



Exhibitor Application

February 24-25, 2018

Kentucky Exposition Center

Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Fax _____ Cellular _____

E-Mail _____ Web Site: http:// _____

Will you be advertising a SERVICE? YES NO If YES, what type of SERVICE? _____

Are you selling PRODUCTS? YES NO Do you have a KY Sales Tax #? No Yes: # _____

Please list all products being sold: _____

Exhibitor Booths

Regular Booth 10'x10'=\$350 \$ _____
 Corner Booth 10'x10'=\$400 \$ _____
 Non Profit Booth 10'x10'=\$200 \$ _____
 Folding Chair= \$5 (each) \$ _____
 Wastebasket= \$10 \$ _____

Show Program Ad/Coupon (Art and set up included)

Front Cover (Quarter Page Horizontal) = \$250 \$ _____
 Back Cover (Full Page)= \$350 \$ _____
 Half Page (Horizontal)= \$175 \$ _____
 Quarter Page (Horizontal)= \$90 \$ _____
 Quarter Page (Vertical)= \$90 \$ _____

Electricity

20 Amp 120 Volt Service= \$130 \$ _____
 30 Amp 120 Volt Service= \$150 \$ _____

TOTAL \$ _____

*****All payments must be paid in full by January 19, 2018*****

Initial Deposit \$ _____ Date Paid _____
 Balance Due \$ _____ Date Paid _____

Payment Information

___ Check or money order # _____ enclosed Amount: \$ _____ (make payable to: Carried Away Productions)
 ___ Please charge to my ___ Visa ___ Mastercard ___ Discover ___ AMEX
 Name of Cardholder _____ Card Number _____
 Exp date: ___/___/___ Security Code: _____ Address that the card bill is sent to (if different from above): _____

Amount to charge: \$ _____ Check here if you want us to charge the balance to this card when it is due.
 Signature: _____ (Card Holder- must be signed to be accepted)

 I have read and, by my signature below, agree to the Terms and Conditions listed on the reverse of this form or following page.

**Signed _____ Title _____ Date _____

**Application must be signed and dated to be accepted.

EXHIBITOR: Please make a copy of this form for your records.

SEND ORIGINAL TO: Carried Away Productions 2950 Breckenridge Ln #4a Louisville, KY 40220

Phone: (502) 744-7000 • Fax: (502) 456-2298
E-Mail: carrie@carriedawayproductions.com • Web: www.louisvillekidsfair.com



Exhibitor Terms & Conditions for Participation

PAYMENT: Payments are to be made in accordance with accompanying application. All booths are on a first come, first served basis and spaces are VERY limited. Any and all **returned checks** will be assessed a \$50 charge the first time they are returned and a \$65 charge if returned a second time. If the balance is paid more than one week past the due date a \$15 late charge will be added to the total amount due, unless payment arrangements are made.

BOOTH SPACE: The management team has the right to relocate your space without notice. All items not a part of the display must be kept out of sight during the show. If exhibitor requires electricity for booth it will be at exhibitors cost. Please indicate electrical needs on the application in the electricity section. Exhibitor will be responsible for all extension cords and power strips. Electricity availability is not guaranteed by Carried Away Productions, LLC.

The size of the STANDARD BOOTH space is 10' X 10'. There are a limited number of 10' X 20' spaces available.

BOOTH RESTRICTIONS: NO TAPE of any kind is allowed on the walls or fixtures. THE ONLY TAPE ALLOWED is Gaffers Tape with prior approval from show management or venue for securing cords to the floor only. ATTACHING SIGNS or anything else in any way to trees, posts, walls, seating areas, columns, or any other piece of venue property is strictly prohibited. SPRAY PAINT and BUBBLE MACHINES are strictly prohibited. **If any part of this rule (no tape, attaching signs, spray paint, and bubble machines) is violated, the exhibitor will be billed \$100.00 (one hundred dollars) per square foot for any repairs needed, with a minimum cost of \$150.00 (one hundred fifty dollars).**

*****HELIUM TANKS AND BALLOONS** are NOT allowed in the venue without prior approval from Carried Away Productions, LLC. If you will be using balloons for decorations, please contact Carried Away Productions for proper instructions. Helium balloons may NOT be given out to the public.

Tents and/or canopies are NOT allowed without prior approval of Carried Away Productions.

OPEN FLAMES are NOT allowed, per fire marshal safety codes. This includes candles, incense, and Bunsen burners.

SUBLETTING and SHARING OF BOOTHS is not allowed.

LITERATURE BUSINESS CARDS AND ANY OTHER MATERIAL HANDED OUT AT YOUR BOOTH must not include the name, phone number, address, nor any other vital information about any other company besides that represented by your booth, unless that company is exhibiting in the show. The only exceptions are exhibiting magazines and newspapers. **Any literature that represents a company not in the show will be discarded by show management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted from exhibiting in future Carried Away Productions, LLC. events.** NO LITERATURE may be handed out in any other part of the venue - outside the perimeters of your booth - unless it is by another participating company, at their booth, in the show. Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

INSURANCE: LIABILITY: Exhibitor accepts full liability for any injury or loss to themselves or their property, agents or employees at any time and from any cause while on the show premises. Exhibitor expressly releases Carried Away Productions and Knoxville Expo Center from any and all liability for such loss or injury.

SHOW HOURS: Each booth must be staffed during all show hours. Carried Away Productions, LLC. nor venue is liable for items lost or stolen. All exhibits must be set up before the show opens Saturday morning and must stay intact during show hours. Show management reserves the right to pull tables out of any booth not set up by the start of the show. All booths must stay assembled during all show hours. **Carried Away Productions, LLC. may restrict exhibitors who tear down early from exhibiting in future Carried Away Productions, LLC. events and may be required to pay an additional \$500 for any future show if they are allowed in.** Banners, signs, items on display, and anything in or on the booth must stay intact until the show is over.

AMPLIFIED SOUND: Amplified sound is not allowed during show hours without prior approval from Carried Away Productions, LLC. This includes, but is not limited to, the use of microphones, sound systems and tape players or CD players with speakers. Televisions and computers are allowed within reason and are to be kept at a low level, not amplified. The sound should not be heard outside the perimeters of your booth.

PRODUCT SALES: If you are selling products, you will need to charge sales tax at the rate of 6%. If you have a KY Sales Tax # and will be filing under that number, please make sure to provide us with that number on the application. If you do not have a KY Sales Tax number, you may complete a tax form on the Sunday morning of the event and pay your sales tax while you are there. We will have those forms for you there.

SECURITY: Although security is provided during the show, neither Carried Away Productions, LLC. nor venue is liable for items lost or stolen.

FOOD & BEVERAGE: Food and/or beverage sales and service of any kind is prohibited without prior written consent from Carried Away Productions, LLC. and/ or the Kentucky International Convention Center and/or their exclusive food & beverage provider.

CANCELLATIONS: If the show is cancelled by Carried Away Productions for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If Exhibitor cancels by written notice prior to December 19, 2017 Stewart Promotions will refund half of all deposits and no further damages will be sought. If the Exhibitor cancels in writing after December 19 and prior to January 27, 2017 all deposits shall be retained and no further damages will be sought. In the event that the Exhibitor cancels after January 27, 2017, Exhibitor is responsible for full payment on booth space. In the event that Exhibitor cancels by phone, e-mail, or is in violation of the terms and conditions at any time, cancellation will be invalid and Exhibitor will be responsible for full payment on booth space. Carried Away Productions reserves the right to refuse booth space to any Exhibitor or potential Exhibitor.