



# Kentucky Exposition Center

## KEC Policies – Building Rules and Regulations

The following regulations will be enforced during all events taking place at the Kentucky Exposition Center (KEC). Any labor or material costs incurred by KEC by violation or ignorance of these regulations will be billed to the appropriate party.

- The hanging of any type of signage, displays, etc., must be hung from structural steel ONLY. Hanging is strictly prohibited from sprinkler lines, water, gas or air lines, HVAC ductwork, electrical BUSS ducts or any other line. Items found hanging on these prohibited structures will be removed at owner's expense.
- No holes may be drilled, cored or punched in the building 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.
- No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility.
- Decorations, signs, banner, etc., may not be taped, nailed, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management.
- All carpet tape applied by exhibitors, show management or their contract representatives will be removed by same immediately following the event.
- All freight and exhibit materials must be moved in and out through overhead doors with the following exceptions. The lobby pedestrian doors may be used for such items as carry in/out materials, luggage and 2 wheel dollies. The total weight of wheeled items such as dollies, luggage, etc. shall not exceed 50 pounds and no more than 28" in width. All other freight and exhibit materials must use the loading docks.
- Passenger elevators and escalators are not to be used for transporting freight from level to level.
- No golf carts, forklifts, or any other motorized vehicles will be permitted in carpeted areas or lobbies without prior written approval from KEC management.
- No food or beverage samples may be distributed by an exposition sponsoring organization or their exhibitors without prior written approval from KEC's exclusive caterer (Levy Restaurants).
- All food products distributed by exhibitors must be obtained through KEC's official concessionaire/caterer (Levy Restaurants).
- No dog, cat, or other animal will be permitted on KEC property unless it is under leash control of its owner. Any animal not under such control will be impounded and removed from grounds by the Louisville and Jefferson County Animal Control Office.

- No door shall be chained or blocked in any manner.
- No furniture shall be removed from the VIP suite, and the conference table shall not be moved within the VIP Board Room.
- No motorized vehicles may be parked outside any building, in the horse barn areas, in any fire lane, or any sidewalk, at any loading dock or any other area unless this area is a designated parking space. All vehicles will be towed at owner's expense.
- All motorized vehicles for display inside buildings will have their batteries disconnected and their gas tanks locked and/or taped as soon as placed per Kentucky Fire Marshall Regulations.
- No bicycles are to be operated indoors without prior written approval from KEC management. No skates or skateboards are permitted to be used in or on any KEC property.
- No group or individual may sell items on the property without prior written approval of the Lessee and KEC management.
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed on non-leased property or in parking areas. Such materials can only be distributed from exhibitor booths with consent of the show management.
- No vehicles, freight, or other show materials shall be stored in any facility without prior written approval from KEC management.
- Tipping of KEC employees is strictly prohibited per Section 6 of the Lessee's contract.
- To comply with the Kentucky Standards of Safety in theaters, motion picture theaters, auditoriums and other similar assembly occupancies with an occupant load of 300 or more; and, in the occupancies where there are non-continuous programs, an audible announcement shall be made prior to the start of each programs to notify occupants of the location of the exits to be used in the event of fire or other emergencies.
- No meeting area shall be totally darkened for any presentation. This includes all audio and visual presentations.

### **KEC Policies – Kentucky State 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.

- 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 Kentucky Exposition Center.
- 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.

- 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.
- 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.).
- 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.
- All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
- "Closed Top" displays include 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 show and include stamped engineer drawings of the structural components.
- Enclosed displays must have a working smoke detector, which is audible outside the enclosure.
- 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.
- 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.
- Additional fire extinguishers may be required at the discretion of the KSFM Representative.
- 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.
- All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted.
- Kentucky Exposition Center 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.
- Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
- It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.

- 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.

For any additional information, please contact the Kentucky Exposition Center's Director of Operations at (502)367-5000 [eventcoordination@ksfb.ky.gov](mailto:eventcoordination@ksfb.ky.gov)

### **KEC Policies – Drones/Unmanned Aerial Vehicles**

In order to ensure the safety of all patrons at the Kentucky Exposition Center, drones are not allowed on the property during load in, show hours, and/or load out without the express written consent of the KSFB and the FAA, where applicable. A Drone or Unmanned Aerial Vehicle (UAV) is defined as any "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".

### **KEC Policies – Smoking Policy**

The Kentucky Exposition Center 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 10 feet from building entrances.

This policy applies to all exhibitors, visitors, attendees, contract personnel and Kentucky Exposition Center employees. This policy is strictly enforced and violators are subject to removal.

### **KEC Policies – Confederate Flag Policy**

Confederate battle flag merchandise and any displays exhibiting imagery of the confederate battle flag are strictly prohibited.

### **KEC Policies – Parking Guidelines**

- Park only in legal parking spaces in approved parking lots.
- Do not park next to fire hydrants.
- Do not park on the sidewalks or grass areas.
- Follow the direction of the traffic directors to be parked as quickly and efficiently as possible.
- Do not park on curbs, especially those painted yellow, or in marked fire lanes.
- Do not block drive lanes, especially in the horse barn areas.
- Do not block any dumpsters or trash compactors as facilities management needs access through the event.
- Park trailers in the appropriate lots.