



Exhibit Information

Booths

Each 10'x10' booth space is set with an 8' high back drape wall and 3' high draped side rails in show colors which is Blue. Each 10'x20' non-island booth spaces is set with an 8' high back drapes wall in show colors. Island booth spaces may be provided with back wall drapes in show colors upon written request to [Ron Procopio](#). A floor sticker indicating the exhibitors name and booth number will be provided for booth spaces. **All booth spaces must be carpeted or have a flooring product supplied for their exhibit space.**

A standard in-line booth exhibit is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 the depth of your booth. If your design does not conform to these requirements, please contact [Ron Procopio](#) at 800-938-7488 x 107 for approval. To comply with the USITT Stage Expo good neighbor policy, please ensure that your exhibit structure is designed so that it does not impede the sightlines of surrounding exhibit spaces. In-line booths may not hang signs or rig above their exhibit space. Ground supported signs are permitted.

Island booths are open on all four sides and may construct exhibits up to 20' in height. Island booths may rig above their exhibit space and hang banners no greater than 2/3 the length of the booth size. (20'x20' booth may have a banner 13')

Tables

Each Commercial and Non-Commercial table space is carpeted and comes with a 6' long x 24" wide x 30" high black-draped table, two standard side chairs, a wastebasket and a floor sticker indicating the exhibitor's name and booth number.

A standard commercial or non-commercial table is allocated a space not to exceed 7' wide. Exhibits over 7' wide will need to purchase two tables spaces or a booth. Diagonal installations that infringe upon adjoining tables will not be permitted. No table exhibit can be taller than 8'. Exhibits must not intrude into any aisle.

Pavilion

Each Pavilion space is carpeted and comes with a pedestal, a stool, a shared counter, a 20amp power drop and a slat wall with graphic panel. and a floor sticker indicating the exhibitor's name and booth number. The space will be carpeted with padding.

Exhibit Information

Booth Packages

Basic booth furnishings have been bundled into three types of booth packages for exhibitors in 10'x10' and 10'x20' booths. These booth packages may be ordered by completing the **Booth Package Order Form** through Shepard Exposition Services. Make sure to order by **February 28th** to secure the greatest discounted pricing.

Equipment Removal

Removal of any equipment from the exhibit hall other than during scheduled move-out hours must be approved by Ron Procopio, USITT Show Manager

Insurance

Booth insurance is not required at Stage Expo, but recommended. Often you can add exhibit insurance to your company's policy, but should you need a provider, use the provided [Booth Insurance Form](#). When creating a policy please use the information below:

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming USITT, Shepard Exposition Services, Kentucky International Convention Center, and their respective officers and employees as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 19 through Sunday, March 24, 2019.

The exhibitor indemnifies and agrees to indemnify and hold harmless USITT, its contractors, the Kentucky International Convention Center, their respective officers, agents and employees, from all loss, cost and expenses arising out of any liability or claim of liability, of injury to persons, or damage to property claimed to have been sustained by reason of any act of omission of USITT, its contractors, the Kentucky International Convention Center, their respective officers, agents and employees, guests, patron or invitees arising out of or connected with USITT Conference & Stage Expo.

Exhibit Staffing

Exhibits must be staffed at all times the exhibit floor is open. In case of emergency, USITT can request a Conference Student Volunteer to staff an exhibit space for a short period of time. Please contact [Ron Procopio](#) in the USITT Exhibitor Lounge on-site; next to the Exhibitor Services area off the expo floor.

Security

USITT will provide 24 hour perimeter security in the exhibit hall during move-in, Stage Expo days, and move-out. During move-in and move-out, access to the exhibit floor will be permitted only with an exhibitor badge or work pass. If you would like to order security for your booth space you may. If you would like to order security for your booth, use the **Security Form** provided.

Labor Rules and Jurisdiction

General Service Contractor

Shepard Exposition Services is the official service contractor for Stage Expo 2019. They are responsible for the management of the loading dock area, labor and rigging, furnishings and a variety of other show management specific services. Shepard is available to assist you with your exhibiting needs should you need assistance in any of these areas. You can find all of the important Shepard forms in the Exhibitor Form Finder at www.usittshow.com/exhibitor

Labor Regulations

At the Kentucky International Convention Center, exhibitor personnel **MAY** set up their own exhibits if so desired using their own hand tools such as wrenches with full time company personnel. Union labor is available to assist in the installation and dismantling of exhibit booths. Rigging and the uses of motorized loading equipment such as forklifts and pallet jacks are exclusive services provided by Shepard Exposition Services. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the forms located in the exhibitor manual at www.usittshow.com/exhibitor

Rigging / Hanging Sign Labor

USITT and Shepard Exposition Services have negotiated with the appropriate unions to allow for ETCP certified IATSE riggers to perform all booth theatrical rigging. Hanging Signs and banners will continue to be the jurisdiction of the Decorator's union. Rigging and the uses of motorized loading equipment such as forklifts and pallet jacks are exclusive services provided by Shepard Exposition Services. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the forms located in the exhibitor manual at www.usittshow.com/exhibitor

Material Handling

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that **come in via over the road carriers, rental companies or any for hire delivery service provider**. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Personally Owned Vehicles

A personally owned vehicle (POV) is classified as a company or company personnel's owned vehicle which would include cars, vans, pick up trucks and trailers up to 53'. Company personnel **MAY** unload their own equipment if it can be rolled on a dolly or hand carried. POV's that need more than a dolly, must utilize the Shepard Exposition Services truck loaders. Material handling charges will apply.

All POV's must check in at the marshaling yard to organize their delivery and pick up times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.



Show Rules and Regulations

- 1) Exhibits shall be designed and set up to fit within the confines of the assigned exhibit space. IAEE (International Association of Exhibition and Events) provides [industry standards for booth design and regulations](#). We recommend referencing these when designing your booth structure. For any specific questions, please contact [Ron Procopio](#) at 800-938-7488 x 107
- 2) The exhibitor's responsibility is to be a "good neighbor" to adjacent exhibitors. Exhibit operations must be conducted so as not to trespass upon the rights of other exhibitors and visitors. USITT reserves the right to request exhibitors to modify or eliminate noise, smoke, fog, light, or other output from an exhibit space. Exhibitors agree that they will comply with all requests made by USITT. USITT reserves the right to remove an exhibitor from Stage Expo if the exhibitor does not comply with USITT requests.
- 3) A standard booth is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 of the depth of the booth. Exhibits over 10' in height, and those whose configurations differ from standard must be approved by USITT.
- 4) A standard commercial or non-commercial table is allocated a space not to exceed 7' wide. Exhibits over 7' wide will need to purchase two table spaces or a booth. Diagonal installations that infringe upon adjoining tables will not be permitted. No table exhibit can be taller than 8'. Exhibits must not intrude into any aisle.
- 5) The exhibitor shall not permit any other firm, person, or corporation to use exhibit space allocated to them, or exchange space with other exhibitors unless approved by USITT.
- 6) Exhibit spaces must be staffed at all times. Exhibitors shall have their exhibits complete prior to the opening of Stage Expo and exhibits shall remain intact during all Stage Expo hours. Early disassembling of exhibits is not allowed.
- 7) The exhibitor is expected to follow all national, state, and local safety regulations on the construction and operation of their exhibits. Exhibitors shall use only materials that are flame resistant and in conformity with local fire and safety regulations.
- 8) Exhibitors must follow all regulations of the Kentucky International Convention Center.
- 9) Each exhibitor should provide their own liability insurance or other insurance needed on exhibit materials.
- 10) USITT reserves the right to terminate, at any time, the privilege of any exhibitor to exhibit, if USITT shall determine in its sole discretion that: a) an exhibitor has failed to comply with the foregoing rules; b) an exhibitor is conducting an exhibit in such a fashion as might reflect unfavorably upon the Conference or USITT; c) the exhibit does not further the technical and educational aims of USITT; d) the exhibitor's accounts with USITT are not in order. In the event of termination by USITT, the exhibitor shall promptly remove all equipment and personnel from the exhibit area. No portion of exhibit space rental charges shall be refundable.

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **1 Event Day:** **\$89.00** _____ **4-10 Event Days:** **\$119.00** _____ **6 Month Policy:** **\$475.00**
 _____ **2-3 Event Days:** **\$109.00** _____ **11-30 Event Days:** **\$199.00** _____ **Annual Policy:** **\$650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

- | | | | | |
|------------------------------|------------------------|-------------------------------|------------------------------|---------|
| Alcohol Serving | Amusement Devices | Animals | Athletic Participation | Mazes |
| Disc-Jockeys | Bands | Entertainment & Film Industry | Equipment Rental | Tobacco |
| Fireworks, Firearms, Weapons | Health Supplements | Hot Wax Impressions | Inflatables | |
| Installation/Service/Repair | Massage | Mechanical/Amusement Devices | Water Activities | |
| Medical Testing | Motor Sport Activities | Oxygen / Aromatherapy | Storefront Operations | |
| Tattooing or Piercing | Vehicles in Motion | Weight-Loss Products | Watercraft Exhibits on Water | |

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____
 Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
 Any special wording or coverage needed: _____
 Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: _____ **I want a quote for property coverage:** _____

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154



WILLIAM M. LANDRUM III
SECRETARY

MATTHEW G. BEVIN
GOVERNOR

Department of Revenue
Finance & Administration Cabinet
Louisville Taxpayer Service Center
600 W. Cedar Street, 2nd Floor W
Louisville, KY 40202-2310

DANIEL P. BORK
COMMISSIONER

BRENT KING
EXECUTIVE DIRECTOR

ALL VENDORS - - THIS LETTER MUST BE RETURNED

Kentucky Department of Revenue records indicate that you will be a vendor at the **USITT CONFERENCE & EXPO** in **Louisville, Kentucky** held on **MARCH 20-23, 2019**. as a vendor, KRS 139.200 imposes a 6% sales tax upon all retail sales made within the Commonwealth.

If you currently hold a Kentucky Sales and Use Tax Permit, you are to report the activities of this event on that number. Please provide the name as shown on the permit and the Kentucky sales tax permit number in the area designated below. Do not send the payment of the tax due from this event with this letter.

Name as it appears on permit

Kentucky Sales and Use Tax Permit Number

If you are not registered for Kentucky sales and use tax permit number, you must complete the bottom portion of this letter and return it with payment of the tax due to the address shown on this letter. Make checks or money orders payable to: Kentucky State Treasurer. Please use the envelope provided.

Failure to comply with this request by **APRIL 20, 2019** will result in the issuance of a jeopardy assessment pursuant to KRS 131.150. Such assessment will include all applicable penalties and interest.

If you have any questions, contact the Louisville Taxpayer Service Center at (502)595-4512. The office hours are Monday through Friday, 8:00 A.M. to 4:00 P.M.

30A006-LOU (12/15)

Temporary Vendor Sales and Use Tax Return/Processing Document

****Social Security Number / FEIN 010 Tax Type Business Name

Last Name First Name Middle Name

Street Address City State Zip Code

03 19 056 006
Month Year County Type
(1-12) Return

_____, _____. _____ **X .06 =** _____, _____. _____
Total Sales Total Tax Paid

Date Taxpayer Signature Phone Number

****Required. If not provided, an additional fee may be charged for acquiring this information and a Department of Revenue inquiry may be posted to your credit report.

Event Name: USITT Field Officer Initials DP

