



MEETING/FUNCTION SPACE REQUESTS

October 1-3, 2019

ICUEE RESERVED MEETING/FUNCTION SPACE USAGE FEES

\$350 (4 hours or less)

\$500 (over 4 hours)

Should a group cancel their function after August 30, 2019 a \$75 dollar penalty fee will be incurred.

UTILIZATION OF MEETING/FUNCTION SPACE

ICUEE has allocated a limited number of meeting rooms at the Kentucky Exposition Center for meetings, offices, storage, hospitality or entertainment. If you intend to use the space for training or education, the content of your program must be reviewed and approved by Show Management. Rooms cannot be sublet.

Requests for reserved space should be submitted [HERE](#).

WHAT'S INCLUDED IN USAGE FEE

The fee includes the usage of the room during specified times, tables and chairs for standard room sets (U-shape, classroom style, theater, banquet rounds or conference style).

WHAT'S NOT INCLUDED IN USAGE FEE

The fee does not include any special room sets such as highboy tables for receptions, special décor, lounge seating, or staging. Each company is responsible for their own audio/visual rentals, catering expenses, floral and internet connections. These arrangements should be made directly with the approved vendors in the exhibitor services manual.

Levy Restaurants has exclusive rights to all food and beverage (including bottled water) at the Kentucky Exposition Center (KEC) facility. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through Levy, and are subject to regulations and permit requirements of Louisville, Kentucky's Health District, KEC and Levy Restaurants. Please see Exhibitor Services Manual for details and contact information.

Please note that alcoholic beverages are not permitted during show hours.

Audio-visual equipment is not provided in meeting rooms. Audio-visual equipment can be ordered through ICUEE's preferred provider, PRG. Please see Exhibitor Services Manual for details and contact information.

PRESS EVENTS

To arrange press or media events please contact Pat Monroe, pmonroe@aem.org or (414) 298-4123.

All rules and regulations for the utilization of meeting/function space are determined by Show Management and approved by the ICUEE Management Committee. Please refer to the complete ICUEE Rules & Regulations for further information.