

## IMPORTANT EXHIBITOR INFORMATION—PLEASE READ



### 37TH ANNUAL CENTRAL KENTUCKY HOME, GARDEN & FLOWER SHOW APRIL 12-15, 2012

#### 1. SHOW PERSONNEL

Doug Hart, Consulting Show Manager will be at your service throughout the show. If you have any questions prior to the show, please contact Doug Hart at 1-859-655-3080 or toll-free at 1-800-347-2902.

#### 2. MOVE-IN / MOVE-OUT / SHOW HOURS

During move-in and move-out, Doors #8, #9, and all Doors to the South and West of the building will be available for entry. Some of the doors on Main Street will also be accessible. Move-in begins on **Tuesday, April 10, 2012** at 8:00am. If you have any concerns about move-in and move-out, please call Doug Hart at MAC Productions prior to March 31, 2012 @ 1-800-347-2902 so we can work out any details prior to your arrival. **Although this seldom happens, show management reserves the right to move any exhibitor at any time for the betterment of the Show.**

**ALL EXHIBITS MUST BE REMOVED FROM THE CENTER BY 4PM ON MONDAY, APRIL 16, 2012.**

- **Please note – Do not begin dismantling your exhibit before the close of the show (Sunday, April 15 @ 6pm).**
- **Anyone who does so will not be invited back next year. The building must be cleared of attendees before tear down begins.**

The Lexington Center will remove and charge you an hourly rate for any items not removed by 4:00pm on Monday, April 16, 2012. For example, any landscaping materials (mulch, framing, plants, etc.) used to dress up the booth provided by you or another source are still your responsibility and must be removed by you or your workers.

**SHOW HOURS: Thurs. & Fri. - Apr. 12-13: 5pm-9:30pm / Sat. - Apr. 14: 11am to 9:30pm / Sun. - Apr. 15: Noon to 6pm**

#### 3. DECORATOR (LEXPO EXPOSITION SERVICES at the Lexington Center)

Lexington Center Corp. (LEXPO) has been contracted as the show decorator. Your display booth will be supplied with an 8' high curtain backdrop, 3' high side rails and booth ID Sign. Any booth display that exceeds those height dimensions must have prior approval by the Show Management. Garden and Bulk areas are just open space. **Anyone requiring drape for Garden or Bulk areas must make arrangements with the LEXPO Exposition Services at 1-859-233-4567 ext. 3780 or ext. 3781. You will be responsible for any charges. Please make payment to LEXPO not MAC Productions for any services ordered from the LEXPO Exhibitor Kit.**

#### 4. LEXPO EXHIBITOR SERVICES KIT (Forms available for download Home Show website: [www.ckyhomeshow.com](http://www.ckyhomeshow.com) or through the LEXPO website: [www.lexingtoncenter.com/lexpo.htm](http://www.lexingtoncenter.com/lexpo.htm)). If you are not able to download the forms please call LEXPO at 859/223-4567 ext. 3780 or ext. 3781 and Melissa or Brooklyne can fax or mail them to you.

##### EXHIBITOR KIT INCLUDES:

- |                                                   |                                                                |
|---------------------------------------------------|----------------------------------------------------------------|
| - Exhibitor Information (MAC Rules & Regulations) | - Telephone & Internet Access Order Forms                      |
| - Lexington Center Corp. Rules & Regulations      | - Sign Banner Hanging Form                                     |
| - Furniture Rental & Carpet Rental Order Forms    | - Recap & Payment Forms                                        |
| - Compressed Air Order Form                       | - Thank You and No Services Needed Form                        |
| - Special Booth Cleaning Order Form               | - Hyatt Hotel Room Information                                 |
| - Electrical Service Order Form                   | - Food Samples / Food Sales Forms                              |
| - Water Service Order Form                        | - Health Dept. Forms ( for Food Sales/Samples only)            |
| - Forklift & Tailgating Order Form                | - <b>Fire Department Regulations (Important - Please Read)</b> |

Please note that **orders placed during set-up are priced higher than advanced orders.** Please read all forms carefully. Simply fill in your needs and return the forms with payment to LEXPO Exposition Services (**not MAC Productions**):

**LEXPO EXPOSITION SERVICES / 430 WEST VINE ST. / LEXINGTON, KY 40507-1654  
TEL: 859-233-4567 x 3780 or x 3781 / FAX: 859-254-8151 / EMAIL: [lexpo@lexingtoncenter.com](mailto:lexpo@lexingtoncenter.com)**

#### 5. SECURITY

Full security will be provided throughout the show. Full show security will begin at 12:01AM on Tuesday, April 10 and continue through Monday, April 16, 2012 until 4 pm.

**PLEASE READ ADDITIONAL INFORMATION ON PAGE 2...**

**6. BOOTH PROTECTION & INSURANCE—PLEASE READ CAREFULLY**

If you leave your exhibit unattended, please remove any valuable or potentially harmful items from your booth. Neither MAC Productions, Inc. nor the Lexington Center Corp. assumes responsibility for lost or stolen items. MAC Productions, Inc. and the Lexington Center Corp. assumes no responsibility for any mishap involving injury to any persons related to the show that occurs inside or outside of the exhibitor's booth area due to negligence of the exhibitor. **Each exhibitor must provide his own liability and comprehensive insurance policy covering his own exhibit, animals and products.** Check with your agent to confirm this coverage.

**7. FIRE REGULATIONS— PLEASE READ SPECIAL INSERT & NOTE REFERENCE TO MULCH**

All motorized vehicles are required by the Fire Marshal to have at least one battery terminal disconnected and have less than one gallon of gas in its tank. All gas caps must be taped shut or locked. Exhibitors displaying a motorized vehicle should provide a small fire extinguisher in their booth. All mulch **MUST** be flame proofed. Absolutely **NO PINE NEEDLES** may be used in any manner in your display by order of the fire department. The **FLAME PROOFING is the exhibitor's RESPONSIBILITY.**

**8. SPECIALTY ITEMS**

Should you need any specialty items other than items listed on the enclosed exhibitor forms prior to set up, you should contact Melissa Conley at LEXPO Exposition Services at 1-859-233-4567 ext. 3780 or 3781.

**9. EXHIBITOR PASSES / ONE DAY PASSES — PLEASE READ**

**Exhibitor Passes: Passes are available upon your arrival for set up at the LEXPO Service Desk.** Each 10'x10' booth space is entitled to four (4) four-day exhibitor passes, 10'x20' or 10'x30' booth space is entitled to six (6) four-day exhibitor passes, all reserved spaces 400 sq. ft. and above receive eight (8) four-day exhibitor passes. These passes are **solely** for exhibit booth sales representatives to be used in representing your exhibit. **Exhibit passes are not available from show personnel during set up.** Additional one day passes will be available for purchase from Melissa Conley at the LEXPO Exhibitor Service Desk during set up. One-day passes are available for \$5.00 each. Cash or checks, preferred.

**10. \$1.50 OFF DISCOUNT COUPONS**

If you want any \$1.50 Off Discount Coupons for your customers they are available online @ [www.ckyhomeshow.com](http://www.ckyhomeshow.com). You can print off as many coupons as necessary for your customers from the website. Discount coupons will be valid for all 4 days.

**11. BALLOONS**

**Helium-filled balloons are discouraged. If you choose to use helium-filled balloons in your display or pass them out at the show, you will be charged by the Lexington Center for any balloon removal. This very costly recapture be will be charged at an hourly rate proportionately to all exhibitors using helium-filled balloons. The Lexington Center Corp. makes NO EXCEPTIONS to this rule. The cost for removal could exceed \$5,000.00. A \$2,500.00 deposit is required, made payable to MAC Productions, Inc. in advance, if you want to give out helium balloons.**

**12. EXHIBITOR ENTRANCE**

During show hours, please enter the building through the Cox Street security entrance (aka: the Guard shack). Parking is **FREE** for exhibitors and show attendees. Exhibitor passes **must** be shown at the guard shack entrance door for access at all times. **Any exhibitor entering through any other entrance other than the Cox Street security entrance will have their passes taken at the gate.** Exhibitors may have access to the building 1 hour prior to show time each day. Access times for set-up are from 8:00am to 8:00pm, Tuesday, April 10th and Wednesday, April 11th, and 8:00am to 4:00pm on Thursday, April 12th. If you need special access at any other time, please call Doug Hart in advance of the show @ 1-800-347-2902 or contact Doug during regular show hours to make arrangements.

**13. EXHIBITOR BOOTH IDENTIFICATION SIGN**

Each exhibitor is provided with one 9"x44" booth identification sign listing booth # and exhibitor's name. Your sign will appear exactly as it was noted on the sign box on your Booth Agreement. If you did not fill out the space on the booth agreement form, the booth sign will read the same as the company name listed on your agreement. Changes that need to be made to signs after they are printed are subject to an additional charge unless the mistake is our error.

**14. FINAL BOOTH PAYMENT**

Final payments for exhibit booths must be received prior to March 7, 2012. No exceptions! Please call the office if other arrangements for payment need to be made at 1-800-347-2902 prior to March 7, 2012.

THANK YOU FOR YOUR PARTICIPATION & WE HOPE YOU HAVE A GREAT SHOW.

---

For more information contact:  
Doug Hart - Consulting Show Manager  
MAC Productions, Inc.  
242 W. Pike St.  
Covington, KY 41011

1-859-655-3080 / 1-800-347-2902 / FAX 1-859-491-3395 / email: [info@mac-av.com](mailto:info@mac-av.com) / web: [www.ckyhomeshow.com](http://www.ckyhomeshow.com)