



**Please direct this exhibitor service kit to  
the person in charge of your exhibit.**

**ROAD TO THE HORSE  
MARCH 21-24, 2024  
ALLTECH ARENA CONCOURSE & EXHIBIT HALL  
KY. HORSE PARK**

Dear Exhibitor:

As the Official Service Contractor for **ROAD TO THE HORSE** we are enclosing information and order forms to assist you in exhibiting in the upcoming event on **MARCH 21-24, 2024 at THE KENTUCKY HORSE PARK'S ALLTECH ARENA** in Lexington, KY.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services. The pre-order deadline is **Monday, March 11, 2024**. Orders received by this day will receive advanced pricing. Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. **A service desk will be staffed in the exhibit area during set-up, where additional orders for furniture, etc. may be made.**

**BOOTH EQUIPMENT** - The following equipment will be available to **order** for your booth space:

- Furniture
- Carpet
- Drape
- Shipping

**Equipment and services such as electricity and furniture, are available by using the attached forms. Please mail, fax or email the completed form to the addresses provided.**

Please mail, fax or email the forms to the address provided.

Lexpo Exposition Services  
430 W. Vine Street  
Lexington, KY 40507

Email: [ahensley@centralbankcenter.com](mailto:ahensley@centralbankcenter.com)  
[mconley@centralbankcenter.com](mailto:mconley@centralbankcenter.com)

Fax: 859-254-8151

**TERMS** - We call your attention to our payment policy. Payment must accompany all orders. Orders received without payment will not be processed. Advance orders may be charged against a charge card. A 3% processing fee will be added to all credit card orders. Orders placed at the Service Desk during move-in and set-up on show site must be paid at the time of order in form of cash, check, Visa, Mastercard, or American Express. Payment for freight handling (drayage) must be made prior to close of show. **It is the responsibility of the exhibitor to provide proof of tax-exempt status. If no proof of tax-exempt status is provided, KY State Sales taxes of 6% will be added to all orders**

**REFUND/CANCELLATION POLICY** - Due to the nature of services and equipment provided, no refunds will be approved unless written notification is received thirty days prior to event.

We are looking forward to working with you and wish to assist you in making this one of your most successful shows. If you require additional information, please call our Exhibitor Service Representatives, at 859/787-0910.



4089 Iron Works Parkway  
Lexington, KY 40511-8400  
Phone (859) 259-4273  
(859) 233-4303  
Toll Free (800) 678-8813

## ***Alltech*** Arena Exhibit Hall Rules & Regulations:

Dear Exhibitor,

Please note below are a few rules and regulations for exhibitors at the *Alltech* Arena Exhibit Hall.

- All Decorations must be flame resistant
- Union Riggers are required for hanging anything from the ceiling (36 feet tall)
- No duct tape, masking tape, etc. allowed. Tape must be **non-residue** such as gaffers, frog or painters tape.
- No nails, thumb tacks, staples are to be used to attach to the walls, carpet, doors, windows, etc.
- All extension cords are to be covered for safety.
- No vehicles are allowed to park, load or unload on the sidewalks.

If you need these services offered to you please note the information in this packet for more information on flame resistant drapery rental, sign hanging, tape services, tac boards rental, extension cord covering and more with the Lexpo Exposition Services.

Sincerely,  
Lexpo Exposition Services



MAILING ADDRESS:  
LEXPO EXPOSITION SERVICES,  
430 WEST VINE STREET  
LEXINGTON, KENTUCKY 40507  
P:859-787-0910 F:859-254-8151

## FURNITURE RENTAL ORDER FORM

ROAD TO THE HORSE  
MARCH 21-24, 2024  
ALLTECH ARENA CONCOURSE & EXHIBIT HALL  
KY. HORSE PARK

DISPLAY TABLES (Wooden Tops):		TABLES W/ SKIRTING*		TABLES ONLY		AMOUNT
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	
4' X 2' X 30" High	_____	\$82.00	\$115.00	\$37.00	\$44.00	\$_____
6' X 2' X 30" High	_____	93.00	133.00	44.00	49.50	_____
8' x 2 1/2' x 30" High	_____	107.00	159.50	50.50	55.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	96.00	122.00	44.00	54.50	_____
6' X 2' X 42" High	_____	108.00	137.50	50.00	62.00	_____
8' x 2 1/2' x 42" High	_____	126.50	159.00	55.50	72.00	_____
6' SKIRTED TABLE TOP RISER	_____	39.50	50.50	29.50	40.50	_____
8' SKIRTED TABLE TOP RISER	_____	49.50	60.50	39.50	47.50	_____
*Skirting is around 3 sides and includes white vinyl table cover.						
Skirting around 4th side	_____	37.50	43.00			

Skirting Colors: Please CIRCLE color of skirting preferred:

blue, white, red, gold, kelly green, hunter green, black, silver and navy

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$32.50	\$36.50.....	\$_____
Padded 30" High Stool	_____	55.00	65.50.....	_____
Samsonite Folding Chair	_____	14.00	16.50.....	_____
30" Round Cocktail table-13"	_____	43.00	54.00.....	_____
30" Round Cocktail table-30"	_____	43.00	54.00.....	_____
30" Round Cocktail table-42"	_____	43.00	54.00.....	_____
Black Spandex for Cocktail Tables	_____	19.50	19.50.....	_____
Wastebasket	_____	18.50	21.00.....	_____
Floor Easel, Tripod	_____	23.50	27.00.....	_____
Chrome Stanchion	_____	18.50	23.50.....	_____
Rope (6')	_____	9.50/Ft.	10.25/Ft.....	_____
4' x 8' Double Sided Tac Boards	_____	78.50	88.50.....	_____
4' x 8' Double Sided Peg Boards	_____	78.50	88.50.....	_____
Shopping Bag Holder	_____	78.50	88.50.....	_____
Literature Rack	_____	78.50	88.50.....	_____
Iron Park Bench	_____	78.50	88.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$13.50 Lin Ft.	\$15.00 Lin Ft.....	\$_____
3' High Drape	_____ Lin Ft.	12.00 Lin Ft.	14.00 Lin Ft.....	\$_____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Black, Silver gray, Hunter green & navy				
12' High Drape	_____ Lin Ft.	15.00 Lin Ft.	18.75 Lin Ft.....	\$_____
Please <u>CIRCLE</u> Color Choice of 12' High Drape Blue, Silver Gray, Black, & White				

**\*PLEASE NOTE: If no table skirting or drapery color is specified, show colors will be used.**

NOTICE  
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES  
WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE  
ADVANCED DATE LISTED AT THE TOP OF THE PAYMENT FORM.  
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME  
OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION  
SERVICES.

TOTAL ORDER \$\_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ BOOTH# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ Date \_\_\_\_\_  
Signature Please print #1 A-2500



## ELECTRICAL SERVICE ORDER FORM

### MAILING ADDRESS:

LEXPO  
EXPOSITION SERVICES,  
430 WEST VINE STREET  
LEXINGTON, KENTUCKY 40507  
P:859-787-0910  
F:859-254-8151

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KY. HORSE PARK

### AVAILABLE SERVICES 120 VOLT, AC, SINGLE PHASE

QTY	DESCRIPTION	ADVANCE	FLOOR	AMT.
_____	5AMP 120V SINGLE OUTLET	\$56.00	\$64.00	\$ _____
_____	10AMP 120V SINGLE OUTLET	\$68.00	\$75.00	\$ _____
_____	15AMP 120V SINGLE OUTLET	\$78.00	\$96.00	\$ _____
_____	20AMP 120V SINGLE OUTLET	\$88.00	\$106.00	\$ _____

PRICES INCLUDE HOOKUP AND DISCONNECT

### ACCESSORIES

_____	3-OUTLET ADAPTER	\$23.00	\$26.00	\$ _____
_____	EXTENSION CORDS (UP TO 25')	\$39.00	\$47.50	\$ _____
_____	POWERSTRIP	\$33.00	\$38.00	\$ _____

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### SPECIAL ORDERS ONLY

INDICATE IN THE SPACE  
PROVIDED THE DESIRED  
LOCATION OF FLOODLIGHTS  
ORDERED AND SPECIAL OR  
DIRECT WIRING CONNECTIONS

### IMPORTANT CONDITIONS AND REGULATIONS

1. Use care in ordering power and know the requirements of your equipment insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All material and equipment furnished by LEXPO EXPOSITION SERVICES for this service shall remain the property of LEXPO EXPOSITION SERVICES.
4. Rates quoted for all connections cover only the bringing of service to rear of booth on the most convenient manner.

### NOTICE

PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY ADVANCED DATE LISTED AT THE TOP OF THE PAYMENT FORM. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

TOTAL ORDER \$ \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE( ) \_\_\_\_\_ FAX # \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE PLEASE PRINT ELECTRIC #500



ALL CARPETING MUST BE INSTALLED USING CARPET TAPE OR PAINTERS TAPE. IF AN EXHIBITOR USES ANY UNAPPROVED ADHESIVE TO ATTACH CARPET TO THE SHOW FLOOR, THEY WILL BE HELD RESPONSIBLE FOR PAYMENT OF ANY CLEAN-UP OR REPAIR COSTS RESULTING FROM SUCH USE.

*\*Carpet ordered and installed by Lexpo will include installation using approved materials.*

## CARPET RENTAL ORDER FORM

MAIL TO:  
**LEXPO**  
EXPOSITION SERVICES,  
430 WEST VINE STREET  
LEXINGTON, KENTUCKY 40507  
P:859-787-0910 F:859-254-8151

ROAD TO THE HORSE  
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STANDARD EXHIBIT BOOTH CARPET			COMPLETE EXHIBIT AREA CARPET		
CHECK ONE	ADVANCE	FLOOR	PLEASE COMPLETE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$112.00	\$145.00	_____ Ft.	\$6.15	\$6.95
			(LENGTH)		
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$212.00	\$255.00	<b>X</b> _____ Ft.		
			(Width)		
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$311.00	\$406.00			
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$410.00	\$537.00			
			= _____ <b>X</b> _____ = _____		
			(TOTAL SQ. FT.) (ABOVE RATE) (RENTAL COST)		

CHECK COLOR DESIRED FOR STANDARD CARPET:

\_\_\_\_\_ BLUE \_\_\_\_\_ BLACK \_\_\_\_\_ BLACK TUXEDO (salt & pepper)

### PADDING-PROTECTIVE PLASTIC COVERING-TAPE

Padding Area Size \_\_\_\_\_ FT x \_\_\_\_\_ FT = \_\_\_\_\_ SQ FT @ 2.53/sq. ft. = \$ \_\_\_\_\_  
(Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area \_\_\_\_\_ FT x \_\_\_\_\_ FT = \_\_\_\_\_ SQ FT @ .75/sq. ft. = \$ \_\_\_\_\_  
(Length) (Width) (Total Square Feet) (Rental Cost)

Additional Carpet Tape \_\_\_\_\_ IN/FT @ .87/in. ft. = \$ \_\_\_\_\_

Carpet Tape Roll \_\_\_\_\_ Quantity at \$29.00 each. = \$ \_\_\_\_\_

**TOTAL ORDER \$** \_\_\_\_\_

**NOTICE**  
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY THE ADVANCED DATE LISTED ON THE PAYMENT FORM. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

FIRM NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY AND STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Signature Please Print #1 A-2500



## SHIPPING INSTRUCTIONS AND FREIGHT SERVICE ORDER FORM

### MAILING ADDRESS:

LEXPO  
EXPOSITION SERVICES  
430 WEST VINE STREET  
LEXINGTON, KY 40507  
P:859-787-0910 F: 859-254-8151

ROAD TO THE HORSE  
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### FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services:

CRATED. . . . . \$57.00 CWT

1. Receive and store shipments up to four weeks prior to show opening.
  2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
  3. Furnish storage labels and remove empty containers and hold for duration of show.
  4. Return empty containers to booth at conclusion of show.
  5. Provide shipping labels and bills of lading for your outbound shipments.
  6. Remove exhibit material from booth area and arrange for loading on carrier.
- NOTE:** Bills of lading are to be completed by your show personnel and return to the service desk.
1. All shipments must be prepaid. Collect shipments will not be accepted.
  2. Shipments will only be accepted between 8:00 a.m.-4:00 p.m. Monday-Fri
  3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
  4. All material should be shipped to arrive not later than one week prior to initial installation date:

**PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.**

DO NOT ABANDON YOUR EXHIBIT UNTIL LEXPO EXPOSITION SERVICES HAS YOUR OUTBOUND SHIPPING INSTRUCTIONS NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE TRACING INFORMATION AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE, BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND OF ALL MATERIALS AND EQUIPMENT.

### RATES FOR SERVICES:

- A. There will be a minimum charge of \$64.00 per delivery on shipments totaling less than 100 lbs.
- B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$35.50 charge per piece.
- C. Banding is available for \$3.20 per foot plus minimum charge of \$65.00 per hour.
- D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: \_\_\_\_\_ lbs. ÷ 100 x \$57.00 = \$ \_\_\_\_\_

Minimum (100 lbs.):  
\_\_\_\_\_ shipments x \$64.00 = \$ \_\_\_\_\_

Banding:  
\_\_\_\_\_ feet x 3.20cents + \$64.00/hr. = \$ \_\_\_\_\_

**TOTAL ENCLOSED \$ \_\_\_\_\_**

### SHIPPING ADDRESS

TO: \_\_\_\_\_  
(Name of Exhibitor, Booth # & Event)

LEXPO EXPOSITIONSERVICES  
430 W. Vine Street  
Manchester Street Dock  
Lexington, Ky. 40507

SHOW NAME: \_\_\_\_\_

Booth No: \_\_\_\_\_

Shipped Via: \_\_\_\_\_  
No. of Pieces: \_\_\_\_\_ Approx. **UNLOADING** Weight \_\_\_\_\_  
Date Shipped: \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_

By \_\_\_\_\_ Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print #1 A-2500



## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **Please read carefully!!**

#### **Crated Shipments: Freight Handling (Over 100 lbs.)-**

\*All freight for this option should be shipped to our warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517.

\*All pieces should have a receiving label attached. Please see shipping form for instructions.

Please Note: This label does not take the place of the shipping labels required by your carrier.

\*Shipments consigned to the warehouse should arrive no later than 5 DAYS PRIOR TO MOVE-IN DATE. Late shipments may be charged an additional delivery fee. Lexpo can't guarantee prompt delivery of late shipments and will not be responsible for set-up delays due to late shipments. One month (30 days) of storage is allowed prior to show set-up.

\*Please call Angelina at (859)-551-3047 to schedule a delivery appointment for all freight with a total weight exceeding 5000lbs.

\*Outbound shipping arrangements will be the responsibility of the exhibitor. All pick-ups must be scheduled prior to exhibitor move out. Pick-ups should be scheduled on Tuesday March 26, 2024 from our warehouse from 8:30a-4:30p. Lexpo reserves the right to force-ship any freight not picked-up during this time, via our carrier of choice. Exhibitor will be responsible for any charges resulting from this action.

#### **Receiving Minimum (100lbs. and under) –**

\* All freight for this option should be shipped to our warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517. Please see the Shipping Order form for instructions. Common carrier shipments should arrive 5 DAYS PRIOR TO MOVE-IN DATE. Late shipments may be subject to an additional delivery fee. Lexpo can't guarantee prompt delivery of late shipments and will not be responsible for set-up delays due to late shipments. One month (30 days) of storage is allowed prior to show set-up.

\*Outbound shipping arrangements will be the responsibility of the exhibitor. All pick-ups must be scheduled prior to exhibitor move out. Pick-ups should be scheduled on Tuesday March 26, 2024 from our warehouse from 8:30a-4:30p. Lexpo reserves the right to force-ship any freight not picked-up during this time, via our carrier of choice. Exhibitor will be responsible for any charges resulting from this action.

#### **All Services:**

\*All exhibit materials must have a receiving label attached. Please see shipping form for instructions.

\*The exhibit materials are delivered to your booth prior to or during installation depending on the schedule. Empty crates, cartons and pallets are removed and stored for the duration of the event and returned at the show closing. Empty stickers will be provided and must be completed and attached to all items being stored.

\*Exhibit materials will be picked up at your booth and shipped directly from our warehouse at 430 W. Vine Street, Manchester Dock, Lexington KY, 40517. The exhibitor is responsible for scheduling and arranging payment for outbound shipments.

\*Equipment of the size and nature making it impossible to effect delivery to booth location will be moved as far as is practical, thereafter becoming the exhibitor's responsibility.

\* Materials to arrive prior to set-up days must be shipped to Lexpo Exposition Services. Failure to do so may result in the return of goods to the shipper or payment of re-consignment charges

\*All shipments must be prepaid!!! Collect shipments will not be accepted! Un-skidded or uncrated freight materials will not be accepted at the warehouse.

\*Correct weights should be provided otherwise receiver's estimated weights must prevail. Certified weights may be requested on shipments of machinery or uncrated materials received at the show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bill, otherwise the uncrated materials rate will apply to the entire shipment.

\*All shipments should be insured by the exhibitor from the time it leaves the firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

\*Exhibitors shipping freight internationally should use their own customs broker/agents. Lexpo Exposition Services will not be responsible for any fees or taxes associated with International shipments.

\*All payments for drayage and material handling service must be made in advance. If the exhibitor is uncertain of how to figure charges, please call us. A completed credit card form is required for all material handling services. The card will be charged as shipping is received and will be calculated according to weight listed on the package. If no weight is known, Lexpo will weigh it and charge accordingly.



# Outbound Shipping Instructions

Please Read Carefully!

\*All outbound pick-ups must be scheduled during the designated ship-out days from the show site.

\*At the close of the event, each exhibitor will be expected to label their own freight. See below for an example of outbound labels. The completed bill of lading for your carrier of choice must be made for each shipment, signed and returned to the Lexpo Service Desk.

FROM:	SHIPPER NAME: <u>Your Company Name</u>
	SHOW NAME: _____
	FACILITY: _____
	ADDRESS: _____
	CITY, STATE, ZIP: _____
TO:	CONSIGNEE NAME: <u>Receiving Company Name</u>
	CONTACT NAME: _____
	BUSINESS NAME: _____
	ADDRESS: _____
	CITY, STATE, ZIP: _____

\*Exhibitors may be required to complete an outbound shipping form for each shipment being handled by Lexpo. These will be made available at the show site prior to show move-out.

\*Shipments being handled by UPS, Federal Express or any Freight Carrier, must have shipping arrangements made in advance. Lexpo can't make these arrangements. We will have Fed-ex express labels available at the Lexpo Service Desk.

\*All Materials must contain a shipping address for your next destination to prevent shipment separation.

\*When shipping to a different destination, a separate bill of lading is required for each destination.

\*Exhibitors shipping freight internationally should use their own customs broker/agents. Lexpo Exposition Services will not be responsible for any fee or taxes associated with international shipments.

**\* Regarding shipments left in booth for which no disposition is provided, or if requested carrier fails to pick-up shipment by end of the scheduled pick-up date or refuses to accept shipment, LEXPO reserves the right to re-route or return materials to our warehouse and ship them out via our preferred carrier. Exhibitors will be charged accordingly for this service. LEXPO will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to facilitate the storage of exhibitor materials.**

\*Any shipment returned to the Lexpo Warehouse after the scheduled pick-up date, for re-shipping, storage or for designated carrier pick-up will be at an additional charge to the exhibitor. After 30 days unclaimed items may be discarded.

\*The Consignment or delivery of a shipment to Lexpo Exposition Services by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and or shipper) of the terms and conditions set forth in this bulletin.

## **LIMITATIONS OF LEXPO EXPOSITION SERVICES, LIABILITY & RESPONSIBILITY**

1. LEXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. LEXPO shall not be held responsible for loss, theft, or disappearance of materials after delivery or to exhibitor's booth.
3. LEXPO shall not be responsible for loss, theft or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Lexpo by exhibitors, will be checked at the time of actual pick-up from booth and corrections will be made where discrepancies occur.
4. LEXPO shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
5. LEXPO shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
6. Note: Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick-up shipment by move out time or refuses to accept shipment. LEXPO reserves the right to re-route such shipments or return materials to our warehouse. Exhibitors will be charged accordingly for this service. LEXPO will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to facilitate the storage of exhibitor materials.

Return To:

**LEXPO**  
**EXPOSITION SERVICES**  
**430 W. VINE STREET, LEXINGTON, KY. 40507**  
**(859) 551-3047 FAX: (859) 254-8151**

**THIS FORM SHOULD BE COMPLETED  
AND RETURNED WITH ORDER!!!**

**PAYMENT FORM**  
**ADVANCED DATE:**  
**MONDAY, MARCH 11, 2024**

NO CHECKS DRAWN ON A FOREIGN BANK  
ACCEPTED, NOR CHECKS MARKED "PAYABLE IN  
U.S. FUNDS". PLEASE ISSUE ON A U.S. BANK OR A  
U.S. MONEY ORDER OR AMERICAN EXPRESS I  
INTERNATIONAL MONEY ORDER. WE WILL ALSO  
ACCEPT AMERICAN EXPRESS OR MASTERCARD OR  
VISA CARD CHARGES. PLEASE WRITE THE  
APPROPRIATE CHARGE ACCOUNT NUMBER AND  
SIGN BELOW.

**RECAP OF SERVICES AND EQUIPMENT ORDERED**

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

FURNITURE.....\$ \_\_\_\_\_  
ELECTRIC.....\$ \_\_\_\_\_  
CARPET.....\$ \_\_\_\_\_  
FREIGHT.....\$ \_\_\_\_\_

SUB-TOTAL \$ \_\_\_\_\_  
6% KY State Sales Tax \$ \_\_\_\_\_

CREDIT CARD PAYMENT FOR THIS AMOUNT \$ \_\_\_\_\_

**\*It is the responsibility of the exhibitor to provide proof of tax-exempt status. If no proof of tax-exempt status is provided, KY State Sales taxes of 6% will be added to all orders.**

**CREDIT CARD INFORMATION**

Charge to: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

PRINT Card member Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date on card: \_\_\_\_\_

CVB (3) OR (4) DIGIT #: \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. A 3% processing fee will be added to all credit card orders. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Please see LEXPO Exposition Services service desk personnel prior to opening if you have a problem.

**CHECK PAYMENT**

Check No. \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amount \_\_\_\_\_

**ROAD TO THE HORSE**

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address (for receipt) \_\_\_\_\_ (Copies of invoices are only available by e-mail or at the service desk)

By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature Please Print (Must be received in our office by Deadline)