



Welcome to the Northern Kentucky Convention Center!

We look forward to Kentucky Travel Industry Association (KTIA) Kentucky Travel Industry Association 2024 coming November 12, 2024 through November 15, 2024.

Below are the instructions on locating the 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).

SERVICES PROVIDED

- Electric
- Water *Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

Event or Show:	Kentucky Travel Industry Association 2024
Discount Rate Deadline Date:	Tuesday, October 29, 2024
Standard Rate Deadline Date:	Monday, November 11, 2024

Please note:

- **Discount Rates** apply to orders received and paid for at least 14 days prior to the Event's Start Date.
- **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted).
- **Floor Rates** apply to orders received on Event Start Date and afterwards.

PAYMENT

Check, money order, Visa, or MasterCard. A 3% processing fee will be added to all credit card payments.

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 or services@nkycc.com



1 West RiverCenter Blvd.

Covington KY 41011

Ph: 859.261.1500

Email: services@nkycc.com

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.



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 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (Refer to map). We ask that if you have large displays, plan with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center). Once you have unloaded and taken your items to your booth, you are required to move your vehicle to area parking.

From Ohio and the Cincinnati area. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th Street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From Kentucky in the Northern KY area. Take I-75 North take the 5th Street/Covington exit, exit #192. If you have crossed the bridge into Cincinnati, you have gone too far. Veer right off the exit. Get into the left-hand lane. Follow 5th street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From North of Cincinnati via I-71. Take I-71 South to 471 South and take the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-471 to the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in Ohio proceed to 75 south. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in KY proceed to I-75 North. From I-75 North take the 5th Street/Covington exit, exit # 192. Veer right off the exit. Get into the left-hand lane. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

Exhibitor Map

From Indianapolis/
Dayton

From Columbus



City of Cincinnati



Paul Brown Stadium

National Underground Railroad Freedom Center

Great American Ballpark

US Bank Arena

Newport on the Levee

Newport Aquarium

Covington Landing

H H/P

N. Ky. Convention Center

City of Newport

KEY

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

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

City of Covington

From Airport &
Lexington/Louisville

Exit 5

Exit 192

BANNER/SIGN HANGING	BANNER/SIGN HANGING SERVICE						
	Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity
	From 2 hanging points	\$ 190		\$ 230		\$ 370	
	Each Additional Hanging Point	\$ 190		\$ 230		\$ 370	
BANNER/SIGN HANGING SERVICES TOTAL							

IT SERVICES	BASIC INTERNET ACCESS, NOT FOR STREAMING						
	Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited						
	PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY						
	Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity
	Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage	\$ 375		\$ 450		\$ 750	
	Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage	\$ 375		\$ 450		\$ 750	
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total		\$ 125		\$ 150		\$ 250	

IT SERVICES

DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST								
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total	
HARDWIRED - Minimum of 14 Business Days Notice	*Required for Streaming*							
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).	\$ 4,500		NOT AVAILABLE					
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote	\$ 825							
Dedicated Internet Additional Port (Jack) Configuration (each)	\$ 125							
WIRELESS - Minimum of 14 Business Days Notice	*Not for Streaming*							
Dedicated Wireless 10 Mbps w/ Private Custom SSID	\$ 2,600		NOT AVAILABLE					
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote	\$ 825							

	ADDITIONAL IT SERVICES						
DESCRIPTION OF SERVICES:	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Voice/Credit Card Line(s)	\$ 270		\$ 325		\$ 540		
Conference IP Phone - Includes: Data line with up to two other parties	\$ 355		\$ 430		\$ 710		
Cable - Patch/Labor Minimum 14 business days notice	\$ 90		\$ 110		\$ 180		
Switch Rental 8-16 Port 10/100,	\$ 235		\$ 285		\$ 470		
Technical Assistance (1 hr. minimum),	\$ 160		NOT AVAILABLE				
IT SERVICES TOTAL							

COMPRESSED AIR	COMPRESSED AIR						
	Please Call Convention Services For Information.						

WATER SERVICE	WATER SERVICE						
	Water Service is Only Available in the Event Center at Designated Areas. Please Call Convention Services For Information.						

ELECTRICAL SERVICES

VOLT SERVICE							
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
120 Volt							
10 amps - 1,000 watts, one plug only	\$ 93		\$ 115		\$ 185		
20 amps - 2,000 watts, one plug only	\$ 125		\$ 155		\$ 240		
208 Volt Single Phase							
20 amps - 3,300 watts, one plug only. Twistlock Plug/Harwired.	\$ 180		\$ 225		\$ 360		
30 amps - 4,900 watts, one plug only. Twistlock Plug/Harwired.	\$ 205		\$ 255		\$ 410		
40 amps - 6,600 watts, Hardwire/One Connection	\$ 260		\$ 325		\$ 475		
50 amps - 8,300 watts, Hardwire/Once Connection	\$ 290		\$ 360		\$ 575		
208 Volt Three Phase							
20 amps - 5,700 watts, hardwired only	\$ 310		\$ 380		\$ 580		
30 amps - 8,600 watts, hardwired only	\$ 320		\$ 400		\$ 625		
40 amps - 11,500 watts, hardwired only	\$ 330		\$ 410		\$ 650		
50 amps - 12,000 watts, hardwired only	\$ 350		\$ 440		\$ 690		
60 amps - 14,400 watts, hardwired only	\$ 370		\$ 460		\$ 720		
100 amps - 15,400 watts, hardwired only	\$ 590		\$ 680		\$ 1,080		
200 amps - 57,000 watts, hardwired only	\$ 825		\$ 950		\$ 1,520		
400 Amps - 208V Three Phase (114,000 watts), hard wired only. Feeder cable camlocks not provided.	\$ 1,400		\$ 1,650		\$ 2,650		
408 Volt Three Phase							
30 Amps-480V Three Phase-Events Center Only	\$ 390		\$ 480		\$ 750		
ADDITIONAL SERVICES							
Description of Services	Discount*	Quantity	Standard*	Quantity	Floor Rate*	Quantity	Total
Extension Cord Rental	\$ 40		\$ 50		\$ 80		
Multi-Outlet Power Strip Rental	\$ 40		\$ 50		\$ 80		
ELECTRICAL SERVICES TOTAL							

FOOD & BEVERAGE	<i>Centerplate has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.</i>							
	The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Centerplate. Organizations holding 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.							

As of January 1, 2023, the Commonwealth of Kentucky will be charging a 6% sales tax on all sales.

Event Name: _____ Today's Date: _____

Card Holder Name: _____ Name/Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Ph: _____ Email: _____

MC/ VISA: _____ Expires: _____ Security Code: _____

American Express not accepted. 3% processing fee for credit card payments.

Card Holder Signature: _____ ORDER TOTAL: _____

CHECKS: Make payable to: The Northern KY Convention Center - (Total payment must accompany all orders)

** - Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date. Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted). Floor Rates apply to orders received on Event Start Date and afterwards.*



2024 TEMPORARY USE/DISPLAY OF GASOLINE/DIESEL MOTORIZED VEHICLES/BOATS EQUIPMENT FORM

1 West RiverCenter Blvd., Covington KY 41011
Phone: 859.261.1500 Email: services@nkycc.com

SERVICES REQUEST

Company Name: _____ Date: _____
Booth Number: _____
Event Name: _____
Event Dates: _____ Start Date: _____ End Date: _____
Contact Name: _____
Phone: _____ Fax: _____ Email: _____

With the full execution of this form, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

NOTE: Dealers wishing to display or sell motor vehicles at a show that is Open to the Public must HAVE a permit with the Commonwealth of Kentucky. Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to all state & local fire codes, including code NFPA 54 and return the completed form to the Center 10 days prior to official show installation.

GENERAL CONDITIONS

1. The installation or operation of all equipment shall be under the supervision of a competent operator.
2. The vehicles can only be moved in/out of Center when building is unoccupied.
3. The Center reserves the right to require the exhibitor to employ a Facility Security Officer whenever vehicle engines are to be used to enter the building. The Center shall determine: The number of personnel and whether or not a member of the Covington Fire Department is required to be employed. (See published rates.)
4. The maximum amount of fuel permitted to remain in a tank shall be five gallons for gasoline vehicles and ten gallons for diesel vehicles or a maximum of 1/4 tank—whichever is lesser amount.
5. A locking type gas cap shall be installed on all gas tanks, or caps secured with tape to prevent tampering and the escape of vapors.
6. All batteries shall be disconnected while the vehicle is not in actual use. Exception made on Hybrid high voltage battery.
7. Fueling or de-fueling of vehicles shall not take place inside the building or on the Center's property.
8. Carpeting or visqueen must be placed under the vehicle for any possible leakage (vehicle owner must provide).
9. The use of product to shine tire treads is prohibited.
10. Ignition keys for vehicles on display shall be kept by a responsible person at the display location or in NKYCC's security office for the removal of such vehicles from the building in event of emergency.
11. Vehicles with LP-Gas fuel systems, LNG or CNG fuel systems must have the cylinder shutoff valve closed. **
** - Vehicles with LP-Gas, LNG or CNG fuel systems shall not be parked near sources of heat, open flames, or similar sources of ignition.

We are requesting permission to display or temporarily use gasoline or diesel-powered vehicles and equipment listed below: (Attach a list of additional equipment if required.)

#	TYPE AND DESCRIPTION OF VEHICLE / EQUIPMENT

FOR APPROVAL SCAN FORM TO: services@nkycc.com

Approved By: _____ Date: _____

Kentucky Board of Health Requirements

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 wastewater 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 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 using 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 regarding 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 exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

COMPLETE SANITATION STATION:	Refer to price list for prevailing rate
10 oz. Sanitizer	
10 oz. Soap	Centerplate will provide directions to each exhibitor. Exhibitors are responsible for maintaining the Sanitation Station throughout the show.
10 Test Strips	
5 Gallon hand washing Station	
3 Bus Tubs	To order please call (859) 392-7801



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 1st Floor Event Halls 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 10 days prior to event's first move in date. 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 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 1st Floor Event Halls.
- 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.



2024 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011
Phone: 859-261-1500 Email: services@nkycc.com

Services Request

Company Name: _____ Date: _____
Booth #/Room: _____
Event Name: _____
Event Dates: _____ Start Date: _____ End Date: _____
Contact Name: _____
Phone: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Centerplate has exclusive food and beverage distribution rights
within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Centerplate. Organizations holding 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

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Centerplate.
2.	Alcohol may not be sampled unless it has been arranged through Centerplate and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products MUST be handled by bartender from Centerplate in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) MUST be purchased from Centerplate.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: _____

Proposed Method Of Dispensing: _____

Please Explain Purpose Of Offering Samples: _____

FOR OFFICE USE
ONLY:

Approved: _____
NKYCC Executive Director

Date: _____



Increase Visitors to your Booth!

2024 EXHIBITOR'S MENU, PRICING, AND ORDER FORM

SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE.

PHONE: 859-392-7802

EMAIL: martha.ferrante@centerplate.com

SNACKS & TREATS

ITEM	PRICE	PER
Pour Over Coffee Brewer <i>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 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.</i>	\$285.00	Day
Freshly Brewed Coffee <i>Regular and Decaffeinated</i>	\$56.00	Gallon
Hot Water with a Selection of Teas	\$55.00	Gallon
Freshly Brewed Flavored Coffee <i>Ask about available Flavors</i>	\$80.00	Gallon
Fruit Punch, Lemonade or Iced Tea	\$50.00	Gallon
Assorted Bottled Fruit Juices	\$5.50	Each
Assorted Cold Pepsi Soft Drinks	\$4.25	Each
Bottled Spring Waters	\$4.25	Each
Sparkling Waters	\$5.25	Each
5-Gallon Watercooler <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
Replenishment 5-Gallon Watercooler	\$75.00	Each

ITEM	PRICE	PER
Bulk Assorted Candies	Call for pricing	
Whole Fresh Fruit	\$4.25	Each
Granola Bars	\$4.25	Each
Assorted Candy Bars	\$4.50	Each
Fancy Mixed Nuts	\$45.00	Pound
Individual Yogurts	\$4.95	Each
Apple Slices with Caramel Dip	\$6.25	Person
Corn Tortilla Chips (with Fresh Salsa)	\$35.00	Pound
Assorted Ice Cream Bars	\$6.50	Each
Blondies or Brownies	\$46.00	Dozen
Homemade Cookies	\$46.00	Dozen
Breakfast Pastries	\$46.00	Dozen

"FUN FOOD" MACHINES

Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!

ITEM	PRICE	PER
Soft Pretzel Machine <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$365.00	Day
Soft Pretzels with Mustard & Cheese Sauce	\$70.00	Dozen
Popcorn Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$350.00	Day
Popcorn Kits <i>Includes approximately (20) Bags of 8 ounce portions.</i>	\$35.00	Kit
Booth Attendant <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$50.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$65.00	Hour

Gratuity 23% & Service Charge 6% will be applied to all orders

SANITATION STATION @\$80.00 each, per day -

10oz. Sanitizer, Soap and Test Strips
5 Gallon Hand Washing Station and 3 Bus Tubs Directions Provided
*VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW

MISCELLANEOUS ITEMS

(50) Hot or Cold Cups	\$35.00 Total
(10) Pounds of Ice	\$30.00 Total

We look forward to serving you!

CENTERPLATE 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. Centerplate will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
4. All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
5. A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
6. When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.



Exhibitor AV Order Form

Prestige AV & Creative Services
Northern Kentucky Convention Center



Northern Kentucky Convention Center
One West RiverCenter Blvd.
Covington, KY 41011
email: nkycc@prestigeav.com
513.641.1600

Order Online at: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Video Equipment	Advance Show Rate	Expo Rate <14 days before expo start	Floor Rate <3 days before expo start	Item Quantity	Subtotal Rate x Quantity
32" Flat Panel Monitor	\$250	\$325	\$350		
42" Flat Panel Monitor	\$350	\$400	\$425		
55" Flat Panel Monitor	\$450	\$585	\$610		
65" Flat Panel Monitor	\$600	\$780	\$805		
80" Flat Panel Monitor	\$1450	\$1885	\$1910		
Media Player with USB or SD Card Reader	\$60	\$80	\$90		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Adapter	\$35	\$45	\$50		
Computer Equipment					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
Presentation Equipment					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30	\$40	\$45		
				Subtotal	
				\$75 Set Up/ Delivery Labor	
				Service Charge	20%
				Kentucky Sales Tax	6%
				Total	

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options
- Tax will be charged on all orders without a valid Tax Exempt Form
- A 20% Service Charge will apply to all orders
- Cancellations without 48 hours notice will be charged 50% of total
- Onsite cancellations will not be refunded.
- When this form is completed, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all necessary adapters for laptops or tablets without an HDMI port.

Order Online at: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Required Customer and Delivery Information

Event Name: _____	Billing Company Name: _____
Booth or Room No: _____	Billing Contact: _____
Company Name: _____	Billing Address: _____
Onsite Contact Name: _____	
Cell Phone: _____	City: _____ State: _____ Zip: _____
Email Address: _____	Billing Email: _____
	Billing Phone: _____
Requested Delivery Date: _____	Booth Notes: _____
Requested Pickup Date: _____	

Please complete and submit this form with all Billing Information to nkycc@prestigeav.com

Corporate Office: 4835 Para Drive, Cincinnati, OH 45237

Phone (513) 641-1600

Fax (513) 614-3200

Toll Free (800) 294-3179