



# 2026 Trade Show Fact Sheet

Kentucky International Convention Center  
Louisville, KY

November 30 - December 1, 2026

## SET-UP DATES AND TIMES

Exhibitors can set up their exhibits from 8:00 a.m. - 6:00 p.m. on Sunday, November 29, and on Monday, November 30, from 8:00 a.m. - 11:00 a.m. **Note:** Exhibitors utilizing the dock for unloading will need to arrive prior to 6 p.m. on Sunday and before 10:30 a.m. on Monday. Please refer to **SETTING UP OF EXHIBITS** regarding specific set-up instructions. Exhibits must be ready by 11:00 a.m. Monday, November 30, 30 minutes before opening.

## OPENING AND CLOSING OF EXHIBITS

Monday, November 30: 11:30 p.m. - 4:30 p.m.

Tuesday, December 1: 12:30 p.m. - 5:00 p.m.

Exhibits **MUST** be open and staffed at all times during show hours.

## REMOVAL OF EXHIBITS

Exhibits must not be disturbed, dismantled, or removed before 5:00 p.m., Tuesday, December 1. However, exhibits must be dismantled, packed, and removed from the convention center by Noon, Wednesday, December 2.

## BOOTHS

All individual exhibit spaces measure 10 feet wide by 10 feet deep. The booths will feature a back wall 8 feet high and side rails 36 inches high. The floor is NOT carpeted. Show Management strongly suggests ordering carpet from the official show decorator, Fern, for a more professional appearance and for the comfort of your feet. Background color (drapes) will be black. Each booth will be equipped with one 7" x 44" two-line identification sign. The height of built displays shall not exceed 8 feet across the back without first receiving permission from the Trade Show Management. Sides must not block out adjacent booths; that is, the exhibit may not extend farther than 4 feet from the back wall if the exhibit is over 3 feet tall. Side rails on corner booths may be removed. Any special signs may be ordered from the decorator.

## CEILING HEIGHT, FLOOR LOAD, AND FREIGHT ACCESS DOORS

Ceiling height in the Exhibit Halls of the Kentucky International Convention Center is 32 feet, and floor load is 350 lbs. per square foot, 16,000 lbs. per contact point, 32,000 lbs. per axle. Freight doors leading to the Halls can accommodate any road-legal vehicles/trailers.

## SETTING UP OF EXHIBITS

Fern and the IAFE value you as a customer and want your experience in Louisville to be a pleasant one. The following information should help plan your participation in the IAFE Trade Show.

## Louisville Union Guidelines

### ► Exhibitor Labor

Full-time employees of exhibiting companies may set up their own exhibits. Exhibitors are permitted to use their own tools to set up their own exhibit. Employees should be prepared to produce some type of company identification when engaged in these activities. Any labor services required beyond what is provided by full-time employees of exhibiting companies must be rendered by Fern. Display installation and dismantling order forms are enclosed for your convenience.

### ► Freight Handling Jurisdiction

Fern has the responsibility of receiving and handling all exhibit material and empty crates. It is their responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the exhibit hall. The rental of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. Exhibitors may bring dollies or hand trucks to assist with the unloading of their own material. Access to the loading

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docks will be controlled by Fern to provide for a safe and efficient move-in and move-out. Fern and Event Services will not be responsible, however, for any material they do not handle.

#### ► **Gratuities**

Fern requests that exhibitors not tip employees. Any attempts to solicit a gratuity by an employee for any service should be reported to a Fern supervisor. Employees of Fern are paid at an excellent wage scale, denoting a professional status, and they feel that tipping is not necessary. This applies to all Fern employees.

#### ► **Vehicle/Mobile Equipment Displays**

All Exhibitors will be charged a spotting fee for any vehicles or mobile equipment being displayed in their booth space. If you have questions or have specific needs, please contact Fern. The purpose of this process is the safe escort of all vehicles from the load-in door to the exhibit booth during move-in and from the exhibit booth back to the exit door during move-out. If your driver needs assistance with lining up the vehicles in the exhibit, please notify the Fern Representative located at the load-in door. No vehicles should move out without a proper escort. Rates are for a round-trip per vehicle/mobile equipment.

All mobile equipment and display vehicles being delivered for placement in booths will be received and escorted to the booth. If your mobile equipment is delivered outside of your targeted move-in time, there may be an additional labor charge if items need to be moved to allow access to your booth. Please contact Fern for targeted move-in time information.

All fuel tank fill caps shall be self-sealing or taped in an approved manner. Fuel in the fuel tank shall not exceed one-quarter of a tank or (1) one gallon, whichever is less. Vehicles or equipment cannot be fueled or defueled on the facility grounds. Batteries must be disconnected. It may be necessary to inspect, move, or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be on site for all vehicles.

**A VEHICLE PLACEMENT QUESTIONNAIRE** must be completed if vehicle placement/spotting is ordered.

#### ► **General Move-in Information**

Exhibitors who will be driving in their materials in their own Privately Owned Vehicles (POVs) will be allowed to move in on their own through a clearly marked door to be designated by Fern. POVs will only include cars, SUVs, or pick-up trucks. There is a 20-minute time limit for POV

move-in. Exhibitors must hand-carry all material or request labor/cart service from Fern. Exhibitors cannot use any material handling equipment. All other vehicle types will need to hire labor to unload. Note, the dock area has one way in and out, so wait times may be involved.

Exhibitors desiring to unload at the convention center dock area should obtain clearance from Fern before pulling into the loading/unloading area. The entrance to the dock area is on 2nd Street. The Dock hours are 8:00 a.m. - 6:00 p.m. on Sunday, November 29, and 8:00 a.m. - 10:30 a.m. on Monday, December 1.

Exhibitors will be allowed to pull up to the outside dock area to unload. At no time will you be allowed to leave your vehicle unattended, for emergency reasons, so one person **MUST** remain with your vehicle at **ALL** times. You will be limited to 20 minutes in the unloading area so that other exhibitors will be able to move in. Please staff accordingly to comply with these rules.

Exhibitors who move in cartons and products into the hall will be responsible for removing and returning empty containers off-site. **NO STORAGE WILL BE ALLOWED IN THE EXHIBIT AREA PER THE FIRE MARSHAL.** This rule will be strictly enforced. Your cooperation is appreciated.

### **ELECTRICAL LIGHTING**

General illumination in the exhibit area is very good. Additional lights and electrical outlets may be arranged through the Kentucky International Convention Center Exhibitor Services Team.

### **INSURANCE REQUIREMENTS**

Each exhibitor is required to furnish an original certificate of insurance to participate in the Trade Show. The certificate, in accordance with the following requirements, must be sent to the IAFE office on or before November 1, 2026. The insurance policy must cover the show dates, including set-up and teardown (November 29 - December 2). The coverage must be for General Liability with a combined single limit minimum of \$1,000,000. All insurance must be on an occurrence policy and must include the IAFE and the Kentucky International Convention Center as an additional insured. If you do not currently have a General Liability policy, you can purchase insurance coverage from the IAFE. Please contact the IAFE office for details.

### **COOKING OR FOOD SERVICE**

Cooking and/or serving food or beverages will be permitted only with the approval of the IAFE, the Kentucky International Convention Center, and Levy, the exclusive food and beverage

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service in the center. In addition to the insurance requirements for all exhibitors, companies serving food or beverages must have a policy that includes product liability. Please contact Show Management for approval on cooking/cooking methods and for information on food service options in the Trade Show.

## THE DISPLAY OF ANIMALS

Any exhibitor who wants to display an animal must first receive permission from the IAFE Show Management.

## DEMONSTRATIONS AND PERFORMANCES

Booth demonstrations and performances shall not disturb adjacent exhibitors and their patrons. Musical instruments and P.A. systems may not be used. Performances utilizing the Beyond the Booth areas are subject to approval by IAFE Show Management. No hazing, smoking, or fog is permitted with any exhibit.

## FIRE DEPARTMENT REQUIREMENTS AND MOTORIZED VEHICLES

- Any display of a static vehicle must first be approved by show management and then by the Fire Marshal. Visqueen is required under all displayed vehicles.
- Once approved, automobiles, trucks, motorcycles, and other motorized vehicles displayed shall have their batteries removed or battery cables disconnected. The fuel tank should not be more than one-fourth of a tank full, and the fuel tank must be sealed with tape or locked. Garden tractors, snowmobiles, chainsaws, or other gasoline-powered equipment must be safeguarded similarly. Contact IAFE Show Management for information.

## OFFICIAL SHOW DECORATOR AND OFFICIAL DRAYAGE FIRM

Fern Expo  
3752 Crittenden Dr  
Louisville, KY 40209

## SHIPPING INSTRUCTIONS

Exhibitors desiring to ship freight must send all freight directly to the Fern on a **PREPAID** basis. **COMPLETE SHIPPING INSTRUCTIONS** & Shipping Labels will be included in the exhibitor's kit.

**ADVANCE SHIPPING:** Pay close attention to the shipping instructions and material handling order form in The Fern OneView Exhibitor Kit. Exhibitors are strongly urged to ship all freight to the advance warehouse on or between Monday, October 26, and Tuesday, November 24. Wednesday, November 25, 2026, is the last day freight can arrive at the advanced warehouse with a guarantee of delivery to the booth for exhibitor move-in.

Exhibiting Company Name & Booth Number  
IAFE Annual Convention & Expo  
c/o Fern Expo  
3752 Crittenden Drive  
Louisville, KY 40209

Warehouse hours: Monday - Friday, 8:00 a.m. - 4:00 p.m.

Please note the Fern warehouse will be closed on Thursday, November 26, and Friday, November 27, in observance of the Thanksgiving holiday.

## REGISTRATION

A kit of pertinent materials and trade show admittance badges for the people manning your exhibit will be available for pickup on Sunday, November 30, from 8:00 a.m. - 6:00 p.m. or Monday, December 1, from 7:00 a.m. - 11:30 a.m. Each exhibitor will receive 2 badges for the first booth purchased and 2 additional badges for each additional booth purchased. Badges above the allotment are \$50. Please note that exhibitor badge registrations are requested by October 10, 2026, so our staff has time to process them prior to the show. Registration details will be sent to all exhibitors in July.

## LOUNGE AREA

A lounge area will be included as part of the floor plan. We feel this area will offer exhibitors a break and resting area, and help retain attendees in the Trade Show area.

## TRADE SHOW COMMITTEE

The IAFE Trade Show Committee will monitor the Trade Show and have the authority to act on behalf of Trade Show Management. Vendors who are not registered Trade Show exhibitors will be asked to leave.

## TRADE SHOW DRAWINGS

If exhibitors hold individual prize drawings at their booths, IAFE show management must approve the drawing. Show management will not announce booth drawings on the microphone, but will provide an area/signage to post winners. All gifts or prizes distributed by exhibitors through drawings must be registered and approved in writing by IAFE show management before November 30, 2026.

