



***Welcome to the Northern Kentucky Convention Center!***

We look forward to Kentucky Bar Association Kentucky Bar Association 2026 Annual Convention coming June 10, 2026 through June 12, 2026.

Below are the instructions on locating the order forms for services provided by the Convention Services Team of the Northern Kentucky Convention Center. **\*To receive the discount or advanced rate, the order form and payment must be received by the deadline dates listed below.**

**SERVICES PROVIDED**

- Electric
- Water \*Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

<b>Event or Show:</b>	<b>Kentucky Bar Association 2026 Annual Convention</b>
<b>Discount Rate Deadline Date:</b>	<b>May 27, 2026</b>
<b>Standard Rate Deadline Date:</b>	<b>June 9, 2026</b>

**\*RATE SCHEDULE**

- **Discount Rates** apply to orders received and paid for at least 14 days prior to the Event's Start Date.
- **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted).
- **Floor Rates** apply to orders received on Event Start Date and afterwards.

**PAYMENT**

Check, money order, Visa, MasterCard or AMEX. A 3.5% convenience fee will be added to all credit card payments.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

Please let us know how we can assist you!  
Convention Services (859) 261-1500 or [services@nkycc.com](mailto:services@nkycc.com)



1 West RiverCenter Blvd.

Covington KY 41011

Ph: 859.261.1500

Email: [services@nkycc.com](mailto:services@nkycc.com)

## **EXHIBITOR SERVICE CONTRACT TERMS AND CONDITIONS**

*The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.*

### **FLOORING**

- Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms, and most Lobby Space are carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) **GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE** to be used to adhere the carpet to the Center's existing flooring. DUCT TAPE IS PROHIBITED. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
- Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

### **HAZARDOUS WASTE**

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

### **LANDSCAPING and BUILDING MATERIALS ON DISPLAY**

- No bricks/stonework can be placed directly on the floor of the facility.
- A covering must be laid first on which bricks/stonework are to be set.
- The Center must have a diagram/list of the materials that you will be using.
- Live trees, shrubs, etc. for landscaping displays are permitted.
- Use ice or a spray bottle to water plants.
- Only non-acidic mulch may be used & must be laid on top of plastic/plywood.

### **STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS**

The Center is not equipped with onsite storage space. This requires that all crates, pallets, and boxes be removed from the Center. Pallets, empty crates, cartons, and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS**. Claims regarding service operations will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the show. Please allow 14 days for processing.
- **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.

## DECORATIONS

Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.

- All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
- **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
- **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
- Table candles or alcohol-burning equipment must have the flame enclosed in glass.
- The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance.
- The Client will be charged on a time and materials basis for this service.
- Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps and be mounted and chained to tank carts.

## PEEL- OFF LABELS, DECALS, AND TAPE

- The distribution of peel off labels, stickers and decals is prohibited.
- The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
- Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/decorator. If tape, or chalk used by the Client, exhibitors, vendors and/or service contractor/decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.

## DELIVERY PROCEDURES

The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/decorator.

## EQUIPMENT & SERVICE PROCEDURES

- Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
- Lost, stolen, or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
- All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
- Exhibitor is required to turn equipment off at the end of each day or anticipate being billed for 24-hour service. If not, a 50% surge charge will be applied for 24- hour service.



# DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space, so it is most important that these guidelines be followed.

## COMMON CARRIER SHIPMENTS

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

## MOVE-IN

All Move-Ins take place at the rear of the building (on the west side) on the Center's 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (Refer to map). We ask if you have large displays, plan with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center). Once you have unloaded and taken your items to your booth, you are required to move your vehicle to area parking.

**From Ohio and the Cincinnati area.** Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5<sup>th</sup> Street/Covington exit, exit #192. Veer left off the exit. Follow 5<sup>th</sup> Street to Madison Avenue, this will be the 6<sup>th</sup> stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

**From Kentucky in the Northern KY area.** Take I-75 North take the 5<sup>th</sup> Street/Covington exit, exit #192. If you have crossed the bridge into Cincinnati, you have gone too far. Veer right off the exit. Get into the left-hand lane. Follow 5<sup>th</sup> street to Madison Avenue, this will be the 6<sup>th</sup> stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

**From North of Cincinnati via I-71.** Take I-71 South to 471 South and take the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2<sup>nd</sup> right onto W. 3<sup>rd</sup> street. (don't cross over bridge to Ohio) Follow W 3<sup>rd</sup> Street to next round-about and continue across the bridge to 4<sup>th</sup> Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

**From I-471** to the Newport/Bellevue exit, exit #5. Turn left onto Route 8 (Dave Cowens Drive). Turn left at Washington Avenue and follow till West 11<sup>th</sup> Street (turn right). Follow West 11<sup>th</sup> Street and cross the bridge into Covington, veer to the right onto Prospect Ave. Turn left onto E 9<sup>th</sup> Street. Follow East 9<sup>th</sup> Street to Madison. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street. The 4<sup>th</sup> Street bridge is closed for construction 2026-2028. For updated information, please visit <https://www.waze.com/>.

**From I-275 in Ohio** proceed to 75 south. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5<sup>th</sup> street/Covington exit, exit #192. Veer left off the exit. Follow 5<sup>th</sup> Street to Madison Avenue, this will be the 6<sup>th</sup> stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

**From I-275 in KY** proceed to I-75 North. From I-75 North take the 5<sup>th</sup> Street/Covington exit, exit # 192. Veer right off the exit. Get into the left-hand lane. Follow 5<sup>th</sup> Street to Madison Avenue, this will be the 6<sup>th</sup> stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

# Exhibitor Map

From Indianapolis/  
Dayton

From Columbus

From Airport &  
Lexington/Louisville

## City of Cincinnati

## City of Covington

## City of Newport



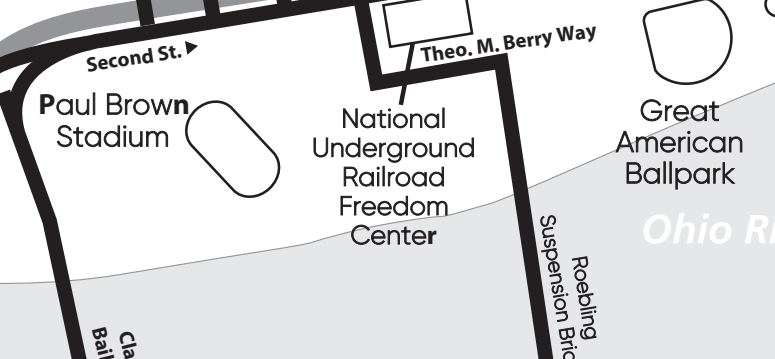
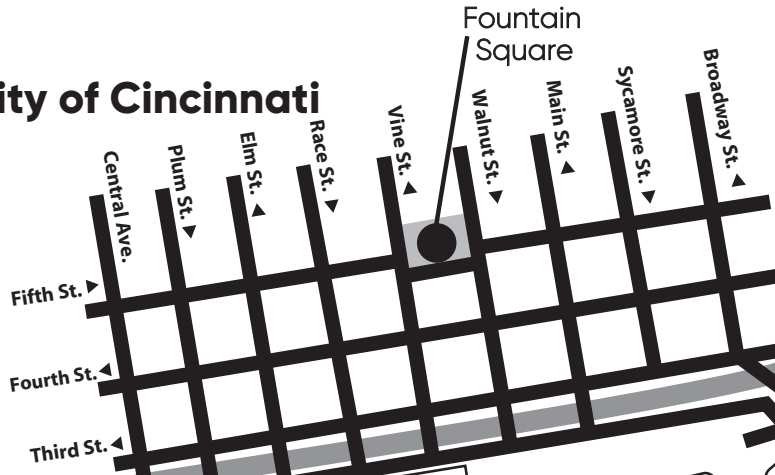
Exit 5

Satellite Lot

P H

H

Exit 192



### KEY

- P** Parking
- H** Hotel
- ▶** One Way Street

Northern Kentucky  
Convention Center  
1 West RiverCenter Boulevard  
Covington, Kentucky 41011  
859-261-1500  
www.nkycc.com



# 2026 EXHIBITOR ORDER FORM

1 West RiverCenter Blvd., Covington, KY 41011  
 Phone: 859.261.1500 Email: services@nkycc.com

**Discount Rates** apply to orders received and paid for at least 14 days prior to event Start Date.  
**Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date.  
**Floor Rates** apply to orders received on Event Start Date and afterwards.

## BASIC INTERNET ACCESS, NOT FOR STREAMING

Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited. Device must be able to accept Terms and Conditions.					
PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total		\$ 135.00	\$ 203.00	\$ 270.00	

## DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST

IT SERVICES

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
<b>HARDWIRED - Minimum of 14 Business Days Notice</b>		<b>*Required for Streaming*</b>			
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).		\$ 4,700.00	NOT AVAILABLE		
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote		\$ 860.00			
Dedicated Internet Additional Port (Jack) Configuration (each)		\$ 135.00			
<b>WIRELESS - Minimum of 14 Business Days Notice</b>		<b>*Not for Streaming*</b>			
Dedicated Wireless 10 Mbps w/ Private Custom SSID		\$ 2,700.00	NOT AVAILABLE		
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote.		\$ 860.00			
<b>IT INTERNET TOTAL *Not subject to Sales Tax</b>					

## ADDITIONAL IT SERVICES

DESCRIPTION OF SERVICES:	Quantity	Discount	Standard	Floor Rate	Total
Voice/Credit Card Line(s)		\$ 280.00	\$ 420.00	\$ 560.00	
Conference IP Phone - Includes: Data line with up to two other parties		\$ 375.00	\$ 563.00	\$ 750.00	
Cable - Patch/Labor- <b>Minimum 14 business days notice</b>		\$ 100.00	NOT AVAILABLE		
Switch Rental 8-16 Port 10/100		\$ 245.00	\$ 368.00	\$ 490.00	
Technical Assistance (1 hr. minimum)		\$ 180.00	NOT AVAILABLE		
<b>IT ADDITIONAL SERVICES TOTAL</b>					

**UTILITIES**

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Please Call Convention Services For Information on Water Service & Compressed Air.

**BANNER HANGING**

**BANNER/SIGN HANGING SERVICE**

*Banner services must be ordered minimum of 14 business days.*

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
From 2 Hanging Points		\$ 210.00	NOT AVAILABLE		
Each Additional Hanging Point		\$ 210.00			
<b>BANNER/SIGN HANGING SERVICES TOTAL</b>					

**ELECTRICAL SERVICES**

**ELECTRICAL SERVICES**

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
<b>120 Volt</b>					
10 amps - 1,000 watts, one plug only		\$ 100.00	\$ 150.00	\$ 200.00	
20 amps - 2,000 watts, one plug only		\$ 135.00	\$ 203.00	\$ 270.00	
<b>208 Volt Single Phase</b>					
20 amps - 3,300 watts, one plug only. Twistlock Plug/hardwired.		\$ 190.00	\$ 285.00	\$ 380.00	
30 amps - 4,900 watts, one plug only. Twistlock Plug/Hardwired.		\$ 215.00	\$ 323.00	\$ 430.00	
40 amps - 6,600 watts, hardwired/One Connection		\$ 280.00	\$ 420.00	\$ 560.00	
50 amps - 8,300 watts, hardwired/Once Connection		\$ 310.00	\$ 465.00	\$ 620.00	
<b>208 Volt Three Phase</b>					
20 amps - 5,700 watts, hardwired only		\$ 330.00	\$ 495.00	\$ 660.00	
30 amps - 8,600 watts, hardwired only		\$ 340.00	\$ 510.00	\$ 680.00	
40 amps - 11,500 watts, hardwired only		\$ 350.00	\$ 525.00	\$ 700.00	
50 amps - 12,000 watts, hardwired only		\$ 370.00	\$ 555.00	\$ 740.00	
60 amps - 14,400 watts, hardwired only		\$ 390.00	\$ 585.00	\$ 780.00	
100 amps - 15,400 watts, hardwired only		\$ 610.00	\$ 915.00	\$ 1,220.00	
200 amps - 57,000 watts, hardwired only		\$ 870.00	\$ 1,305.00	\$ 1,740.00	
400 Amps - 208V Three Phase (114,000 watts), hardwired only. Feeder cable camlocks not provided.		\$ 1,500.00	\$ 2,250.00	\$ 3,000.00	
<b>820</b>					
<b>30 Amps-480V Three Phase-Events Center Only</b>		\$ 410.00	\$ 615.00	\$ 820.00	
<b>ADDITIONAL SERVICES</b>					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Extension Cord Rental		\$ 45.00	\$ 68.00	\$ 90.00	
Multi-Outlet Power Strip Rental		\$ 45.00	\$ 68.00	\$ 90.00	
<b>ELECTRICAL SERVICES TOTAL</b>					

**FOOD & BEVERAGE**

**FOOD & BEVERAGE**

*Sodexo Live! has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.*

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live! Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

## BILLING/PAYMENT INFORMATION

The Commonwealth of Kentucky charges a 6% sales tax on all sales, excluding charges related to internet services.

Subtotal Taxable Services (Add IT Additional Services, Banner Hanging, and Electrical Services Total):

KY Sales Tax (6%):

Subtotal Internet Services:

CC Processing Fee (3.5%):

**GRAND TOTAL:**

**Method of Payment:**

MasterCard , Visa or AMEX

4% Processing Fee will apply to all Credit Card transactions.

Company Check *(made payable to the Northern KY Convention Center)*

*\*Total Payment (with tax) must accompany all orders and arrive by discount deadline dates.*

Once order complete and submitted, you will receive an email with invoice and secure payment link for credit card payments.

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*If paying by check, mail completed form to :

Northern Kentucky Convention Center

1 W. RiverCenter Blvd.

Covington, KY 41011

ATTN: Convention Services

*Thank you for your business!*



# Kentucky Board of Health Requirements

To adhere to the guidelines, set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

## Operational Requirements for Temporary Food Service Establishments

*Basic requirements (requirements that must be met before a temporary food service permit can be issued):*

1. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch wastewater with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing, and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. Animal and insect exclusion measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

*Additional Considerations:*

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized using an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on-site preparation regarding cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds, or other vermin.
11. Each exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

<b>COMPLETE SANITATION STATION:</b> 10 oz. Sanitizer 10 oz. Soap 10 Test Strips 5 Gallon hand washing Station 3 Bus Tubs	Refer to price list for prevailing rate  Sodexo Live will provide directions to each exhibitor. Exhibitors are responsible for maintaining the Sanitation Station throughout the show.  To order please call (859) 392-7801
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# FOOD SERVICE-RELATED EXHIBITOR EQUIPMENT USE GUIDELINES (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

## I. Guidelines

- A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the 1<sup>st</sup> Floor Event Halls with approval of the Executive Director of Center. The use of propane tanks is not allowed anywhere within the building.
- B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:
- Electric Warmer
  - Electric Grill
  - Electric Skillet
  - Microwave Oven
  - Chaffing Dishes & Warmers using Sterno (wick type)
  - Toaster Oven
  - Crock Pot
  - Toaster
  - Heat Lamps
  - Portable Butane Burner Unit
  - Convection Ovens

## II. Exhibitor Reminders

- Exhibitors are reminded to place electrical service requests using the Center's form 10 days prior to event's first move in date. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's 1<sup>st</sup> Floor Event Halls.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



# 2026 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011  
 Phone: 859-261-1500 Email: services@nkycc.com

**Services Request**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Booth #/Room: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

## Sodexo Live has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

### General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Sodexo Live.
2.	Alcohol may not be sampled unless it has been arranged through Sodexo Live and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize ( 2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products <u>MUST</u> be handled by bartender from Sodexo Live in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) <u>MUST</u> be purchased from Sodexo Live.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at <a href="http://www.nkyhealth.org">www.nkyhealth.org</a> . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: \_\_\_\_\_

Proposed Method Of Dispensing: \_\_\_\_\_

Please Explain Purpose Of Offering Samples: \_\_\_\_\_

FOR OFFICE USE ONLY:	Approved: _____	Date: _____
	NKYCC Executive Director	



**2026 EXHIBITOR'S MENU, PRICING, AND ORDER FORM**  
**SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE**

**DATE. PHONE: 859-392-7804**

**EMAIL: beth.hojnacki@sodexo.com**

**SNACKS & TREATS**

ITEM	PRICE	PER
<b>Pour Over Coffee Brewer</b>	\$350.00	Day
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>		
<b>Freshly Brewed Coffee</b> <i>Regular and Decaffeinated</i>	\$65.00	Gallon
<b>Hot Water with a Selection of Teas</b>	\$65.00	Gallon
<b>Freshly Brewed Flavored Coffee</b> <i>Ask about available Flavors</i>	\$85.00	Gallon
<b>Fruit Punch, Lemonade or Iced Tea</b>	\$55.00	Gallon
<b>Assorted Bottled Fruit Juices</b>	\$6.00	Each
<b>Assorted Cold Pepsi Soft Drinks</b>	\$5.00	Each
<b>Bottled Spring Waters</b>	\$5.00	Each
<b>Sparkling Waters</b>	\$5.75	Each
<b>5-Gallon Watercooler</b> <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
<b>Replenishment 5-Gallon Watercooler</b>	\$95.00	Each

ITEM	PRICE	PER
<b>Bulk Assorted Candies</b>	<i>Call for pricing</i>	
<b>Whole Fresh Fruit</b>	\$5.00	Each
<b>Granola Bars</b>	\$5.00	Each
<b>Assorted Candy Bars</b>	\$5.50	Each
<b>Fancy Mixed Nuts</b>	\$60.00	Pound
<b>Individual Yogurts</b>	\$5.50	Each
<b>Apple Slices with Caramel Dip</b>	\$8.50	Person
<b>Corn Tortilla Chips (with Fresh Salsa)</b>	\$44.00	Pound
<b>Assorted Ice Cream Bars</b>	\$8.95	Each
<b>Blondies or Brownies</b>	\$52.00	Dozen
<b>Homemade Cookies</b>	\$52.00	Dozen
<b>Breakfast Pastries</b>	\$52.00	Dozen

**"FUN FOOD" MACHINES**

*Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!*

ITEM	PRICE	PER
<b>Soft Pretzel Machine Rental</b> <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
<b>Soft Pretzels with Mustard &amp; Cheese Sauce</b>	\$75.00	Dozen
<b>Popcorn Machine Rental</b> <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
<b>Popcorn Kits</b>	\$45.00	Kit
<b>Booth Attendant</b> <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$125.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$125.00	Hour

**Gratuity 24% & Service Charge 6% will be applied to all orders**

**SANITATION STATION @\$100.00 each, per day -**

10oz. Sanitizer, Soap and Test Strips
5 Gallon Hand Washing Station and 3 Bus Tubs <b>Directions Provided</b>
<b>*VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW</b>

**MISCELLANEOUS ITEMS**

<b>(50) Hot or Cold Cups</b>	\$45.00 Total
<b>(10) Pounds of Ice</b>	\$45.00 Total

*We look forward to serving you!*

**SODEXO LIVE! POLICIES**

- All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
- Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
- All orders must be accompanied by payment in full. Sodexo Live! will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
- All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
- A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.

## Exhibitor AV Order Form 2026

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Video Equipment	Advance Show	Expo Rate < 14 days before	Floor Rate < 3 days before	Item Quantity	Subtotal
32" Flat Panel Monitor 16:9 ratio XGA	\$250	\$325	\$350		
42" Flat Panel Monitor 16:9 ratio XGA	\$350	\$400	\$425		
55" Flat Panel Monitor 16:9 ratio XGA	\$450	\$585	\$610		
65" Flat Panel Monitor 16:9 ratio XGA	\$600	\$780	\$805		
80" Flat Panel Monitor 16:9 ratio XGA	\$1450	\$1885	\$1910		
HDMI Splitter (more than one monitor)	\$50	\$75	\$100		
Media Player with USB or SD Card Reader	\$90	\$100	\$125		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
<b>Audio Equipment</b>					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Audio Adapter	\$35	\$45	\$50		
<b>Computer Equipment</b>					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
<b>Presentation Equipment</b>					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30				
				<b>Subtotal</b>	
				<b>Set Up/ Delivery Labor</b>	\$125.00
				<b>Service Charge</b>	23%
				<b>Kentucky Sales Tax</b>	6%
				<b>TOTAL</b>	\$

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options.
- Tax will be charged on all orders without a valid tax exempt form.
- A 23% service charge will apply to all orders.
- When this form is complete, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all adapters for laptops or tablets without an HDMI port.
- AV mounting to booths must be contracted through decorator/booth construction company.

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

**Payment and Cancellation Notification Policy** (notification must be submitted by email ONLY):

- Full payment is required prior to delivery of equipment and services.
- Cancellations without 48 hours notice will be charged 50% of total.
- Onsite cancellations will not be refunded.

For questions, contact us at:  
[NKYCC@prestigeav.com](mailto:NKYCC@prestigeav.com) or 513.614.3200

## Customer Information Form

Event Name: \_\_\_\_\_

Booth or Room Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exhibitor Move-In Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested Pick-up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exhibitor Move-out Date: \_\_\_\_\_ Time: \_\_\_\_\_

Booth Size: \_\_\_\_\_

Booth Notes:

## Billing Information

Billing Company Name: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Email: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

Preferred manner to receive invoices:  Email  Mail  Fax

Please complete and submit to [NKYCC@prestigeav.com](mailto:NKYCC@prestigeav.com)