



MEETING/FUNCTION SPACE RESERVATION October 3-5, 2017

ICUEE RESERVED MEETING/FUNCTION SPACE USAGE FEE

\$300 (2-3 hours)

\$450 (4-8 hours)

Set up and tear down is included in your time allotted. Should a group cancel their function after September 1, 2017 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. All rules and regulations for the utilization of meeting space shall be determined by Show Management. Requests for reserved space should be submitted via a Meeting/Function Space Reservation form. Rooms cannot be sublet.

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) and a sign outside of the meeting room.

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, and internet connections. These arrangements are to be made directly with the show approved vendors as indicated in your confirmation letter.

HOSPITALITY EVENTS

Exhibitors are not allowed to utilize hospitality suites or hold hospitality functions outside their rented space in official exhibit areas during Exhibition hours. Exhibition hours are: Tuesday, October 3rd and Wednesday, October 4th from 8:30 a.m. – 5:00 p.m. and Thursday, October 5th from 8:30 a.m. – 2:00 p.m.

PRE AND POST SHOW HOUR FUNCTIONS

Exhibitors holding pre or post show hour functions in their exhibit space are required to hire security for the event(s). Show Management provides perimeter security only. Attendee registration badges will not provide access to the exhibit areas during non-Exposition hours. If an exhibitor wishes to have any dealers or customers in their stand during non-Exposition hours, permission must be received in writing, in advance from Show Management. Permission granted for such a request will only be valid for the time period of two (2) hours prior to the opening of the Exposition and two (2) hours after the closing of the Exposition.

FOOD & BEVERAGE SERVICE

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 Centerplate, and are subject to regulations and permit requirements of Louisville, Kentucky's Health District, KEC and Levy Restaurants. Food and non-alcoholic beverages may be served by exhibitors during Exhibition hours provided that:

1. The food and non-alcoholic beverages are served in an enclosed area within the boundaries of the exhibitor's rented space or the second story of the exhibit. - OR - The food and non-alcoholic beverages are served in an area that is set back at least 5 feet from the aisle or neighboring exhibit.

Alcoholic beverages are strictly prohibited in all exhibit areas during show hours. Alcohol is permitted in designated hospitality areas during non-exhibition hours however; the operation of equipment is strictly prohibited. The exhibitor must obtain host liquor liability insurance and provide Show Management with documentation of the insurance.

AUDIO-VISUAL

Audio-visual equipment is not provided in meeting rooms. Audio visual equipment can be ordered through the ICUEE's preferred provider, PRG (404) 214-4800.

PRESS EVENTS

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

LITERATURE DISTRIBUTION

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual stands) or on transportation leased to Show Management.

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.