

**EXHIBITOR/VENDOR INFORMATION**

Hosted by: Chief Joe Monroe

University of Kentucky Police Department

August 9th – 13th, 2020

Hilton Lexington Downtown Hotel

369 West Vine Street

 Lexington, KY 40507

**FAQs for Exhibitor**

Move-In Monday August 10th, 2020 8AM-4PM

Exhibit Hall Open Tuesday August 11th, 2020 8AM-5PM

Exhibit Hall Open Wednesday August 12th, 2020 9AM-2PM

* Conference training sessions will be held in close proximity to the exhibit hall.
* Exhibit Booths include table(s), 2 chairs, wastebasket, and limited wifi.
* On Tuesday, August 11th and Wednesday, August 12th, luncheons will be held in the exhibit hall to maximize exhibitor/attendee engagement.
* Additional time will be allotted solely to the Exhibit Hall with no other concurrent training sessions scheduled.
* Attendee contact information badge scanning will be available on conference IDs.
* Attendees will be awarded on a points system in order to be eligible for door prizes for both their interaction with exhibitors and by attending training sessions.
* Shipped Items will not be accepted more than 3 days prior to the event. The Hilton will hold shipped materials in a secure storage area; upon your arrival please request shipped materials from a banquet staff member. Please make sure if you intend to return items, bring all packing materials to re-box items, have pre-printed shipping labels and pre-arrange for package pick-up with your shipping provider. Out-bound transit cannot be scheduled by hotel staff and must be arranged by the shipper. Contact Sara Barnes, Sales Coordinator with questions: 859 231-3739
* Shipping information:

Hilton Lexington Downtown

369 West Vine Street

Lexington, KY 40507

Attn: (Guest/Exhibitor Name) Group: KACP

Guest Room Nightly Rate until July 10, 2020: $129.00

Reservations for Exhibitors: <https://www.hilton.com/en/hi/groups/personalized/L/LEXDTHF-KACP07-20200809/index.jhtml?WT.mc_id=POG>

**Exhibit Booth Pricing**

Single Booth (6ft table & 2 chairs): $1,000

Single Booth w/ electric (6ft table & 2 chairs): $1,100

Large Booth w/ electric (U-shaped booth with 4 tables & 2 chairs): $2,000

**General Provisions**

**Damage Clause:** In the unlikely event that damage to any Hotel property occurs as a result of any guest related to Group, Group agrees to assume all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group’s Master Account or directly bill Group for all such charges. Group shall indemnify, defend, and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively “Claims”) arising out of or cause by Group’s negligence or intentional misconduct. Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

**Signs & Displays/Use of Hotel Name:** Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

In accordance with the exhibit regulations governing the rental of exhibit space, the undersigned hereby applies for exhibit space at the Kentucky Association of Chiefs of Police (KACP) 2020 Annual Conference in Lexington, Kentucky, August 9th – 13th, 2020 at the Hilton Lexington Downtown. 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 2020 Conference host agency.

**SPONSOR / EXHIBITOR APPLICATION**

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

**Official exhibit representative(s):\_**Representative Name.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief company/product description:** Description **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please check:**

|  |  |
| --- | --- |
| **\_\_\_\_Awards & Accessories** | **\_\_\_\_Weaponry** |
| **\_\_\_\_Communications** | **\_\_\_\_Federal, State, Local Government** |
| **\_\_\_\_Clothing & Armor** | **\_\_\_\_Professional & Training Services** |
| **\_\_\_\_Vehicles & Accessories** | **\_\_\_\_Computers & Software** |

**\_\_\_\_Other:\_\_\_\_**.other**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I would like to donate a door prize:** Choose an item.

**If yes, item to be donated: \_**What donating.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I would like to provide item for Attendee gift bag:** Choose an item.

**If yes, item to be donated: \_**What donating.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Designate the person in your organization who is to receive all relevant exhibit information, materials and updates:

Representative Name.

\*Representative in Charge

Website.

\*Company’s Website

Address

\*Address

City, State, Zip

\*City, State, Zip

Phone Number

\*Area code and telephone number

Fax number.

\*Area code and fax number

Email

\*Email

**Exhibit Booth:**

\_\_\_\_\_ Single Booth (6ft table & 2 chairs): $1,000

\_\_\_\_\_ Single Booth w/ electric (6ft table & 2 chairs): $1,100

\_\_\_\_\_ Large Booth w/ electric (U-shaped booth with 4 tables & 2 chairs): $2,000

Additional event tickets:

Monday Afternoon KACP Golf Scramble & Lunch: $70

Monday Evening Chief’s Night Out @ HopCat: $50

Tuesday Evening Woodford Reserve Club Dinner @ Kroger Field: $70

Wednesday Evening KACP Banquet @ Hilton Downtown Lexington: $70

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Charges:

Sponsorship: $ \_\_\_\_\_\_\_\_\_\_

Booth Charge: $ \_\_\_\_\_\_\_\_\_\_

Golf Scramble: # of additional tickets\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

Chief’s Night Out: # of additional tickets\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

Kroger Field: # of additional tickets\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

KACP Banquet: # of additional tickets\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

 TOTAL: $ \_\_\_\_\_\_\_\_\_\_

\*Credit card payments may be accepted via the attached Credit Card Authorization Form\*

 Make checks payable to Kentucky Association of Chiefs of Police & mail to:

**Kentucky Association of Chiefs of Police**

**c/o Julie Phillips**

**University of Kentucky Police Department**

**305 Euclid Avenue**

**Lexington, KY 40506**

Thank you for your consideration in supporting the KACP Annual Conference. I look forward to your response and working with you. Please visit [www.kypolicechiefs.org](http://www.kypolicechiefs.org) to find out more information and feel free to contact Laurel Wood at UK Police Department at CMP@uky.edu or 859.257.6655 to discuss your organization’s plans and other exciting partnership opportunities.