2019 Covered & Multi-Level Booth Request Form

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 inquiries about possible fees and special approvals, please contact the KICC Public Safety Department at 502-595-3530 or 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 retardancy 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