



Louisville, KY
October 7 - 9, 2025

MEETING/FUNCTION SPACE REQUEST

The Utility Expo has a limited number of meeting rooms at the Kentucky Exposition Center for exhibitors' meetings, offices, storage, hospitality, or entertainment needs. Rooms cannot be sublet and are available to current exhibitors only. Submit requests for reserving a meeting room online.

Request Meeting Space here: [Meeting Space Request | The Utility Expo](#)

GUIDELINES & SPACE FEES

The Utility Expo 2025 - Meeting/Function Space Fees	
Requests received through August 22, 2025	Request Received after August 22, 2025
<ul style="list-style-type: none">▪ \$425 half-day (4 hours or less)▪ \$685 full day (over 4 hours)	<ul style="list-style-type: none">▪ \$635 half-day (4 hours or less)▪ \$795 full day (over 4 hours)

Pricing Information:

- Fees are per room per day.
- Meeting Space is assigned on a first-come first-serve basis once the form is completed.
- Rental times requests should be inclusive of set-up and tear-down.
- Fees do not include any applicable room reset fees or other set charges.
- Fees are inclusive of standard tables and chairs.
- Rooms cannot be sublet and are available to current exhibitors only.

Refund Policy:

- All requests before August 18, 2025, will incur a 25% processing fee.
- All requests between August 19 and September 8, 2025, will incur a 50% processing fee.
- No refunds will be issued for cancellations after September 8, 2025 or for no-shows.

Official Show Dates:

October 7-9, 2025

Official Show Hours:

Tuesday - Wednesday: 8:30AM – 5:00PM

Thursday: 8:30AM – 2:00PM

AUDIO VISUAL

Audio-visual equipment can be ordered through the official show provider, Prestige AV & Creative Services. **For more information, please contact Prestige: TheUtilityExpo@prestigeav.com or (502)*

645-3472.

DECOR – FURNITURE

Should you wish to decorate your meeting room with any specialty furniture such as couches, office chairs, coffee tables, etc., please contact Fern at (800) 774-1251 ext 1 or

exhibitorservices@fernexpo.com.

FOOD & BEVERAGE SERVICE

A food & beverage provider appointed by KEC has exclusive rights to all food and beverage at the Kentucky Exposition Center. All food and beverages consumed, prepared, or distributed, including food and beverage items used for promotional purposes, must be purchased through their provider and are subject to regulations and permit requirements. *Contact information coming soon.*

KEC

- Electrical
- Internet
- Staging/Risers

You can order these additional services for your meeting room online at kyexpo.org/order-services.

PRESS EVENTS

To arrange press or media events please contact Show Media Services:
showmediaservices@aem.org.

MEETING ROOM FAQ's

Q: Is there a priority process for meeting room requests?

A: No, meeting room requests are on a first come first served basis.

Q: When can I get into a room to set up?

A: When making your request, please include any setup time needed in your request. We will assign according to the full time needed.

Q: Will there be a sign for the meeting room?

A: Show Management will create a sign to be placed outside the room for you.

Q: Can I provide my own signage?

A: You may provide a sign to be placed at the entrance of your room. You may not provide any additional signage throughout the convention center, including directional signage.

Q: Can I get a meeting room key, and is there a charge?

A: Yes, you can get a key to the room, but there will be a \$500 charge issued by Show Management if the key is not returned by the close of the show. You may not pick up the key until your rental period has begun. Keys can be picked up in the Show Management Office, located in East Hall 3.

Q: How can I place orders for my meeting room?

A: Once your request has been approved and you have received a room assignment, Show Management can provide you with the vendor contacts for the meeting rooms.