

FACILITY REGULATIONS

- All Exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky and health guidelines issues by the Kentucky Department for Public Health
- Hanging of signage is strictly prohibited from sprinkler lines, water, gas, or air lines, HVAC ductwork, electrical buss ducts or any other lines. Items found hanging on prohibited structures will be removed at owners' expense • No holes may be drilled, cored, or punched in the building without prior written approval from facility management
- No adhesive backed (stick-on) decals, advertisements or similar items may be distributed
- Decorations, signs, banners, etc. may not be taped, nailed, stapled, or otherwise fastened to the ceilings, walls, doors, painted surfaces or columns without prior written approval from facility management
- No lighter-than-air (helium, etc.) balloons are permitted in any building. It is a violation of the City of Louisville ordinance to release lighter than air balloons into the atmosphere
- Passenger elevators and escalators are not to be used for transporting freight from level to level
- No door shall be chained or blocked in any manner or rendered inaccessible at any time
- No furniture shall be removed from the VIP suite or South Wing Board rooms. The conference tables shall not be moved around within these rooms
- No bicycles are to be operated indoors without prior written approval from facility management. No, skates, razor scooters, skateboards, hoverboards, etc. are permitted to be used in or on property
- No group or individual may sell items on the property without prior written approval of the Lessee and facility management
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed in non-leased areas or parking areas. Such materials can only be distributed from exhibitor booths with the consent of show management. Clean up for non-authorized materials will be billed to the advertiser
- Tipping an employee is strictly prohibited.

FLOOR CARE

In an effort to minimize any damage to facility floors, KEC requires that all lessees, exhibitors, contractors, and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet/tile. Where possible, all movement MUST take place through the service corridors. Any counters that will sit directly on the tile will need carpet to remain under them. Pallet jacks will be used on the visqueen over the carpet. Under NO circumstances will a forklift be used to transfer freight at any part of the carpet

- For the floors in our exhibit hall, KEC requires the use of carpet tape, and floor marking tape. Any costs incurred by KEC for tape or tape residue/stickers not removed will be charged at the prevailing rate
- Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These items cannot be dumped directly on the floor without plywood protection
- All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by KEC for tape not removed by the Lessee will be charged at the prevailing rate to the Lessee
- Freight items are prohibited from entering the property through the lobby doors. This includes large carts and dollies

GRATUITIES

KEC prohibits any employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with KEC. Show management, service contractors and exhibitors should refrain from any such activity.

HELIUM BALLOONS

Helium balloons are not allowed. Should a balloon, or any other lighter-than-air object, be released inside the facility, Lessee is responsible for the retrieval costs associated with prevailing rates.

PARCEL & TRUCK INSPECTION

KEC Security has the right to inspect all vehicles, cartons, packages and other containers entering or departing the property.

PETS & ANIMALS

Except for service animals, animals are not permitted inside the facility without advanced approval. KEC uses the definition provided by the ADA, a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other adequate controls. Approval otherwise is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

PYROTECHNICS & SPECIAL EFFECTS

The use of pyrotechnics, fog machines, hazers, etc. within KEC is strictly regulated by the State Fire Marshal and must be approved before the date of the event. Contact your Event Manager for additional details.

ADDITIONAL POLICIES

Alcoholic Beverages

Per 303 Kentucky Administrative Regulation 1:030, Section 1: No person shall carry or transport into the "Premises" any beer or other alcoholic beverages except for delivery to the licensed retailer of same, located on the "Premises" or except with specific permission of Kentucky Venues. Violation of any of the foregoing will be punishable as provided by law. Alcoholic beverages sold on premises are not allowed to leave the facility. There shall be no alcohol sales on the "Premises" after Midnight on show days unless the same is permitted by prior written agreement set forth in an amendment to this Lease Agreement.

Broadcast & Publications

The Lessee, vendors, exhibitors and attendees shall not record or sell for the broadcast, webcast or other form of mass media consumption, any event covered by the Lease Agreement without the prior written approval of Kentucky Venues or its designated representative. The Lessee agrees that Kentucky Venues has the right to require payment for said privilege.

Confederate Battle Flag Merchandise

Kentucky Venues strives to create on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties, a welcoming environment for all, regardless of race, color, ethnicity or cultural background and recognizes that the Confederate Battle Flag (also known as the Rebel Flag or Stars and Bars), is offensive to many persons. Therefore, while Kentucky Venues itself does not sell or giveaway any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag, all new contracts or renewals of existing contracts for events in the future shall include a ban on the sale or giveaway of any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag by its long and short term lessees and their vendors, exhibitors and participants, with limited exceptions related to history books or other educational and interpretive media where the Confederate Battle Flag is depicted in its historical context.

Kentucky Venues strongly encourages adherence to this policy by its exhibitors, vendors, participants and long and short term lessees and their vendors, exhibitors and participants who are operating under existing contracts.

Compliance With Laws

The Lessee shall not discriminate against any person. Lessee shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services shall be refused or restricted due to discrimination.

Drone Policy

Kentucky Venues has established the following drone policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

A Drone or Unmanned Aerial Vehicle (UAV) is defined as a “powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload”.

In order to ensure the safety of all patrons at the Kentucky Exposition Center and Kentucky International Convention Center, drones are allowed on the property with the following requirements:

- Drones are not allowed inside any Kentucky Venues facility during move-in, show hours, and/or move-out without the express written consent of Kentucky Venues
- Drones are not allowed outside any Kentucky Venues facility without the express written permission of Kentucky Venues and the FAA
- Drones are not allowed to fly over nor hover above areas with people. Examples include: standing crowds, occupied exhibit space, seating areas and pre-function space
- Drones may fly over occupied stages if a written waiver of liability is filed between the drone operator and stage performers. Signed waivers must be submitted

If the Lessee would like to use a drone, a written request needs to be submitted to the event’s Event Manager and the Director of Safety and Security of Kentucky Venues for review and approval:

- Name of pilot operating the drone • Pilot’s experience level and other events they have flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used
- Proposed payload and payload weight
- Time(s) the drone will be in operation • Location(s) the drone will be operated (Flight Plan)
- If a Lessee would like to attempt to fly the drone outside of the building, The FAA approval must be secured and presented to the facility management.
- Copy of Drone Liability Insurance with one million dollars in coverage.

Lessee is liable for any and all damages to persons, property, and any litigation arising from the use of drones or UAVs operating on or in any Kentucky Venues facility. Kentucky Venues and its employees shall be held harmless as a result of any operation of a drone or UAV on or in any Kentucky Venues facility.

Firearms Policy

Lessee As state government facilities, neither Kentucky Venues facilities prohibit the carrying of properly licensed concealed firearms on the premises or open carry firearms on the premises. In addition, Kentucky is a reciprocating state, so persons who maintain a valid license issued by another state of the United States to carry a concealed weapon in that state, shall have his or her license considered valid in Kentucky. See KRS 237.110. Staff of Kentucky Venues shall call law enforcement in the event of any alleged illegal patron conduct.

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 space is open or closed to the public.

1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the Kentucky State Fire Marshal's Representative (KSFM Representative) in care of the Kentucky Exposition Center not less than 15 days prior to move-in and setup of the area being reviewed. Plans shall be dimensioned as well as show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Lessee, if requested, subject to an on-site inspection by KSFM Representative.
2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to the Kentucky Exposition Center.
3. Any motor vehicles, gasoline-powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. Absolutely no storage of any fuel in any building.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.
5. Decorations and displays shall not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
6. All decorations shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall be removed.

7. All exhibits, signage and displays must be “Open Top” and not interfere with the facility fire detection and suppression system.
8. “Closed Top” displays including canopies, horizontal signs, displays with roofs and multilevel displays. Closed top displays must have prior written approval from the KSFM Representative. Approval requests for multilevel displays must be submitted 90 days in advance of the show and include stamped engineer drawings of the structural components. Enclosed displays must have a working smoke detector, which is audible outside of the enclosure.
9. During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
10. Signs designating exits and the direction of travel to exits approved by the KSFM Representative shall be provided by the Lessee and in place prior to the show’s opening.
11. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
12. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used shall be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and or devices that present a hazard will be subject to confiscation.
13. All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted
14. Kentucky Venues shall require security where occupants are allowed to reside overnight inside of any state-owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
15. Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
16. It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.
17. Lessee will be responsible for making key personnel (including security) aware of and familiar with the facility’s emergency procedures, which would include (but not be limited to) fire, bomb threats, inclement weather, etc.

Items Representing Racist Ideology

The Kentucky Venues strives to create an environment on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties, a welcome environment for all, regardless of race, color, ethnicity or cultural background and recognizes that certain items that clearly represent racist ideology including but not limited to Ku Klux Klan items, items reproduced since World War II denoting swastikas are offensive to many persons;

therefore, while the Kentucky Venues itself does not sell or giveaway any merchandise that resembles the aforementioned, the Kentucky Venues hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items. This policy shall become a ban on the sale or giveaway of any of the merchandise offered for sale or giveaway at the Kentucky Exposition Center and the Kentucky International Convention Center as described above.

Tobacco-Free Policy

All indoor facilities are designated as smoke-free spaces. There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors. Smoking is permitted outdoors but must be done a minimum distance of 25 feet from building entrances. This policy is strictly enforced and violators are subject to removal.