

RULES & REGULATIONS LEXINGTON CENTER CORPORATION (LCC)

In order to assist our users, the following list of Rules & Regulations is provided to answer the most frequent inquiries regarding our policies:

General Information

Lexington Center is a non-smoking facility. The only exception to this policy is for East, Center, and/or West Halls, which may be designated as smoking areas for private events only at the discretion of the event organizer.

There is no guarantee of free parking in lots owned and operated by Lexington Center.

A five-percent (5%) service fee will be added to all credit card charges.

Lessee (or exhibitor) is responsible for the security of items in meeting rooms and exhibit areas. LCC is not responsible for damage or loss of property.

The use or distribution of helium filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common event decorations that require advance authorization include but are not limited to candles, glitter and confetti. Additional fees may be incurred for cleanup of these items.

Attachment of signs, display materials, decorations, etc. to wall surface, windows, lecterns or drapery is prohibited.

The hanging of signs and banners from ceilings must be approved and performed by Lexington Center personnel.

Pets are prohibited with the exception of those authorized by LCC due to the nature of the event, or guide, signal and service animals.

Exhibits using water features (i.e. fountains, hot tubs) are prohibited in carpeted areas.

Food and Beverage

The sale, service, or distribution of food or beverage products is an activity that is restricted to those licensed by the Lexington Center Corporation. This includes but is not restricted to food/beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar service, etc.

Trade Show vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to LCC prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for LCC review. Should approval be granted these vendors are subject to a \$50/day food vendor fee.

Food preparation is not permitted in carpeted areas.

Possession and consumption of alcoholic beverages is prohibited except by distribution through LCC or its designated caterer.

LCC, at its discretion, may require full payment of estimated host bar costs one week prior to event.

Events seeking an alcohol sponsor must discuss this in advance with their Sales or Event Manager to ensure steps are taken to adhere to KRS statutes governing the sale of alcohol.

As stipulated by KRS Statute 243.036, the auction of any alcoholic beverage requires a temporary permit issued by the Alcohol Beverage Control Board. The application process takes 30-45 days to complete. A permit must be presented in order for the item to be sold. For further details and the application please contact the ABC Board at 859.258.3796.

Fire and Safety Regulations

Per KRS 237.115 the possession of firearms, knives, or other dangerous weapons is strictly prohibited in Lexington Center, except as provided by KRS 527.020 or by event security when approved and/or provided by the Lexington Center Corporation.

All exit doors must be fully operable and unobstructed during all times of occupancy. Exit signs shall remain illuminated and fully visible.

Use of the facilities for a trade show or public exhibit purposes requires a detailed floor plan depicting the intended use of the area. Floor plan will be submitted to the Lexington Center Corporation for review and approval by the Center and local fire marshal where appropriate. Displays located in corridors shall be located to one side only leaving an eight foot wide clear walking path. Approval of plans shall be obtained prior to sale or allocation of space to potential exhibitors.

Rigging plans must be submitted for approval for events that require equipment in excess of 100 lbs. to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by Lexington Center staff or authorized representatives.

Any use of open flames or smoke generating substances or equipment must receive prior approval.

All decorations and construction materials must be non-combustible or flame retardant (documentation is required). This includes but is not limited to organic decorations such as mulch, hay bales, etc.

Electrical devices must be installed, operated, and maintained in accordance with manufacturers' intended use and applicable codes. In any case, electrical devices that create a hazard to life or property will not be permitted.

Internal combustion equipment and motor vehicles may be displayed under the following conditions:

- Fuel supply limited to that necessary for installation and removal of equipment.
- Fuel tanks must have pressure released by removing fuel cap after vehicle has reached display position, and then the fuel cap must be locked or sealed.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at LCC Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of LCC management, to take precautions for protection of LCC property.
- Any use of motorized vehicle in Lexington Center is subject to prior approval of Management. Use of motorized vehicles during public occupancy of facility is prohibited.

A maximum of two 20' x 20' tents are allowed per 15,000 square feet of space rented with the following conditions:

- Tents must be non-combustible and flame-proof.
- Tents must be open on all four sides.
- If more than one tent, tents must be spaced at least 20 feet apart.
- No open flames permitted in tents.
- Each tent must be equipped with Type ABC fire extinguisher.
- Exhibitor personnel must occupy tent during show hours.
- Electrical service must be turned off at the conclusion of each show day.

The use, display, or storage of flammable liquids, including LP gas, is prohibited except as provided by local and state fire regulations. Complying vendors using propane for the purpose of food preparation are subject to the following limitations:

- Compressed gas cylinders must be firmly secured in an upright position.
- Propane storage tanks may be no larger than 5 pounds per booth.
- Booths using propane shall be located no closer than 100 feet apart.
- Additional propane tanks must be stored outside of the building.
- Food preparation is not permitted in carpeted areas.

Lexington Center Corporation's rules and regulations state that **PETS ARE PROHIBITED**. Only animals authorized by LCC due to the nature of the event, or guide, signal or service animals are permitted in the building. Without proper documentation, your animal must be removed from the facility. Not doing so places the event promoter in breach of contract.

Dog Care Options:

DOGTOWN LLC

Phone: 859-252-DOGS (3647)

Email: dogtown.llc@gmail.com

Hours: Monday-Friday 7a-6p

Saturday-Sunday 9-11am, 5-7pm

1026 Manchester Street

Lexington, KY 40508

UPTOWN HOUNDS

Phone: 255-BARK (2275)

Email: reception@UptownHounds.com

Hours: Monday-Saturday 10a-7p

Sunday 12p-7p

466 Angliana Avenue

Lexington, KY 40508

PET SUITES

Phone: 859-543-0400

Hours: 7a-8p 7 days a week

2057 Bryant Road

Lexington, KY 40509

MASTERSON ANIMAL CLINIC

Phone: 859-389-8387

Hours: Monday-Friday 8a-12p and 2p – 6p

Saturday 9a – noon

Sunday 5:30p – 6p

1490 Leestown Rd.

Lexington KY 40511