3 digit number on the Signature Strip)

Print Card Holder Name:	Card Holder Signature:
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**Checks:** Make payable to The Northern KY Convention Center.

### TERMS AND CONDITIONS

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5. In providing services requested in this order, neither the NKYCC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the NKYCC has been advised of the possibility of such damage or loss.
6. If for any reason because of a default on the part of the client it becomes necessary to engage an attorney, the client agrees to pay all costs, expenses, and attorney fee's expended or incurred by the NKYCC in connection therewith. This agreement shall be governed by, and construed in accordance with, the laws of Kentucky. In the event of litigation, the place of venue shall be in Kenton County, Kentucky.
7. Permission must be obtained from **SHOW MANAGEMENT OR MEETING PLANNER** prior to submitting request.
8. All signs & banners must arrive **three (3) days** in advance of show installation.
9. Any item weighing over 100 pounds will require special review by the Center's Engineering and the Convention Services Office.
10. Any special service requiring an outside contractor will be billed to the requesting party.
11. Special liability and property damage insurance may be required for installation.

NUMBER OF HANGING POINTS	2012 RATES (removal included)		SIZE OF BANNERS / SIGNS	QUANTITY	TOTAL
	DISCOUNT	STANDARD			
2 Hanging Points	\$125.00	\$250.00			
3 Hanging Points	\$190.00	\$380.00			
4 Hanging Points	\$255.00	\$510.00			
Additional Hanging Points	Call For Quote				
<b>GRAND TOTAL</b>					

<p><b>PLEASE INDICATE SERVICE LOACTION</b></p> <p>Prices shown are based upon banners hung 12' above the floor, from the closest hanging points center of booth.</p> <p>Additional charges may apply for other locations and size of banner.</p> <p>For very specific placement please provide your own diagram.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">BOOTH LAYOUT</th> </tr> <tr> <td style="width: 50%; height: 40px; vertical-align: middle;">LEFT</td> <td style="width: 50%; height: 40px; vertical-align: middle;">RIGHT</td> </tr> <tr> <td colspan="2" style="text-align: center;">FRONT (aisle)</td> </tr> </table>	BOOTH LAYOUT		LEFT	RIGHT	FRONT (aisle)	
BOOTH LAYOUT							
LEFT	RIGHT						
FRONT (aisle)							

**FAX ORDER FORM TO: (859) 392-7704**  
 Questions regarding service should be directed to:  
 Northern Kentucky Convention Center  
 Telephone: (859) 261-1500  
 Email: services@nkycc.com



# KENTUCKY BOARD OF HEALTH REQUIREMENTS

In Order to adhere to the guidelines set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

## OPERATIONAL REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS

### **Basic requirements (requirements that must be met before a temporary food service permit can be issued):**

1. Adequate supply of **clean water** available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. **Hand wash station** provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch waste water with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. **Utensil sanitizing station** provided consisting of a three compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. **Animal and insect exclusion** measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient enough to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining **potentially hazardous foods** (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) **at safe temperatures** such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

### **ADDITIONAL CONSIDERATIONS:**

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized through the use of an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on site preparation with regard to cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds or other vermin.
11. Each Vendor can purchase the items required for a sanitation station from Masterpiece Creations at the Northern Kentucky Convention Center. Pricing is as follows:

**COMPLETE SANITATION STATION: @ \$50.00 per station.**

**10 oz. Sanitizer**

**10 oz. Soap**

**10 Test Strips**

**5 Gallon hand washing Station**

**3 Bus Tubs**

**Masterpiece Creations will provide directions to each vendor. Vendors are responsible for maintaining the Sanitation Station throughout the show.**

**To order please call (859) 392-7800**

## **FOOD SERVICE RELATED EXHIBITOR EQUIPMENT USE GUIDELINES** (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

### **I. Guidelines**

- A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the Exhibit Hall with approval of the Executive Director of Center. The use of propane tanks is not allowed anywhere within the building.
- B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:
- Electric Warmer
  - Electric Grill
  - Electric Skillet
  - Microwave Oven
  - Chaffing Dishes & Warmers using Sterno (wick type)
  - Toaster Oven
  - Crock Pot
  - Toaster
  - Heat Lamps
  - Portable Butane Burner Unit
  - Convection Ovens

### **II. Exhibitor Reminders**

- Exhibitors are reminded to place electrical service requests, using the Center's form, well in advance of their show dates. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting and/or plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's Exhibit Hall.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



ONE WEST RIVERCENTER BLVD.  
 COVINGTON, KY 41011  
 (859) 261-1500  
 (859) 392-7704 FAX  
 WWW.NKYCC.COM

## 2012 SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Company Name	Booth / Room	Event Name:
Address		Event Dates:
City, State, Zip		Email
Contact Signature	Telephone Number	Fax Number

**Masterpiece Creations by Centerplate has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.**

**Kentucky State Law prohibits** any person or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display or distribution *must* be purchased from Masterpiece Creations. Organizations holding the NKYCC License Agreement and/or their exhibitors may distribute sample food and/or beverage products **only** upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

### General Conditions

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- All items are limited to SAMPLE SIZE:
  - Beverages limited to maximum of 4 oz. container
  - Food items limited to "bite size" or 2 oz. Plates no larger than 5" can be used in this distribution. Product may also be distributed on napkins.
  - Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) *MUST* be purchased from Masterpiece Creations.**
- Approval must be granted by the Executive Director of the Northern KY Convention Center and all health department permits secured prior to distribution of food or beverage samples. Conventions Services will notify you if your request has been denied.
- Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859-341-4264 or at [www.nkyhealth.org](http://www.nkyhealth.org). Exhibitor is responsible for all fees and compliance with regulations. Booth will be shut down if non-compliance is noted.**

Product(s) You Wish To Dispense:	
Size Of Portion To Be Dispensed:	
Proposed Method Of Dispensing:	
Please Explain Purpose Of Offering Samples:	

**FAX FORM TO: (859) 392-7704**

Questions should be directed to: Northern Kentucky Convention Center, Telephone: (859) 261-1500 Email: [services@nkycc.com](mailto:services@nkycc.com)

FOR OFFICE USE ONLY:	
APPROVED _____ (NKYCC Executive Director)	DATE _____

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## **“INCREASE VISITORS TO YOUR BOOTH”**

Here for your convenience, our exhibitor's menus, pricing and order form.

**WE LOOK FORWARD TO SERVING YOU SOON!**

**MASTERPIECE CREATIONS AT  
THE NORTHERN KENTUCKY CONVENTION CENTER**

**Phone: 859-392-7800**

**Fax: 859-392-7801**

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### **POUR OVER COFFEE BREWER**

\$185.00 per day

A pour over coffee brewer will be set up in your booth the day your show starts. You will receive 5 gallons of water, 10 bags of ground coffee, 2 bags of decaffeinated coffee, 10 tea bags, non-dairy creamers, sugar, artificial sweetener, stirrers, napkins and 25 Styrofoam cups. The coffee will be fresh, hot and available when needed because each pot takes less than 5 minutes to brew. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.

### **BEVERAGES**

Freshly Brewed Coffee, Decaffeinated and Hot Water with a Selection of Teas	\$37.00 per gallon
Freshly Brewed Starbucks Coffee Regular and Decaffeinated	\$46.00 per gallon
Fruit Punch, Lemonade or Ice Tea	\$37.00 per gallon
Assorted Bottled Fruit Juices	\$3.00 ea.
Assorted Cold Pepsi Soft Drinks	\$3.00 ea.
Bottled Spring Waters	\$3.50 ea.
Mineral Water/Perrier	\$3.75 ea.
5 Gallon Watercooler & Unit/20 plastic cups	\$50.00 ea.
Replenishment 5 Gallon Watercooler	\$35.00 ea.

### **SNACKS AND TREATS**

Bulk Assorted Candies (Call for pricing)	
Whole Fresh Fruit	\$ 3.00 ea.
Granola Bars	\$ 3.00 ea.
Assorted Candy Bars	\$ 3.50 ea.
Fancy Mixed Nuts	\$30.00 per pd.
Individual Yogurts	\$ 2.75 ea.
Candy Apples	\$ 4.00 ea.
Corn Tortilla Chips (with Fresh Salsa)	\$25.00 per pd.
Assorted Ice Cream Bars	\$3.50 ea.
Blondies or Brownies	@\$36.00 per dz.
Homemade Cookies	@\$36.00 per dz.
Breakfast Pastries	@\$36.00 per doz

### **MISCELLANEOUS ITEMS**

50 Hot or Cold Cups	\$10.00
10 Pounds of Ice	\$15.00

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*Enhance your booth sales with a  
POPCORN OR SOFT PRETZEL MACHINE*

*These “fun food” machines are a main attraction at events  
For the young and the “young at heart”.*

**POPCORN MACHINE RENTAL** \$275.00 per day  
(Includes set-up and 6ft draped and skirted table)

Popcorn Kits (approximately 20 bags, 8oz. Portions) \$25.00 per kit  
Soft Pretzels with Mustard and Cheese Sauce @\$40.00 per dozen

\*Should you desire an experienced booth attendant to pop the corn and distribute the product to your guests a \$14.00 per hour/four hour minimum, labor fee per day will apply.

**SOFT PRETZEL MACHINE** \$275.00 per day  
(Includes set-up and 6ft draped and skirted table)

**A 21% service charge and 6% sales tax will be applied to all orders.**

*Should you desire additional services geared to meet your special needs; our sales staff is available to discuss a variety of additional offerings or custom design selections to fit your needs.*

**SO THAT WE MAY BEST SERVICE YOUR NEEDS, PLEASE COMPLETE AND FAX YOUR ORDER TWO WEEKS PRIOR TO THE SERVICE DATE. FAX TO: 859-392-7801. WE LOOK FORWARD TO SERVING YOU!**

MASTERPIECE CREATIONS AT NKYCC 1 WEST RIVERCENTER BLVD. COVINGTON, KENTUCKY 41011				EXHIBITOR BOOTH ORDER FORM TEL 859-392-7800 FAX 859-392-7801			
	DAY/DATE	TIME		ITEM	QUANTITY	COST EACH	TOTAL COST
1							
2							
3							
4							
5							
6							
Sub Total: _____							
21% Service Charge: _____							
6% Sales Tax: _____							
Estimated Total: _____							
** Payment must accompany all orders. A confirmation will be sent to you via email. A final invoice will be forwarded to you at the conclusion of the show.							
Show Name: _____ Booth #: _____							
Company Name: _____							
Name of Person Ordering: _____ Email _____							
Address: _____							
City: _____ State: _____ Zip: _____							
Phone: _____ Fax: _____ Email address _____							
** A credit card guarantee is required on all orders. Masterpiece Creations will process/pre-approve your credit card noted below for all charges incurred during the above show.							
Credit Card Name: _____ Name of Credit Card: _____							
Credit Card #: _____ Expiration Date: _____							
Authorized (Card Holder) Signature: _____							
Printed Authorized Signature: _____							

**POLICIES**

- #1. All exhibit booth orders are designed and packaged to be placed on your counters or booth tables.
- #2. Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
- #3. All orders must be accompanied by payment in full, Masterpiece Creations will accept company checks drawn on a US Bank, Visa, Mastercard, and American Express. A credit card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- #4. All exhibitor show floor services are delivered on disposable ware with appropriate condiments,
- #5. When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.



2012 AUDIO VISUAL SERVICE  
CUSTOMER CONTRACT

Company Name		Booth	Event Name	
Billing Name			Event Dates / / to / /	
Billing Address				
City, State, Zip			Email	
Contact		Telephone Number	Fax Number	
Credit Card : <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Disc <input type="checkbox"/> AMX or <input type="checkbox"/> Check			Exp. Date (MM/YY)	CCV
CC#:				
Print Card Holder Name		Card Holders Signature		Order Date

**RENTAL AGREEMENT:** It is understood and agreed the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than normal wear.

**VIDEO & COMPUTER EQUIPMENT**

QTY.		EARLY RATE	LATE RATE	SUB TOTAL
	DVD Player	\$50.00	\$60.00	
	DVD Player Package - DVD Player, 32" Flat Screen, Cart, Skirt	\$170.00	\$200.00	
	19" LCD Flat Screen Computer Monitor	\$50.00	\$60.00	
	32" LCD Flat Screen Monitor	\$100.00	\$120.00	
	40" LCD Flat Screen Monitor	\$200.00	\$240.00	
	50" Plasma Flat Screen	\$350.00	\$420.00	
	65" Plasma Flat Screen	\$500.00	\$600.00	
	Plasma Screen Floor Stand	\$50.00	\$60.00	
	Plasma Screen Speakers	\$50.00	\$60.00	
	42" Video Cart & Skirt	\$20.00	\$25.00	
	48" Video Cart & Skirt			
	Laptop Computer - Windows Based	\$150.00	\$180.00	

**PROJECTION EQUIPMENT**

	3000 Lumen LCD Projector (Higher lumens available, please phone)	\$250.00	\$300.00	
	Screens 6'			
	7'	\$40.00	\$50.00	
	8'			
	Safelock Projection Stand	\$15.00	\$20.00	

**AUDIO EQUIPMENT**

	Self-Contained Sound System: Amp, 2 Speakers, and Stands	\$100.00	\$120.00	
	w/ Hardwire Microphone			
	Handheld	\$125.00	\$150.00	
	Lavaliere			
	w/ Wireless Microphone			
	Handheld	\$225.00	\$270.00	
	Lavaliere			

Personal computers and other computer equipment available. Please call with your needs.

**EQUIPMENT SUMMARY**

Delivery Day/Date \_\_\_\_\_  
 Delivery Time \_\_\_\_\_  
 Pick Up Day/Date \_\_\_\_\_  
 Pick Up Time \_\_\_\_\_  
 OnSite Contact \_\_\_\_\_  
 Contacts Cell \_\_\_\_\_

Single Day Sub Total \_\_\_\_\_  
 Number of Days Needed x \_\_\_\_\_  
 Delivery Fee\* 50.00  
 SUB-TOTAL \_\_\_\_\_  
 6% Ky. Sales Tax \_\_\_\_\_

PLEASE RETURN TO:

TOTAL \_\_\_\_\_



PRODUCTIONS, INC.  
242 PIKE ST.  
COVINGTON, KY 41011  
TELEPHONE: 859-655-3080  
FAX: 859-491-3395  
www.mac-av.com  
email - nkyccfloororder@mac-av.com

**DEADLINE FOR RETURN OF THIS FORM: 2 Weeks Prior to Event Date**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order & be recieved in our office 2 weeks (14 days) prior to event date for early rates otherwise late rate prices will be in effect. Please complete payment authorization information above and return to MAC Productions, Inc.

**CANCELLATION POLICY:** Cancellations after deadline will be charged 75% of the one day rate.

**ON-SITE REQUESTS:** Call 1-800-347-2902 (in U.S.) for pricing.

\*Delivery, set-up, strike is based on 30 min. set & 30 min. strike - additional labor billed post-conference.

Any specialized equipment not listed hereon is available upon request.