

DISPLAY RULES

INSTALLING AND REMOVING EXHIBITS

Exhibits must be installed on Wednesday, May 3rd between the hours of 8:00 AM – 1:00 PM.

Exhibits must be crated and removed by 9:00PM on Wednesday May 3rd, 2017. If additional time is required, arrangements must be made in advance with KBMA (Phone: 800-844-1774; Fax: 502-245-7283).

HOURS OF EXHIBITS

Exhibits will be open Wednesday May 3rd, 2017 from 1:30PM - 5:00PM.

SHIPPING/HANDLING INSTRUCTIONS

Ship to: Marriott Rivercenter
 10 W Rivercenter Blvd,
 Covington, KY 41011

Please mark all items with your company's information and labeled KBMA Convention, Showroom.

FURNITURE FOR EXHIBITORS

The Association will furnish: Table Top Display: one eight foot long three-sided skirted table and two chairs. Wastepaper baskets will be placed throughout the exhibit area. The exhibit area is carpeted.

POWER

Electrical services must be arranged through the Kentucky Building Materials Association. Requests for 110 volt electric can be made on Sponsor Contract.

Contact KBMA no later than one week prior to the convention for prices and availability of power not listed.

LIABILITY

The Kentucky Building Materials Association and Marriott Rivercenter Hotel will not be responsible for any loss, damage, or injury that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract, and the exhibitor on signing of contract expressly releases the above concerns from and agrees to indemnify same against any and all claims for such loss, damage or injury. Any damage to the building due to carelessness of the exhibitor must be paid for by the exhibitor causing same.

COST OF SPACE

The cost of the display space is shown on the contract. Handling of exhibit in and out of space is not included in cost.

MEETING SPACE AND EXHIBIT AREA

All meeting and exhibit space is under the control of the Association and the Convention Committee, and same may not be used for exhibit, advertising or demonstration purposes without the express consent, in writing, of the Association.

EXHIBITOR LISTING

No company will be listed in the convention program unless the Association has received, prior to printing, a signed SPONSOR CONTRACT from the company. If personnel from more than one firm are working an exhibit, their convention badges will show the name of the company who contracted for the space.

SOLICITATION OF BUSINESS

THIS PRIVILEGE IS RESERVED SOLELY FOR THE REPRESENTATIVES OF EXHIBITORS. Participation in the Product Expo is at the sole discretion of the KBMA and privileges may be revoked for any violation of the display rules.

*Thank you for your support
and cooperation!*



Kentucky Building Materials Association

112th Annual Convention & Product Expo
May 2-3, 2017

Marriott Rivercenter Hotel (859) 261-2900
Covington, KY

INFORMATION FOR EXHIBITORS

The PRODUCT EXPO will be held Wednesday, May 3, 2017,
from 1:30PM to 5:00 PM EDT
Marriott Rivercenter, Covington, KY

- **Table Top Display:** KBMA will furnish one three-sided skirted table (eight foot long) and two chairs. Wastebaskets will be placed throughout the exhibit area. All displays must be placed on top of table. Exhibit area is carpeted.
- **Signage:** Standard I.D. sign will be provided by KBMA. No big signs, please!
- **Power:** See “Power” under Display Rules.
- **Set-Up Hours:** Exhibits: Wednesday, May 3, 2017 8:00 AM – 1:00 PM
- **Removal of Exhibit:** On Wednesday May 3, 2017 by 9:00 PM. See “Installing and Removing Exhibits” under Display Rules.
- **Prohibited:** Loud noisemakers, gambling and admission into the Expo for associate members or prospects who are not exhibitors.
- **Refreshment Area:** Provided by KBMA from 2:00 PM to 5:00 PM the day of the Product Expo.
- **Drawings:** KBMA and exhibitors to provide CASH for drawings.
- **Exhibitors are encouraged to offer Show Specials to KBMA members.**
Advanced notice will be provided to members in Pre-Convention Show Special mailing.

Kentucky Building Materials Association
201 Townepark Circle, Suite 100
Louisville, KY 40243
(502) 245-6730 (800) 844-1774 Fax (502) 245-7283
chris@kbma.net

