

Kentucky Association of Chiefs of Police 2017 Conference



EXHIBITOR APPLICATION

Hosted by: Chief Brandon L. Barnhill and the Paducah Police Department

July 23 - 27, 2017

Paducah/McCracken County Convention Center and
Bill and Meredith Schroeder Expo Center
415 Park Avenue • Paducah, KY 42001

In accordance with the exhibit regulations governing the rental of exhibit space on the attachment to this contract, the undersigned hereby applies for exhibit space at the Kentucky Association of Chiefs of Police (KACP) 2017 Conference in Paducah, Kentucky, July 23-27, 2017. We have read and agree to the exhibit regulations. We understand that these regulations are incorporated into this contract when accepted and confirmed by the KACP 2017 Conference host agency.

All exhibit fees are to be paid in full on or before **July 1, 2017**.

Show Dates:

Monday	July 24, 2017	5:00 pm to 9:00 pm
Tuesday	July 25, 2017	8:00 am to 5:00 pm
Wednesday	July 26, 2017	8:00 am to 12:00 pm

Company Name: _____

Official exhibit representative(s): _____

Brief company/product description (20 words or less): _____

☐ Awards & Accessories
☐ Clothing & Armor
☐ Weaponry

☐ Professional & Training Services
☐ Communications
☐ Vehicles & Accessories

☐ Federal, State, Local Government
☐ Computers & Software
☐ Other: _____

I would like to donate a door prize: ☐ Yes ☐ No (if yes, item to be donated): _____

Please see the attached document describing the "Door Prize" process!!

Booth Charges:

☐ Single Booth (8'x 10') is \$650

☐ Double Booth (8'x 20') is \$1300

Exhibit Booths includes: one 8 ft. table pipe & drape, 2 chairs, wastebasket, and basic electric and Wi-Fi.

Booth Cost \$ _____

Chief's Night Out **\$70/each** \$ _____

Golf Outing (Attach Golf Sheet) **\$65 each** \$ _____

Deposit Enclosed: (50% required) \$ _____

Total amount due on or before July 1, 2017 \$ _____

Designate below the name of the person in your organization who is to receive all relevant exhibit information materials, including: booth information, housing forms, and exhibitor updates.

*Representative in Charge

Company's WEB page

*Address

*City, State, Zip

*Area code and telephone number

Area code and fax number

*E-mail

*Company Description (this information will be listed in the EXPO booklet)

*** Indicates a required field. Failure to supply this information may cause a delay in receiving important information**

Note: All applications must be signed in order to confirm booth reservations. I understand, acknowledge receipt of, and agree to abide by, the official terms and conditions under which exhibit space at the Paducah/McCracken County Convention Center and Bill and Meredith Schroeder Expo Center are leased to the 2017 Kentucky Association of Chiefs of Police Conference.

Signature of Representative in Charge

Date

Return contract and payment to:

**Kentucky Association of Chiefs of Police Conference
c/o Chief Brandon L. Barnhill
Paducah Police Department
1400 Broadway
Paducah, KY 42001**

**Credit Card Payments will also be taken this year for Conference Registration
To pay by credit card please fill out the information below:**

Payment Method

☐ Check # _____

☐ Credit Card

Name that appears on Credit Card: _____

Billing Address: _____

Billing Zip Code: _____

Credit Card type: _____

Credit Card Number: _____

Security Code: _____

Cardholder Signature: _____

Expiration Date: _____

Phone number: _____

Total Amount Charged: \$ _____

**For further information please contact: Capt. Brian Laird, (270) 538-9829 or
kacp2017@paducahky.gov**

Kentucky Association of Chiefs of Police 2017 Annual Conference Terms and Conditions of the Contract for Exhibit Space

Reservations and cancellations:

Reservations for booth space will be processed on a first come first serve basis. Reservations must be accompanied by a signed contract. The deposit, which is **non-refundable**, is applied to the space. Balances are due on or before July 1, 2017. Refunds of booth payments, excluding deposits, for cancellations after July 1, 2017, will be made only if the space can be resold and the exhibition is sold out. To reserve exhibit space, complete the enclosed application and forward with deposit or full payment.

Standard booth description and regulations:

All single booths are 8' x 10'. Height of built-up displays is limited to 8 feet. Side wings may not totally obstruct a view of the adjacent booths; therefore, they may not project more than 48 inches from the back wall. Items may be placed along the sides or on tables as long as they do not obstruct the view of an adjacent booth. Standard 8' x 10' booth package includes: one eight (8) foot table, two chairs, wastebasket, pipe and drape, basic electric and basic Wi-Fi. Each vendor will be provided a nametag.

Shipping & Receiving Policy of Paducah/McCracken County Convention Center



Shipping & Receiving Policy

Please include the following information on your **in-bound** shipping label:

Name of Group or Event and Date of Contact Arrival
 Name of On-Site Contact and Their Number with Area Code
 Paducah/McCracken County Convention Center
 415 Park Avenue, P.O. Box 8491
 Paducah, KY 42001

Items need to be shipped for arrival no more than two (2) days prior to the event start date. Items arriving prior to two (2) days will be charged a holding fee in addition to the handling charge. Packages will be held in storage and released to the appropriate contact person prior to the start of the event unless otherwise directed by arrangements made prior to arrival.

The hours for receiving convention freight are as follows:

Monday-Friday 9am-5pm (CT) Contact Sales or Manager on Duty at 270.403.1346

Saturday-Sunday 9am-5pm (CT) Contact Sales or Manager on Duty at 270.403.1346

Handling Fees:

In-bound packages \$10.00 each

In-bound pallets \$25.00 each

ALL packages unclaimed over thirty days will be discarded.

Outgoing packages MUST have completed shipping labels affixed to them. Please use the company's address as the sender NOT the hotel's address. Arrangements will be made with FedEx, FedEx Ground and UPS for pickup at the end of the expo. **The designated carrier will charge the actual shipping costs to the credit card or account number you provide them.**

Outgoing Freight shipments MUST have a bill of lading completed and left with the outgoing shipment. Please include contact names and numbers for the sender, the receiver and the shipper. You are responsible for contacting the freight companies and arranging pick-up.

**Paducah/McCracken County Convention Center is NOT responsible for any damaged packages and has the right to refuse any shipments.*

*** Paducah/McCracken County Convention Center is NOT responsible for helping unload delivery trucks that may drop off shipments. (NO forklift owned by properties.)*

*For more information or questions, contact: Michelle Campbell, Sale Director,
michelle@paducahconventions.org, 270.403.1346*

Additional Exhibitor Information

NOTE: All times are in Central Time

Dismantling of booths:

All dismantling must be finished, and all exhibit material must be out of the exhibit area two hours after the published closing time of the exhibit hall. It is the responsibility of the exhibitor to arrange for return shipment of exhibit material, properly labeled, before departure. Exhibitors are responsible of all return shipment instructions.

Exhibition period:

The exhibition area will be ready for set up and installation from 8:00 a.m. to 4:00 p.m. on Monday, July 24, 2017. All work must be completed, and each booth ready for the opening of the exhibition at 5:00 p.m. on Monday, July 24, 2017. Working on booths shall be limited after the opening of the exhibition.

Liability and insurance:

Neither the KACP, Paducah Police Department, or Paducah/McCracken County Convention Center and Bill and Meredith Schroeder Expo Center shall be responsible for any loss, damage or injury, that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior to, during, or after the period covered by the exhibit contract. The exhibitor specifically agrees to release the KACP, Paducah Police Department, or Paducah/McCracken County Convention Center and Bill and Meredith Schroeder Expo Center from and agrees to indemnify against any and all claims for loss, damage, or injury, including attorney's fees and court costs that may occur, to any exhibitor's property or employees from any cause whatsoever. The exhibitor shall be solely responsible for the operation of his/her exhibit and expressly release from, and agree to indemnify release of the KACP, Paducah Police Department, or Paducah/McCracken County Convention Center and Bill and Meredith Schroeder Expo Center against any claims for loss, damage, or injury, including attorney's fees and court costs, to himself, his employees, spectators, or attendees arising from the operation of said exhibits. Insurance on each booth shall be obtained at the exhibitor's own expense and risk.

Proper use of exhibit space:

All booths should be assembled in a manner which does not detract from or obstruct adjacent booths. Exhibitors may not reassign, sublet, or allow other exhibitors of a whole or in part of the booth space assigned by the KACP. Exhibitors may not display or advertise goods and services which are not manufactured, distributed or otherwise provided by the exhibitor during normal course of business.

Unclaimed property:

Exhibit space not claimed or occupied by 9:00 am on Tuesday, July 25, 2017 may be reassigned at the discretion of the host agency.

Decorator Services:

Additional rental furniture, labor to install and dismantle exhibits, special booth decorations, table skirting, carpeting, special sign service and electrical, janitorial and material handling can be ordered in advance at prevailing rates. Contact the Wagner Enterprises, Ross Wagner, ross.wagner@wagnerenterprises.com, 270.443.5361.

Proper Use of Audio-Visual Equipment:

The use of audio-visual equipment may not obstruct to otherwise interfere with adjacent booths.

Labor:

All work in connection with the exhibits requiring hired labor must be performed by official exposition contractor personnel. Skilled labor, common labor, and porters are made available by the conference decorator at established rates.

Unauthorized Displays:

To protect the interest of all exhibitors, signs and displays other than those located at the exhibitor's booths in the exhibit hall are prohibited. Exhibitors who place signs or displays elsewhere will be charged an additional fee of \$1,000.

Weapons and Explosives:

Because of insurance restrictions, all weapons displayed in the exhibit hall must be rendered inoperative. This may be done by the removal of a critical component of the weapon. Live explosives of any type including, but not limited to, ammunition, smoke grenades or devices are not permitted in the exhibit hall under any circumstances.

No Right to Use Marks:

Exhibitors shall not use in any manner any of the collective marks, trademarks, or service marks belonging to the KACP, nor shall exhibitors make any claim of any sponsorship of approval by the KACP of any exhibitor's products or services, without permission from the KACP.

Confidentially Rules and Regulations:

The KACP recognizes the need to keep the mailing lists of its membership confidential and secured due to the sensitive nature of the occupations of its members, and therefore demands the same of exhibitors who participate at the 2017 KACP conference. The members of the KACP require that all confidential information about its members (phone numbers, addresses, and mailing lists compiled by the exhibitors) cannot be sold or given to any other business or organization at any time.

Force Majeure:

In the event the KACP, shall for any reason determine not to hold the 2017 conference, or if it is prevented from doing so for any reason, or if the Paducah/McCracken County Convention Center and Bill and Meredith Schroeder Expo Center or any part thereof is destroyed or damaged by fire or other cause, or if by reason of governmental restriction the use of said premises or the conduction of the 2017 KACP conference is prevented, the exhibitor waives any claim for damages or compensation which might arise by reason thereof, except for the return to the exhibitor the payments made for rental space.

Vehicles as Exhibits:

Vehicle wash service is not available for this conference and will be the responsibility of the attending vendor.

Exhibitor Representatives:

Please ensure that representatives working in the booth are aware of all terms, conditions, and rules pertaining to the exhibition.

Right to Refuse Admittance:

The KACP reserves the right to refuse admittance by the exhibitor to the conference floor should said admittance be deemed by the KACP not to be in the best interest of the KACP. The KACP reserves the right to refuse admittance by the exhibitor's employees or agents to the conference floor and/or the exhibition space should such admittance be deemed by the KACP not to be in the best interest of the KACP.

Additional Information:

Solicitations or demonstrations by exhibitors must be confined to their own respective booths. Printed advertising may be distributed by the exhibitor only from his/her own space. Aisles in front and back of the booths must be kept clear.