

METHOD OF PAYMENT FORM



KENTUCKY INTERNATIONAL CONVENTION CENTER

NAME OF SHOW: _____
COMPANY NAME _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
FAX: _____
EMAIL: _____

ATTN: Service Desk
221 Fourth Street Louisville, KY 40202
PH: (502) 595-4367 FAX: (502) 583-1918

If you are going to utilize the services of Kentucky International Convention Center, this form must be completed and returned. Please indicate, below, the method of payment you will be using for services provided.

CASH
 CHECK
To the address above in U.S. funds
****A service fee of \$25.00 will be charged on checks that are returned for any reason.****

BANK TRANSFER
Kentucky State Fair Board
Fifth Third Bank
Fountain Square
Cincinnati, OH 45263
ACCT: 82194565
Receipts account
ABA# 083 002342
Wire info: 042 000314
Swift# FTBC US 3C

CREDIT CARD
 VISA **AMERICAN EXPRESS**
 MASTERCARD **DISCOVER**
This authorization will allow us to charge your account for your advanced orders and any additional amounts incurred as a result of show site orders placed by representative. **(THIS INCLUDE INTERNAL FREIGHT HANDLING CHARGES.)**
****A service fee of \$25.00 will be charged for any credit card purchase that is reversed or chargedback.****
Account no: _____
Verification Number _____
(3 digit number on back of card)
Expiration Date: _____
Cardholder's name: _____
Signature: _____
Email: _____

THIRD PARTY AUTHORIZATION
We agree, as Exhibit Contractor for the client, that we are responsible for payment of charges. All items indicated below will be the sole responsibility of the Exhibit Contractor.

All invoices are Net 30 Days

- All Services
- Electric
- Labor
- Water/Air Connections
- Forklift/JLG Highlift rentals
- Carpet Cleaning
- Freight Handling
- Booth Space Rental

THIRD PARTY AGENT:

Account no: _____
Verification Number _____
(3 digit number on back of card)
Expiration Date: _____
Cardholder's name: _____
Signature: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
Email: _____

I AGREE TO ALL TERMS AND CONDITIONS AS DESCRIBED IN THIS METHOD OF PAYMENT FORM

PLEASE RETURN FORM & PAYMENTS TO THE ADDRESS ABOVE

ORDER DEADLINE DATE: 21 DAYS PRIOR TO SHOW DATE

Updated 2/10/10



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

ELECTRICAL SERVICE ORDER FORM

Control No. _____
Return to:
Service Desk - KICC
221 Fourth Street
Louisville, KY 40202
(502) 595-4367
FAX (502) 583-1918

Name of Event

Date(s) of Event

! ONLINE ORDERING NOW AVAILABLE AT www.kyconvention.org !

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:

ADVANCE ORDERS must be postmarked no later than twenty-one (21) days prior to the first day of the event. Any orders postmarked after that day will be at the floor order rate. PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. **NO EXCEPTIONS.**

STANDARD ELECTRICAL SERVICE
208/120 Volt AC Single Phase or Three Phase
480/277 Volt AC Single Phase or Three Phase (Where available)

CONDITIONS & REGULATIONS

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all national, state and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, all service connections and overload protection to such equipment must be made by "house electrician".
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. All material and equipment furnished by K.I.C.C. for this service order shall remain K.I.C.C.'s property and shall be removed ONLY by K.I.C.C. at the close of the show.
8. Unless otherwise directed, K.I.C.C. electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitor's cords must be the 12/3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
11. Advance orders must be postmarked a minimum of twenty-one (21) days prior to first show day.
12. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.

Exhibitors shall pay for any required or requested services, equipment, materials and technicians at prevailing rates and conditions at the time of the event.

Firm Name _____	
Booth Number _____	
Address _____	
_____ City _____ Telephone _____	
_____ State _____ Zip _____	
E-Mail Address _____	
Authorized By: _____	
_____ Signature _____	_____ Date _____

Revised 4/29/09

Qty	Description	Advance Rate	Floor Rate	Cost
120 Volts Service				
	10 Amp	\$84	\$145	
	15 Amp	\$100	\$180	
	20 Amp	\$120	\$210	
208 Volts Single Phase				
	30 Amp	\$240	\$465	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
208 Volts Three Phase				
	30 Amp	\$290	\$550	
	60 Amp	\$425	\$755	
	100 Amp	\$535	\$975	
	200 Amp	\$1,010	\$1,835	
480 Volts Single Phase				
	30 Amp	\$240	\$405	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
480 Volts Three Phase				
	30 Amp	\$300	\$580	
	60 Amp	\$445	\$730	
	100 Amp	\$575	\$1,055	
ELECTRICIAN LABOR INCLUDED				
SUBTOTAL				

	Extension Cord	Advance \$25	Floor \$40	
	Multi Plug Strip	Advance \$30	Floor \$40	
	6% KY Sales Tax			
SUBTOTAL				

ADDITIONAL LABOR - 1 HOUR MINIMUM				
hrs	Electrician	Advance \$70	Floor \$115	
hrs	Electrician's Helper	Advance \$50	Floor \$90	
Regular time is Monday through Friday, 7:30 a.m. - 4:00 p.m. Time and a half is all other hours including weekends. Holidays are double time.				

ELECTRICAL SERVICE TOTAL

Make remittance payable to:

Kentucky International Convention Center
221 Fourth Street
Louisville, KY 40202
Check # _____



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

COMPRESSED AIR - WATER - DRAINAGE SERVICE ORDER FORM

Control No. _____

Return to:
Service Desk - KICC
221 Fourth Street
Louisville, KY 40202
(502)595-4367
FAX (502)583-1918

Name of Event

Date(s) of Event

! ONLINE ORDERING NOW AVAILABLE AT www.kyconvention.org !

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:

ADVANCE ORDERS must be postmarked no later than twenty-one (21) days prior to the first show day of the event. Any orders postmarked after that day will be at the floor rate. PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. **NO EXCEPTIONS.**

Make Remittance to:	Kentucky International Convention Center	Advance	Floor
COMPRESSED AIR: 125 lbs. PSI (Where available)		Order Rate	Order Rate
_____ Service charge for each line run from main line to booth		\$150.00	\$200.00
_____ Each additional connection within booth		\$100.00	\$125.00
_____ Additional charges for compressor rental (when applicable - please contact KICC Service Desk for details) Plus 6% KY sales tax			
Please circle size of connections required - 1/4" 1/2" 3/4"			

CFM Required _____ PSI Required _____

Location Rear Right

NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Compressors must be pre-arranged for Halls 1A and 1B at a cost.

WATER: Minimum pressure 50 PSI, Maximum pressure 90 PSI - Service outlet is 3/4"	Advance Order Rate	Floor Order Rate
_____ Service Charge for first connection	\$100.00	\$140.00
_____ Each additional connection	\$60.00	\$90.00
_____ Fill up only (each time)	\$100.00	\$140.00
_____ Charge for Water Pump (when applicable - contact KICC Service Desk for details) Plus 6% KY sales tax		

DRAINAGE:	Advance Order Rate	Floor Order Rate
_____ Service Charge for first connection	\$100.00	\$200.00
_____ Each additional connection	\$45.00	\$65.00

LABOR: All labor performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., will be charged at prevailing rates in one-hour increments (minimum charge of one hour). Orders received less than 36 hours prior to the show may not be installed in time for opening.

	Advance Order Rate		Floor Order Rate
_____ hours worked @ \$70.00 per hour per Plumber			\$115.00
		TOTAL	_____

FIRM NAME _____ **BOOTH NO.** _____

ADDRESS _____ **TELEPHONE** _____

E-MAIL ADDRESS _____

AUTHORIZED BY (please print) _____ **DATE** _____

SIGNATURE _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

PENALTY CHARGE FOR LATE PAYMENT AFTER 30 DAYS (CALCULATED AT 10% OF UNPAID BALANCE)



SERVICE ORDER FORM

- Telecommunications
- Internet
- Networking

Mail to: CCPI
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
On-Line: www.ccpi.net/kicc
Fax to: 702-943-6001
Phone: (888) 446-6911 • (502) 815-6600

Name of Event: _____ Dates of Event: _____ Booth/Room #(s): _____
 Exhibiting Firm Name: _____ Ordered By: _____
 Address: _____ City, State, Zip: _____
 Telephone #: () _____ Fax #: () _____ E-mail Address: _____

FOR DISCOUNT RATE ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT MOVE-IN DATE

A.	TELEPHONE SERVICES	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Standard Voice Line - Includes line with telephone. For voice communication only, NOT FOR LAPTOP OR PC COMPUTER MODEM CONNECTIONS.		\$225	\$275	
2.	Analog Line (Credit Card/Fax) - Includes line with jack. You provide your own connection equipment. Requires dial "9". Specify FAX <input type="checkbox"/> CREDIT CARD MACHINE <input type="checkbox"/>		\$225	\$275	
3.	Do you want to call Long Distance? (Please check one) Yes <input type="checkbox"/> No <input type="checkbox"/> (LD will be billed to the authorized credit card below, at the close of the event.)				
4.	Optional Telephone Services - Video Conferencing, Multi-Line Phones, Conference Speakerphone, Voice Mail, Call Waiting, Extensions, Rollovers		Call for Prices	Call for Prices	
5.	ISDN Line (Does not include connection equipment. LD charges will be billed to the authorized credit card below after the close of the event.)		\$595	\$695	
B.	INTERNET ACCESS SERVICES (Includes: 1 cable drop with 10/100 Base T Shared Ethernet & RJ45 jack to your booth or room, 1 computer connection, technical support)	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Shared T1 (1.5Mbps) Ethernet Service with 1 Computer Connection		\$995	\$1095	
2.	Shared 512 Kbps Ethernet Service with 1 Computer Connection		\$795	\$895	
3.	Shared 256Kbps Ethernet Service with 1 Computer Connection		\$695	\$825	
4.	Shared 56Kbps Ethernet Service with 1 Computer Connection		\$450	\$550	
5.	Each Additional Shared Ethernet Computer Connection		\$125	\$195	
6.	Dedicated Ethernet Service (Scalable from 56Kbps to Full T1) - (Call for Options)		Call for Prices	Call for Prices	
C.	MISCELLANEOUS SERVICES	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Equipment Rental - PC's, Hubs, Routers, Switches, PCMCIA Cards, Faxes, etc.		Call for Prices	Call for Prices	
2.	Internal Networking - Room to room, per connection charge.		\$250	\$360	
3.	Misc. Labor, VLAN's, Technical Assistance, etc.		Call for Prices	Call for Prices	

	SUBTOTAL BEFORE SALES TAX	\$
KY. State Sales Tax applies to ALL exhibitors without a completed Tax Exempt Form	ESTIMATED 10% TAX / FEES DEPOSIT	\$
Payment must accompany order. Fax orders accepted with Credit Card.	TOTAL AMOUNT DUE (US DOLLARS)	\$
<u>Payment Options</u> _____ VISA _____ MC _____ AMEX _____ Company Check I authorize CCPI to bill my credit card for the charges listed above and any additional charges incurred, including any access or long distance service charges. Credit Card Number: _____ Card Expiration Date: _____ (Must be valid through last day of event) Card Holder (Please Print) _____ Authorized Signature _____	<u>SERVICE PLACEMENT</u> Service will be brought to the rear of the booth. Any variation must be marked on this diagram. Please attach a second page with additional placement information if necessary. (If island booth, please attach a drawing. _____ Island Booth _____ Standard Booth	REAR LEFT RIGHT AISLE
PLEASE COMPLETE SERVICE PLACEMENT DIAGRAM		

Customer No: **2010 - 011 -**

Order On-line at: www.ccpi.net/kicc

CONVENTION COMMUNICATION PROVISIONERS, INC.

5795 W. Badura Ave, Suite 110, Las Vegas, NV 89118 PHONE: (888) 446-6911 • (502) 815-6600 • FAX: 702-943-6001 E-MAIL: kiccinfo@ccpi.net

Exclusive Telecommunication and Internet Services Provider at the Kentucky Exposition Center

TERMS AND CONDITIONS

TELECOMMUNICATIONS - INTERNET - NETWORKING - MISC. DATA SERVICE ORDER FORM

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE "PLACE ORDER" BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms.)
- 2. EQUIPMENT & SERVICE PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from CCPI in good condition. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates. **C. Clients requesting single** line telephone or ISDN service will receive a standard RJ11 jack as a part of the contract pricing. Clients requesting wired; shared or dedicated Ethernet service will receive a standard RJ45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. **D. Standard Voice Line** - standard voice grade line is provided. These lines are *not* for connection to computers. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing standard rate for the Internet Dedicated Dial-up Connection on the Service Order Form. **E. All lines will be** restricted from "976", "900", and "10-10" dialing unless otherwise requested in writing and approved by CCPI. A charge will be made for this.
- 3. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize CCPI to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Long distance charges** (\$.50/min Domestic, \$3.00/min International) and charges for all toll calls made will be billed at the close of the event by CCPI to the authorized credit card provided, and added to the client's invoice and statement. CCPI will provide a detailed listing of all calls made on the line at the client's request. CCPI is not responsible for loss of communication services caused by local and/or long distance carriers. **D. Refunds in full** will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by CCPI. No refunds will be given.) **E. Services installed** but not used will not be refunded. **F. Customer service** issues must be reported to CCPI during the event. In order for a refund to be considered, all claims must be filed in writing with CCPI prior to the close of the event. **G.** There will be a \$50 fee for any returned checks. **H. There will be** a \$50 fee for all wire transfers. **I. A monthly service** charge of 1.5% will be added to invoices 30 days past due. **J.** When a delinquent invoice is turned over to an attorney for collection, all fees and costs incurred will be added to the balance due.
- 4. TELEPHONE AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines may be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by CCPI. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, 800 Calls, etc.) will be applied to the authorized credit card provided. **D. Telephone and long** distance service providers for services will be CCPI's selected provider(s). **E. Internet connectivity** through a Single-Line Phone connection is prohibited. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged an additional \$150.
- 5. CCPI INTERNET/DATA SERVICES RESPONSIBILITIES:** **A. Wired service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service** is 10/100Mbps over a gigabit fiber-optic backbone. **C.** Wireless service is currently at 11Mbps over a gigabit fiber-optic backbone. **D. Customers will be** issued a user name and password or IP address for each connection purchased. **E. Due to the nature** of the Internet CCPI cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **F. The choice of the** Internet Service Provider (ISP) is at the sole discretion of CCPI. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **G. CCPI does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by CCPI and/or its sub-contractors. **H. CCPI PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.** As is consistent with other service providers, CCPI is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. 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. **IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.**
- 6. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. CCPI REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.** **B. AT NO TIME** shall a client power up any wireless device not provided by CCPI without prior written authorization from CCPI. **C. At no time**, while connected to the CCPI network shall the client use/run their own switch, router, DHCP server or any other Natting device without prior written authorization from CCPI. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the CCPI network must, at CCPI's request, be immediately disabled or disconnected from the network. **F. Customer must** provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100Mbps, RJ45 connection. **G. Internet client** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or CCPI and/or the site. **H. Customer is** responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. **I. Customer is** responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- 7. CCPI'S OBLIGATIONS UNDER** this Agreement are subject to, and CCPI and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCPI, its representatives, agents, subcontractors or employees, or any other cause beyond CCPI's reasonable control. In no event shall CCPI be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 8. Wireless Services Statement – Customer is responsible** for providing a signed Wireless Services Statement prior to CCPI activating Wireless Service(s) for customer.
- 9. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from CCPI shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 10. ONLY CCPI PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of CCPI.
- 11. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. CCPI reserves the right to limit use of outside communication devices, including wireless devices.

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