

**PLEASE DIRECT THIS EXHIBITOR
SERVICE KIT TO THE PERSON IN
CHARGE OF YOUR EXHIBIT.
LEXINGTON CENTER**

**CP NATIONAL HORSE SHOW
OCTOBER 25-NOVEMBER 3, 2019
ALLTECH ARENA CONCOURSE: EXHIBIT HALL
KY HORSE PARK**

Dear Exhibitor:

As the Official Service Provider for **CP NATIONAL HORSE SHOW** we are enclosing information and order forms to assist you in exhibiting in the upcoming show, **OCTOBER 25-NOVEMBER 3, 2019**.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services prior to **Monday, October 21, 2019**. 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, electric, etc. may be made.

BOOTH EQUIPMENT- BOOTH EQUIPMENT- The following equipment will be provided for each 10' x 10' booth space:

- 8' high background drapery with 3' high side partitions in black.
- (1) 500 Watt Electrical Outlet
- (1) 6' skirted table (skirted on three sides, top covered with a white vinyl top) in white.
- (2) Samsonite Folding Chairs
- (1) 7"x 44" booth ID sign

Lexpo personal will be available onsite during the set-up. Please mail, fax or email the forms to the address provided.

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

Fax: 859-254-8151

Email: ahensley@lexingtoncenter.com
mhaase@lexingtoncenter.com

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. 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.

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: Angelina Hensley, Melinda Haase or Melissa Conley 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 (information below).

Sincerely,
Lexpo Exposition Services
859-233-4567 x 3781
mconley@lexingtoncenter.com

ELECTRICAL SERVICE ORDER FORM

MAILING ADDRESS:

**LEXPO
 EXPOSITION SERVICES,
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780**

**CP NATIONAL HORSE SHOW
 OCTOBER 25-NOVEMBER 3, 2019
 ALLTECH ARENA CONCOURSE: EXHIBIT HALL
 KY HORSE PARK**

THE ASSOCIATION IS PROVIDING ONE (1) 5AMP. PLEASE ONLY ORDER ELECTRIC IF YOU NEED MORE THAN WHAT IS PROVIDED.

AVAILABLE SERVICES
 120 VOLT, AC, SINGLE PHASE

QTY	DESCRIPTION	ADVANCE	FLOOR	AMT.
_____	5AMP 120V SINGLE OUTLET	\$54.00	\$61.00	\$ _____
_____	10AMP 120V SINGLE OUTLET	\$66.00	\$73.00	\$ _____
_____	15AMP 120V SINGLE OUTLET	\$76.00	\$94.00	\$ _____
_____	20AMP 120V SINGLE OUTLET	\$86.00	\$104.00	\$ _____

PRICES INCLUDE HOOKUP AND DISCONNECT

ACCESSORIES

_____	3-OUTLET ADAPTER	\$21.00	\$24.00	\$ _____
_____	EXTENSION CORDS (UP TO 25')	\$37.00	\$45.20	\$ _____
_____	POWERSTRIP	\$31.00	\$36.00	\$ _____

L E F T	R I G H T
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AISLE

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

IMPORTANT CONDITIONS AND REGULATIONS

- 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.
- All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
- All material and equipment furnished by LEXPO EXPOSITION SERVICES for this service shall remain the property of LEXPO EXPOSITION SERVICES.
- 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 MONDAY, OCTOBER 21, 2019.
 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 _____	PLEASE PRINT _____	DATE _____
SIGNATURE			ELECTRIC #500



MAILING ADDRESS:
LEXPO EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

FURNITURE RENTAL ORDER FORM
CP NATIONAL HORSE SHOW
OCTOBER 25-NOVEMBER 3, 2019
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	_____	\$80.00	\$113.00	\$35.00	\$42.00	_____
6' X 2' X 30" High	_____	91.00	131.00	42.00	47.50	_____
8' x 2 1/2' x 30" High	_____	105.00	157.50	48.50	53.50	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	94.00	120.00	42.00	52.50	_____
6' X 2' X 42" High	_____	106.00	135.50	48.00	60.00	_____
8' x 2 1/2' x 42" High	_____	124.50	157.00	53.50	70.00	_____
6' SKIRTED TABLE RISER	_____	37.50	48.50	27.50	38.50	_____
8' SKIRTED TABLE RISER	_____	47.50	58.50	37.50	45.50	_____
Skirting around 4th side	_____	35.50	41.00			_____

*Skirting is around 3 sides and includes white vinyl table cover.

Skirting Colors: Please CIRCLE color of skirting preferred:

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

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$30.50	\$34.50.....	\$ _____
Padded 30" High Stool	_____	53.00	63.50.....	_____
Gray Walnut Arm Chair	_____	49.00	58.50.....	_____
Samsonite Folding Chair	_____	12.00	14.50.....	_____
30" Round Cocktail table-13"	_____	41.00	52.00.....	_____
30" Round Cocktail table-30"	_____	41.00	52.00.....	_____
30" Round Cocktail table-42"	_____	41.00	52.00.....	_____
Black Spandex for Cocktail Tables	_____	17.50	17.50.....	_____
Wastebasket	_____	16.50	19.00.....	_____
Floor Easel, Tripod	_____	21.50	25.00.....	_____
Chrome Stanchion	_____	16.50	21.50.....	_____
Rope (6')	_____	7.50/Ft.	8.25/Ft.....	_____
4' x 8' Double Sided Tac Boards	_____	76.50	86.50.....	_____
Shopping Bag Holder	_____	76.50	86.50.....	_____
Literature Rack	_____	76.50	86.50.....	_____
Iron Park Bench	_____	76.50	86.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$11.50 Lin Ft.	\$13.00 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	10.00 Lin Ft.	12.00 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Teal green, Black, Silver gray, Maroon, Plum, Hunter green				
12' High Drape	_____ Lin Ft.	11.50 Lin Ft.	15.50 Lin Ft.....	\$ _____

Please CIRCLE Color Choice of 12' High Drape Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon

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

ALL Prices Includes Sales Tax

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
WILL APPLY TO ALL ORDERS NOT RECEIVED MONDAY,
OCTOBER 21, 2018. 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



430 WEST VINE STREET PH: (859) 233-4567
 LEXINGTON, KY 40507 FAX: (859) 254-8151

**CUSTOM FURNITURE RENTAL
 ORDER FORM**

MAILING ADDRESS:
 LEXPO
 EXPOSITION SERVICES,
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

CP NATIONAL HORSE SHOW
 OCTOBER 25-NOVEMBER 3, 2019
 ALLTECH ARENA CONCOURSE: EXHIBIT HALL
 KY HORSE PARK

CUSTOM FURNITURE: QTY. AMOUNT

**PLEASE CALL
 FOR QUOTE!!**

Upholstered Sofa	_____	\$ _____
Side Chair for Sofa	_____	\$ _____
Coffee Table	_____	\$ _____
Round Dining Table with 4 Chairs	_____	\$ _____
42" Round Dining Table ONLY	_____	\$ _____
10'X10' TENT (optional sides)	_____	\$ _____

NOTICE
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 WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY
 OCTOBER 21, 2019. ORDERS PLACED AT SERVICE DESK MUST
 BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO
 LEXPO EXPOSITION SERVICES.

ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$ _____

FIRM NAME _____ PHONE _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____
 Signature Please print



430 W. VINE STREET, LEXINGTON, KY. 40507
 (859) 233-4567 X 3781 FAX: (859) 254-8151

MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

PLANT RENTAL ORDER FORM

**CP NATIONAL HORSE SHOW
 OCTOBER 25-NOVEMBER 3, 2019
 ALLTECH ARENA CONCOURSE: EXHIBIT HALL
 KY HORSE PARK**

QUANTITY	DESCRIPTION	PRICE	AMOUNT
_____	4 to 6 in. Tall Potted Plant. (table size complete in wicker basket)	PLEASE CALL FOR A QUOTE!	\$ _____
_____	18 to 24 in. Tall Potted Plant. (table size complete in wicker basket)		\$ _____
_____	24 to 30 in. Tall Potted Plant. (floor size complete in wicker basket)		\$ _____
_____	3 to 4 ft. Tall Tree (complete in wicker basket)		\$ _____
_____	4 to 6 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	6 to 8 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	8 to 10 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	10 to 12 In. Potted ferns (nice and full)		\$ _____
_____	Blooming Plants. (potted mums and seasonal plants)		\$ _____
_____	Fresh Cut Flower Arrangements	\$ _____	

The plants will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the service desk and make arrangements to return them. The exhibitor is responsible for the replacement cost of items not returned or missing.

***A delivery and pick-up fee of \$40.00 will be added to all plant orders.**

TOTAL ORDER \$ _____

ALL PRICES INCLUDE KY SALES TAX

PLANT SELECTION SUBJECT TO AVAILABILITY

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MONDAY, OCTOBER 21, 2019.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

FIRM NAME	PHONE ()	FAX #
ADDRESS	CITY AND STATE	ZIP
BY	NAME	DATE
Signature	Please Print	#1 A-2500



Advance Price Due Date:
MONDAY, OCT. 21, 2019

Return To:
430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 X 3780 FAX: (859) 254-8151

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

PAYMENT FORM

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.

ELECTRIC.....	\$ _____
FURNITURE.....	\$ _____
CUSTOM FURNITURE.....	\$ _____
PLANT.....	\$ _____

SUB-TOTAL \$ _____

CREDIT CARD PAYMENT FOR THIS AMOUNT \$ _____

CREDIT CARD INFORMATION

PRINT Card Member Name _____

Charge to: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

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**. 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 _____

Event Name: CP NATIONAL HORSE SHOW

Firm Name _____ Phone () _____

Address _____ City & State _____ Zip Code _____

By _____ Name _____ Date _____

Signature Please Print (Must be received in our office by Dead-line)