

All multi-level and covered booth plans **MUST** be submitted at least two months prior to move-in. The plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling. Please review the requirements below for covered and multi-level booths before submitting your request. For more specific information or inquires about possible fees and special approvals, please contact the KICC Public Safety Department at 502-595-3530 or [Shawn.Hensler@kyvenues.com](mailto:Shawn.Hensler@kyvenues.com).

Any Exhibitor using a multi-level booth **MUST** complete this form and submit Fire Marshal-approved booth renderings to Show Management by **Wednesday, September 4, 2019** to the email or fax listed below.

**Guidelines for Multi-Level & Covered Exhibits:**

- Booth plans must be certified by a licensed structural engineer and must specify the maximum number of occupants before they are submitted.
- All areas under multi-level booths must be equipped with a UL approved; battery operated smoke detector that is attached to the ceiling or under structure.
- A 2A:10BC portable fire extinguisher is required on each level and must be easily accessible.
- If the occupancy load is nine persons or less, one exit is sufficient. If occupancy load is more than 9 persons, two means of exiting is required.
- Certain booths may require a Fire Watch, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the KICC Public Safety Department for specific requirements for your exhibit.
- The bottom of a canopy, awning or ceiling must be at least 7' from the floor.
- The use of tents, awnings, or canopies require written approval from both the KICC and Public Safety Department. Written requests must be submitted by **September 4, 2019**. Plans must include size, height, location, anchoring details and certification of flame retardency for all materials. The KICC does not allow exhibitors to drill into the floor.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting As: \_\_\_\_\_ Booth Size/Dimension: \_\_\_\_\_

Show Contact: \_\_\_\_\_

Show Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Booth Diagram & Form Deadline:** September 4, 2019

**E-mail Booth Diagram & Form to:** Jordan King, Operations Manager ~ [Jordan.King@informa.com](mailto:Jordan.King@informa.com)