



**27th Annual Colorado RV Adventure Travel Show**  
Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **27th Annual Colorado RV Adventure Travel Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 27th Annual Colorado RV Adventure Travel Show Customer Service Representative at [cscolorado@brede.com](mailto:cscolorado@brede.com).

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

# Brede

# Brede

## 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



### EXPOSITION SERVICES

#### Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: [cscolorado@brede.com](mailto:cscolorado@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

#### Show Management

- Tomi Hansen
- 847.229.6739
- [thansen@goodsam.com](mailto:thansen@goodsam.com)

#### Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Black/Silver

Aisle Carpet Color: Red

The exhibit hall is not carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the Carpet Order form.

#### Material Handling

##### Advance to Warehouse

Late to warehouse charges apply after: December 27, 2016

TO: Exhibiting Company Name and Booth #

FOR: 26th Annual Colorado RV  
Adventure Travel Show

Brede Exposition Services

c/o YRC Freight

14700 Smith Rd

Aurora, CO 80011

##### Direct to Show Site

Do not deliver prior to: January 3, 2017

TO: Exhibiting Company Name and Booth #

FOR: 26th Annual Colorado RV  
Adventure Travel Show

c/o Brede Exposition Services

Colorado Convention Center - Champa St. Docks

700 14th St.

Denver, CO 80202

#### Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Tuesday	January 3, 2017	12:00 PM	—	6:00 PM	**Bulk Only
	Wednesday	January 4, 2016	8:00 AM	—	5:00 PM	
<b>Show Hours:</b>	Thursday	January 5, 2016	9:00 AM	—	8:00 PM	
	Friday	January 6, 2016	9:00 AM	—	8:00 PM	
	Saturday	January 7, 2016	8:00 AM	—	8:00 PM	
<b>Exhibitor Move-out:</b>	Saturday	January 7, 2016	8:00 PM	—	11:30 PM	
	Sunday	January 8, 2016	8:00 AM	—	12:00 PM	

**\*\*Note: All exhibitors should check the GS Media & Events schedule for your targeted (specific) move-in and move-out Times. Off target move-in and move-out is discouraged. Thank you!**

#### Utilities & Services

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 12:00 PM on January 8, 2016.



[Find more on Brede.com](http://brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



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Order Form

Submit this form to take advantage of Brede's booth package option. Please select your color preference for the provided draped table. Enter the Total below on Order Summary/Payment form. Orders received without full payment or credit card information will not be processed.

Colorado RV Adventure Travel Show

## Show Special

Ordering Deadline: December 20, 2016

NOTE: Pricing effective for advance orders only.  
Late/On Site orders will be charged a 30% increase.

### Option A: 10' x 10'

- (1) 10' x 10' Black Carpet
- (1) 6' Black Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth ID Sign

**\$165.00**

### Option B: 10' x 10'

- (1) 6' Black Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth ID Sign

**\$115.00**

### Option C: 10' x 10'

- (1) 10' x 10' Black Carpet
- (1) 42" High Pedestal Table
- (2) Counter Stools
- (1) Wastebasket
- (1) Booth ID Sign

**\$190.00**

⇒ 10' x 20' Booths: Add \$30.00 to each package

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ \_\_\_\_\_

7.65% CO Tax \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Show Special



EXPOSITION SERVICES

# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



Information Form *Please make your show site representative aware of the following policies.*

## Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.
 

Carpet and furnishings rentals	December 20, 2016
Custom exhibits rentals	December 20, 2016
Labor orders	December 20, 2016
- Freight received at the warehouse after the deadline will incur an additional charge.
 

Advance shipments to warehouse to arrive by:	December 27, 2016
Shipments to show site to arrive no sooner than:	January 3, 2017

## Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

## Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

## Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

## Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

## Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



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## EXPOSITION SERVICES



**Required Form**

*This form must accompany any completed order form(s) submitted to Brede.  
Payment Method must be completed to process orders.  
Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: December 20, 2016

### Order Summary

<i>Carpet</i>	\$	_____
<i>Tables &amp; Accessories</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Booth Cleaning</i>	\$	_____
<i>Graphics</i>	\$	_____
<b>Total Due</b>	\$	_____

### Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.  Third Party Payer
- Purchase Orders are not considered payment.  Tax Exempt *include certificate*
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed. Our Federal ID # 84-1182654
- A credit card on file is required when using Brede Exposition Services.

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **27th Annual Colorado RV Adventure Travel Show** and booth number on all payments.

Check Number _____	Dated _____	Amount _____
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### Exhibiting Company

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number

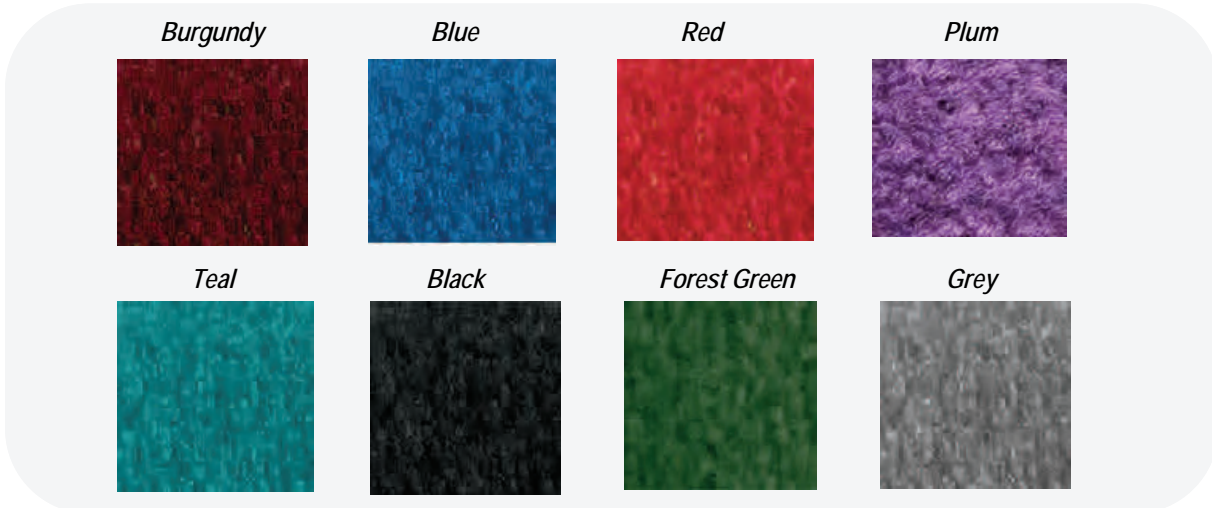
COMPLETE and SUBMIT this form:

*by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694*

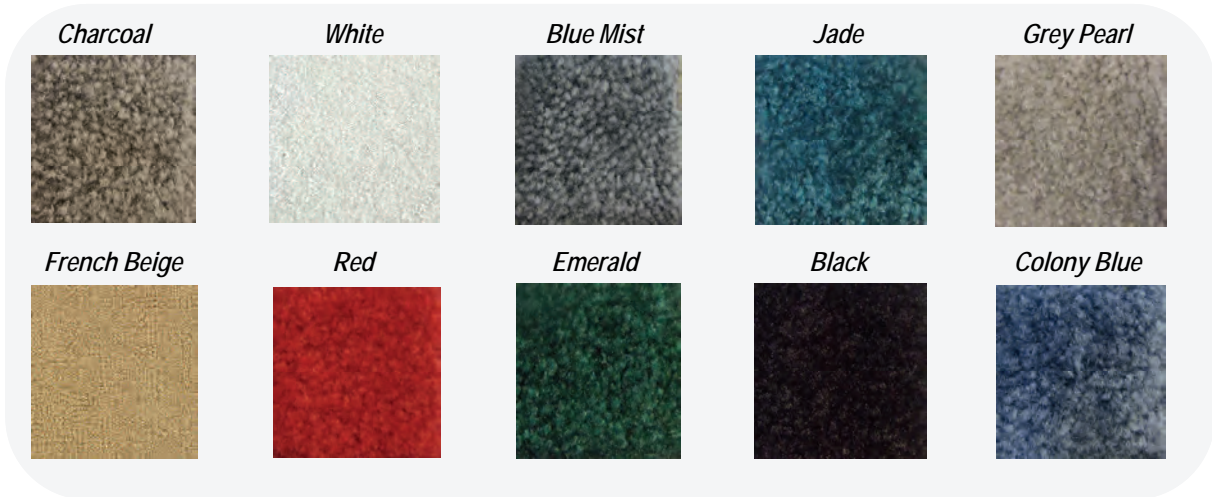
Order Summary / Payment Method



Standard Carpet Colors



Plush Custom Carpeting



Display Table Drape Colors



Find more on [Brede.com](http://Brede.com)

phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.  
Enter the Carpet Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016



[Find more on Brede.com](http://Brede.com)

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

- Black
- Blue
- Teal
- Burgundy
- Red
- Grey
- Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 130.00	\$ 169.00	\$ _____
_____	20' Carpet	\$ 260.00	\$ 338.00	\$ _____
_____	30' Carpet	\$ 390.00	\$ 507.00	\$ _____
_____	40' Carpet	\$ 520.00	\$ 676.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 3.15 <small>per sq. ft.</small>	\$ 4.00 <small>per sq. ft.</small>	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.07	\$ 1.50	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ .58 <small>per sq. ft.</small>	\$ .75 <small>per sq. ft.</small>	\$ _____

Plush Custom Carpeting

Select from Custom Colors

- Charcoal
- Cement
- Cobalt
- Navy
- Pearl Grey
- Silky Beige
- Ivory
- Red
- Dove
- Onyx
- Royal Blue
- Silver Cloud

_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 3.90 <small>per sq. ft.</small>	\$ 5.00 <small>per sq. ft.</small>	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$	_____
7.65% CO Tax	\$	_____
<b>Carpet Total</b>	<b>\$</b>	<b>_____</b>

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet





# 27th Annual Colorado RV Adventure Travel Show

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### EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.  
Enter the Table & Accessories Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	2' x 2' draped table	\$ 85.00	\$ 110.50	\$ _____
___	4' x 2' draped table	\$ 95.00	\$ 123.50	\$ _____
___	6' x 2' draped table	\$ 105.00	\$ 136.50	\$ _____
___	8' x 2' draped table	\$ 115.00	\$ 149.50	\$ _____
___	4th side drape	\$ 41.00	\$ 53.50	\$ _____
___	2' x 2' undraped table	\$ 53.00	\$ 69.00	\$ _____
___	4' x 2' undraped table	\$ 63.00	\$ 82.00	\$ _____
___	6' x 2' undraped table	\$ 73.00	\$ 95.00	\$ _____
___	8' x 2' undraped table	\$ 83.00	\$ 108.00	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	2' x 2' draped table	\$ 106.00	\$ 138.00	\$ _____
___	4' x 2' draped table	\$ 118.00	\$ 153.50	\$ _____
___	6' x 2' draped table	\$ 128.00	\$ 166.50	\$ _____
___	8' x 2' draped table	\$ 138.00	\$ 179.50	\$ _____
___	4th side drape	\$ 41.00	\$ 53.50	\$ _____
___	2' x 2' undraped table	\$ 74.00	\$ 96.00	\$ _____
___	4' x 2' undraped table	\$ 87.00	\$ 113.00	\$ _____
___	6' x 2' undraped table	\$ 97.00	\$ 126.00	\$ _____
___	8' x 2' undraped table	\$ 107.00	\$ 139.00	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
___	4' x 12" draped riser	\$ 59.00	\$ 76.50	\$ _____
___	6' x 12" draped riser	\$ 64.00	\$ 83.00	\$ _____

## Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair—Grey	\$ 53.00	\$ 69.00	\$ _____
___	Padded Arm Chair—Grey	\$ 64.00	\$ 83.00	\$ _____
___	Counter Stool with Back	\$ 70.00	\$ 91.00	\$ _____
___	30" Pedestal Table	\$ 76.00	\$ 76.00	\$ _____
___	<input type="checkbox"/> 30" d <input type="checkbox"/> 36" d			
___	42" Pedestal Table	\$ 79.00	\$ 103.00	\$ _____
___	<input type="checkbox"/> 30" d <input type="checkbox"/> 36" d			
___	18" Pedestal Table	\$ 73.00	\$ 96.00	\$ _____
___	<input type="checkbox"/> 30" d <input type="checkbox"/> 36" d			
___	Waste basket	\$ 18.00	\$ 23.50	\$ _____
___	Floor Easel	\$ 37.00	\$ 50.00	\$ _____
___	Sign Stand 22" x 28"	\$ 73.00	\$ 96.00	\$ _____
___	Pole Easel	\$ 37.00	\$ 50.00	\$ _____
___	Bag Rack	\$ 60.00	\$ 79.00	\$ _____
___	Waterfall Rack	\$ 98.00	\$ 127.00	\$ _____
___	Literature Rack	\$ 94.00	\$ 122.00	\$ _____
___	Garment Rack	\$ 60.00	\$ 79.00	\$ _____
___	Tensa Stanchions-retractable	\$ 69.00	\$ 92.00	\$ _____
___	Upright Base <input type="checkbox"/> 3' <input type="checkbox"/> 8'	\$ 27.00	\$ 34.00	\$ _____
___	Crossbar/Slider	\$ 27.00	\$ 34.00	\$ _____
___	3' high drapery (per ft)	\$ 20.00	\$ 25.00	\$ _____
___	8' high drapery (per ft)	\$ 22.00	\$ 27.50	\$ _____



Find more on Brede.com

Select Drape Color (if no color is selected, show colors will prevail.)

- |                                 |                               |                               |                               |                                       |                                |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Black  | <input type="checkbox"/> Blue | <input type="checkbox"/> Teal | <input type="checkbox"/> Gold | <input type="checkbox"/> Burgundy     | <input type="checkbox"/> White |
| <input type="checkbox"/> Purple | <input type="checkbox"/> Red  | <input type="checkbox"/> Plum | <input type="checkbox"/> Grey | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Beige |

Calculate

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Subtotal \$ \_\_\_\_\_

7.65% CO Tax \$ \_\_\_\_\_

Table Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

\_\_\_\_\_

Exhibiting Company \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Tables & Accessories



Information  
Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.  
Please make your show site representative aware of the following policy.*

### Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.  
  
The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600  
fax 303.321.8694  
e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



#### Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

### Advance Shipments to the Warehouse

#### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **December 27, 2016** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

- There are several advantages to shipping advance to the warehouse versus directly to the show site:
- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
  - Materials will be delivered to your booth prior to your arrival on site.
  - Delivery dates and times are more flexible.

### Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

#### Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

#### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

#### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

#### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



[Find more on Brede.com](http://www.brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



#### Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

### Direct Shipments to Show Site

#### Deadlines and Info

- Do not ship to the facility prior to **January 3, 2017**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

#### Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

#### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

#### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

#### Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

#### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

#### Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.





Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

### Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: 27th Annual Colorado RV Adventure Travel Show  
Brede Exposition Services  
c/o YRC Freight  
14700 Smith Rd  
Aurora, CO 80011

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by December 27, 2016 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: 27th Annual Colorado RV Adventure Travel Show  
c/o Brede Exposition Services  
Colorado Convention Center  
Champa St. Docks  
700 14th St.  
Denver, CO 80202

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than January 3, 2017 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



**EXPOSITION SERVICES**



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site. Use the rates and calculator below to estimate your material handling charges. Enter the Material Handling Estimate below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

## Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	OT One Way move-in or move-out on OT per 100 lbs	OT Two Ways move-in and move-out on OT per 100 lbs
<b>200 lb minimum charge per shipment</b>		
Advance to Warehouse: Crated	\$83.00	\$99.00
Direct to Show site: Crated	\$85.50	\$101.00
Advance to Warehouse: Special Handling	\$95.50	\$113.50
Direct to Show site: Special Handling	\$102.00	\$121.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$111.00	\$132.00
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 <i>each</i>	
<b>Additional Services</b>		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after December 27, 2016 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$28.00 <i>per 100 lbs.</i>	
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$195.00 <i>round trip</i>	
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.		

## Calculate Estimated Material Handling Charges

Select:  Advanced  Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					<b>TOTAL</b>	\$

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Material Handling Rates



Information  
Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

## Money-Saving Tips

### In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.  
For example:
  - o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$83.00 per CWT = \$166.00
  - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$83.00 per CWT = \$166.00
  - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$83.00 per CWT = \$166.00**TOTAL cost of three shipments arriving *separately*: \$498.00**  
**OR**
  - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$83.00 per CWT = \$166.00**TOTAL cost of one *consolidated* shipment: \$166.00 *Savings of \$332.00***
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:* c/o YRC Freight  
14700 Smith Rd  
Aurora, CO 80011

*27th Annual Colorado RV  
Adventure Travel Show*

*Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:  
December 27, 2016*

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:* c/o YRC Freight  
14700 Smith Rd  
Aurora, CO 80011

*27th Annual Colorado RV  
Adventure Travel Show*

*Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:  
December 27, 2016*

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes:** *Warehouse is not temperature controlled.*

*Hazardous materials will not be accepted at the warehouse.*





# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



**EXPOSITION SERVICES**



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site. Use the rates and calculator below to estimate your material handling charges. Enter the Material Handling Estimate below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

## Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	OT One Way move-in or move-out on OT per 100 lbs	OT Two Ways move-in and move-out on OT per 100 lbs
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Advance to Warehouse: Crated	\$83.00	\$99.00
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Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 <i>each</i>	
<b>Additional Services</b>		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after December 27, 2016 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$28.00 <i>per 100 lbs.</i>	
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$195.00 <i>round trip</i>	
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.		

## Calculate Estimated Material Handling Charges

Select:  Advanced  Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					<b>TOTAL</b>	\$

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Booth Number

Exhibiting Company \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Material Handling Rates



EXPOSITION SERVICES

# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: December 20, 2016

### Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

### Outbound Shipping Information

Consigned to (Ship to): \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Destination (Street Address): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Method

#### Ground

YRC Freight     Other Ground \_\_\_\_\_

#### Air

Platinum Cargo     Other Air \_\_\_\_\_  Next Day  2nd Day  Deferred

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Permanent Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Shipping Labels Request

### Label Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Bill of Lading & Labels Request



# Exhibit Services

Reliable trade show shipping services





## The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered.®**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





## **UNION LABOR REQUIREMENTS**

### **Convention, Display, Trade Show Labor Conditions:**

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No. 7.

### **Display and Exhibit Work - Installation, Dismantling and Decorating:**

Full time employees of an exhibiting firm may install and dismantle their own respective company display\*, if such work can be completed in less than sixty minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of the General Service Contractor and all related work is to be performed under their contract with IATSE, Local 7 members.

(\*Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

### **Show/Job Site Drayage:**

Exhibitors may handle their own hand-carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through the General Service Contractor.

### **Dock Space:**

Dock space is limited at the Colorado Convention Center, and it is under the control and authority of the General Service Contractor.

### **Denver Theatrical Stage Employee's Union**

IATSE, Local No. 7

1475 Curtis Street

Denver, CO 80202

**Business Agent**

Office: (303) 534-2423

Fax: (303) 534-0216



EXPOSITION SERVICES

# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



Information Form

*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

## Material Handling

All material handling, other than exhibitor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your exhibitor service kit for rates and liability information. This is a chargeable service.

Exhibitors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Exhibitors may not borrow or rent their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic are under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within the 15 minutes. A time dock pass will be issued. Unattended vehicles will be towed at the owner's expense. The above will be strictly enforced.

## Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the *Labor Order* form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

## Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

## Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

## In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://www.brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)

Labor Guidelines: Denver

# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

## Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
  - Reduce at-show expenses and time spent.
  - Labor under Brede supervision is straight time when possible.
- Check for Brede Supervised Labor

### Installation

#### Shipped:

- Warehouse  
 Show site

#### Blueprints/Instructions:

- Attached  
 with Display-Crate # \_\_\_\_\_

#### Shipment :

- Crates  
 Boxes  
 Carpet/Pad

#### Electrical under carpet:

- Yes  No

#### Location:

\_\_\_\_\_

#### Carpet:

- From Brede  
 Shipped  
 None

#### Delivery Date:

\_\_\_\_\_

#### Special Equipment Required:

\_\_\_\_\_

- Brede Supervision costs 30% of total labor bill.
- There is a \$50.00 minimum charge for supervision per installation and dismantle.

### Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Official show carrier:  Ground  Air  
Other carrier\*: \_\_\_\_\_

\* Show site Bill of Lading prevails.

## Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
  - Exhibitor must meet labor at Brede Service Desk at scheduled time.
- Check for Exhibitor Supervised Labor

Show Site Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_

## Labor Rates

<b>Straight Time</b>	\$75.00
<i>Monday - Friday 8:00a.m. - 4:30p.m.</i>	<i>per person per hour</i>
<b>Overtime</b>	\$112.50
<i>Monday - Friday 4:30p.m. - Midnight</i>	<i>per person per hour</i>
<i>All day Saturday &amp; Sunday</i>	
<b>Double Time</b>	\$149.75
<i>Monday - Sunday Midnight - 8:00a.m.</i>	<i>per person per hour</i>

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

## Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____		X =		X	= \$	+ \$	= \$
Dismantle	_____		X =		X	= \$	+ \$	= \$

## Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



## EXPOSITION SERVICES



Order Form

Submit this form if you would like to order forklift labor from Brede Exposition Services.  
Enter the Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

### Forklift Rates

Up to 5,000 lbs. capacity  
forklift & operator per hour

Helper  
per person per hour

#### Straight Time

Monday-Friday 8:00a.m. - 4:30p.m.

\$189.00

\$75.00

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

#### Overtime

Monday-Friday 4:30p.m. - Midnight,  
All day Saturday & Sunday

\$226.75

\$112.50

#### Double Time

Monday-Sunday Midnight-8:00a.m.

\$264.00

\$149.75

### Order Details

#### Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other \_\_\_\_\_

#### Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required:  Yes  No

Contact responsible for move-in: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____			X	X \$	= \$
Dismantle	_____			X	X \$	= \$

### Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Forklift





# Brede

## EXPOSITION SERVICES



Order Form

Submit this form if you would like to order hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

### Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

### Hanging Signs Rates

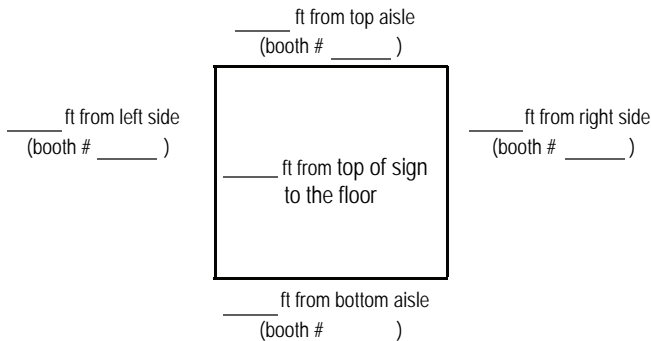
#### Rate for Lift & Crew Per Hour

<b>Straight Time</b> Monday-Friday 8:00a.m. - 4:30p.m.	\$406.00
<b>Overtime</b> Monday-Friday Midnight - 8:00a.m. All day Saturday & Sunday	\$519.00
<b>Double Time</b> Monday—Sunday Midnight—8:00a.m.	\$631.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

### Order Details

Weight (lbs)	Height (ft)	Length (ft)	Assembly Required
<b>Type</b>	<b>Shape</b>	<b>Electrical</b>	
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	<b>Chain Motor</b>	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



### Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____

### Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
\_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Hanging Sign



# 27th Annual Colorado RV Adventure Travel Show

Colorado Convention Center  
Denver, Colorado  
January 5-7, 2017



## EXPOSITION SERVICES



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

### Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1 X		X \$0.57	\$0.75	\$ _____
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	4 X		X \$0.54	\$0.71	\$ _____

*If special cleaning services are required, please call the Brede Customer Service Department.*

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Cleaning Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Booth Cleaning



EXPOSITION SERVICES



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

Form fields for Contractor Information: NON-OFFICIAL CONTRACTOR, ADDRESS, PHONE#, FAX#, EMAIL ADDRESS, CELL#, CONTACT IN BOOTH.

Exhibiting Company \_\_\_\_\_

Booth Number box

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I & D Contractor



# Brede

## EXPOSITION SERVICES



Order Form

Submit this form if you wish to order signage from Brede.  
Enter the Graphics Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: December 20, 2016

### Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 57.00	\$ 74.50	\$ _____
_____	14" X 22"	\$ 67.50	\$ 88.00	\$ _____
_____	22" X 28"	\$ 99.00	\$ 128.50	\$ _____
_____	28" X 44"	\$ 140.50	\$ 182.50	\$ _____

Indicate sign copy & layout here

\* File conversion, retouching, cloning or color correcting may incur additional labor charges.

### Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$18.00 per sq. ft.	\$25.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore   
  Masonite   
  PVC   
  Plexi   
  Gatorfoam   
  Other \_\_\_\_\_

Select one

- Vertical  
 Horizontal

Special instructions

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Graphics

### Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
 7.65% CO Tax \$ \_\_\_\_\_  
**Graphics Total \$ \_\_\_\_\_**

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Information  
Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

#### Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

#### Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

#### Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

#### Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

#### Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

*Storage behind booth backwall is strictly prohibited.*



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



# **EXHIBITOR SERVICES ORDER FORM**

For Electrical, Telephone, Cable TV, Air, Water and Drain.

**RECEIVE 20% OFF BY PLACING YOUR ORDER ONLINE!!!**

**Order must be placed no later than two weeks prior to  
first show move-in date at:**

**[www.denverconvention.com/exhibit-at-an-event](http://www.denverconvention.com/exhibit-at-an-event)**



**In this kit, you will find orders for:**

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: [www.denverconvention.com](http://www.denverconvention.com).
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

**To save time and even more money, order on-line at [www.denverconvention.com](http://www.denverconvention.com). These rates are available only on the web and will save you 20% off the listed rates in this kit.**

**Checklist Requirements/Reminders:**

- Individual orders are required for each booth you will occupy.
- If you have any questions, call us direct at 303.228.8027 before you order.
- All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE:** If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

**We look forward to seeing you in Denver!**



## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the **CCC** will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG/CCC** in connection therewith.
  - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the SMG/CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

## CANCELLATION POLICIES

1. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
2. Credit will not be given for service or equipment installed and not used.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.



## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/SMG**

1. Online at [www.denverconvention.com](http://www.denverconvention.com)
2. US Mail/ First Class Mail/Couriers or Overnight Express:  
Colorado Convention Center  
Attn: Exhibitor Services  
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101  
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047  
Attn: Exhibitor Services  
**All wire transfers must include the following information:**
  - Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

### ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

## CONDITIONS AND REGULATIONS

### TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. Analog/Digital phone lines must dial a 9 before accessing an outside line unless no dial 9 option is ordered.
8. 5 digit internal extension to extension dialing.

### DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Analog Phone Service:** Analog phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument  
Standard Analog Line Optional phone services:
  - No Dial 9 to access outside line.
  - Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
  - Hot-Line: place a call to predetermined destination by simply lifting the handset.
  - Call Forward
  - Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.
2. **Fax, Modem, Credit Card Line:** Touch-tone analog phone line.
3. **Digital Multi-Button Phone Service:** Digital phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, and transfer.  
Digital Line Optional phone services:
  - No Dial 9 to access outside line.
  - Call Appearance: Any ordered extension number analog/digital can ring on labeled key on digital set.
  - Call Forward
  - Last Number Redial
4. **Extension:** Analog/Multi Line is an extension's of the Ordered Phone Service. This would be ordered if you need one telephone number shared by two telephone instruments. (only if you have ordered Standard Analog/ Digital Multi-Button Service)
5. **Voicemail Box:** Voicemail box added to Standard Phone Service or Multi-Button Phone.
6. **Polycomm Speaker Phone:** Speaker phone hooked to an Analog phone line used for small to medium conference room sets.
7. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

### WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

### SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

### FOOD AND BEVERAGE

1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached (303) 228-8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

### SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

### DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

### PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303-228-8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval.
3. The rigging plot should conform to the following:
  - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - B. Rigging plots must be drawn in 1/16"=1' scale.
  - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - D. Rigging plots must include facility column locations and roof steel locations.
4. Call 303.228.8220 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC**.

### BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
  - A. Battery cables must be disconnected.
  - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
  - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval prior to move in:
    - Diagram of the booth layout with dimensions.
    - Detail of the covered area including materials used.
    - Flame retardant certificate is required if soft goods are used as the covering.
  - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## **BASIC FIRE CODE REGULATIONS continued**

14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
  - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval a minimum of 15 days prior to move in:
    - Engineer stamped drawings of the double deck structure and/or enclosed room.
    - Diagram of the booth layout with dimensions.
    - Elevation drawing of the double deck structure and/or enclosed room.
  - B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
  - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC  
EVENT PLANNER'S RESOURCE BROCHURE.**

***Questions should be directed to:***  
**Exhibitor Services Department**  
**700 14<sup>th</sup> Street**  
**Denver, Colorado 80202**  
**Phone: 303.228.8027**  
**Fax: 303.228.8101**  
**Email: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)**

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.**  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# STANDARD 120V ELECTRICAL ORDER FORM



**Order Online, Fax, or Mail at:**

Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202  
 303.228.8027 Ph  
 303.228.8101 Fx  
 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

*\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\**

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.  
 THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

**CREDIT CARD NUMBER:**  AMEX  MC  VISA

**EXPIRATION DATE:**

PRINT CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- Services are provided in the most convenient manner for center electricians UNLESS booth floor plan is submitted prior to first show move-in date. Services must be ordered and individually identified on a booth floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- CCC Electricians will not split/branch service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027.**

INTERNAL USE ONLY  
 CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# SPECIAL 120V ELECTRICAL ORDER FORM



**Order Online, Fax, or Mail at:**  
 Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202

303.228.8027 Ph  
 303.228.8101 Fx  
[www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.  
 THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- Services are provided in the most convenient manner for center electricians UNLESS booth floor plan is submitted prior to first show move-in date. Services must be ordered and individually identified on a booth floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- CCC Electricians will not split/branch service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027.

INTERNAL USE ONLY  
 CHECK NO. \_\_\_\_\_



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



**Order Online, Fax, or Mail at:**  
 Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202

303.228.8027 Ph  
 303.228.8101 Fx  
[www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	
<b>**See Special 120V order form for 24-hour power and overhead drop pricing and ordering.**</b>			
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.  
 THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

**CREDIT CARD NUMBER:**  AMEX  MC  VISA **EXPIRATION DATE:**

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage **call Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

INTERNAL USE ONLY  
CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to front side of your booth

\_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**Order Online, Fax, or Mail at:**  
 Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202

303.228.8027 Ph  
 303.228.8101 Fx  
[www.denverconvention.com](http://www.denverconvention.com)

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1,135.00			
60 AMPS OR 10,000 WATTS		\$1,335.00			
100 AMPS OR 16,600 WATTS		\$2,055.00			
THREE-PHASE SERVICES	QTY	24-Hour Power		TOTAL	
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1,065.00			
50 AMPS OR 14,400 WATTS		\$1,350.00			
60 AMPS OR 17,200 WATTS		\$1,650.00			
100 AMPS OR 28,800 WATTS		\$2,425.00			
<b>TOTAL PAYMENT</b>					

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.**  
**A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**  
**THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

**CREDIT CARD NUMBER:**  AMEX  MC  VISA **EXPIRATION DATE:**

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**PRINT CARDHOLDERS NAME:** \_\_\_\_\_ **CARDHOLDERS SIGNATURE:** \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for center electricians UNLESS** booth floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- For higher voltage call Exhibitor Services at 303.228.8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

**INTERNAL USE ONLY**  
CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to front side of your booth

\_\_\_\_\_

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# TELEPHONE & CABLE TV ORDER FORM



**Order Online, Fax, or Mail at:**

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 [www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

TELEPHONE SERVICE - dial 9 for all outside calls	QTY	STANDARD RATE	TOTAL
STANDARD ANALOG PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
DIGITAL MULTI-BUTTON PHONE SERVICE (with instrument)		\$450.00	
POLYCOMM SPEAKER PHONE		\$450.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines, maximum 2 times)		\$50.00	

**LONG DISTANCE SERVICE\*** — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.

INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: \_\_\_\_\_

SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.  
 To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.  
 Order # \_\_\_\_\_ Circuit No. \_\_\_\_\_ Carrier Installation Date \_\_\_\_\_

LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		\$75.00	
CABLE TV SERVICES—(Provided By Comcast)	QTY	STANDARD RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$250.00	
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

**TOTAL PAYMENT**

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.**  
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**THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

**CREDIT CARD NUMBER:**  AMEX  MC  Visa **EXPIRATION DATE:**

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for center technicians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable TV Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY  
 CHECK NO. \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.**  
 CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# CABLE TV AND SATELLITE DISH INFORMATION FORM



**Order Online, Fax, or Mail at:**

Colorado Convention Center  
 Attn: Exhibitor Services  
 700 14th Street  
 Denver, CO 80202

303.228.8027 Ph  
 303.228.8101 Fx  
[www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.**

SERVICE TYPE	SEL	QTY
<b>COMCAST CABLE TV</b>		
<b>STANDARD DEFINITION TV (SDTV)</b> (Standard RF output/Channel 3/4 modulated audio/video to TV) [Motorola DCH70 Cable Receiver]		
		<b>NUMBER OF CABLE DROPS</b>
<b>DIGITAL (HDTV)</b> (Outputs: Standard RF, HDMI, S Video, YPvPr component, L/R audio, coaxial, and Optical digital audio) [Motorola DCH3200 M-Card]		
		<b>SINGLE DROP(S) W/SPLITTERS</b>
		<b>INDIVIDUAL CABLES NO SPLITTERS</b>

**CABLE CARDS** - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.

<b>SATELLITE DISH</b>		
<b>NOTE:</b> Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close.		<b>DISH ANTENNA TO BE INSTALLED ON ROOF</b>
		<b>CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA</b>

DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: \_\_\_\_\_

ADDITIONAL SERVICE REQUIREMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_

INTERNAL USE ONLY		
	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		
ADDITIONAL MATERIALS USED: _____		

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_



**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**  
**CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.**  
[denverconvention.com/exhibit-at-an-event](http://denverconvention.com/exhibit-at-an-event)

# COMPRESSED AIR, WATER, & DRAIN ORDER FORM



**Order Online, Fax, or Mail at:**

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 [www.denverconvention.com](http://www.denverconvention.com)

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed.		<b>\$300.00</b>	
Branch to additional locations		<b>\$200.00</b>	
COLD WATER SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		<b>\$300.00</b>	
Branch to additional locations		<b>\$200.00</b>	
Fill—per 500 gal. (Pump out included if water contains no additives)		<b>\$170.00</b>	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		<b>\$300.00</b>	
Additional Locations		<b>\$200.00</b>	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		<b>\$750.00</b>	
401 gallons and Up		<b>\$850.00</b>	
<b>**Other Fill and Drain Services call 303.228.8027 for quote and requirements. **</b>			
<b>LABOR</b> (Connections, changes and repairs are charged in 1 hour increments.)		<b>\$75.00</b>	
<b>ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <i>SHOW</i> MOVE-IN DAY. TOTAL PAYMENT</b>			

**CREDIT CARD NUMBER:**  AMEX  MC  VISA **EXPIRATION DATE:**

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water features that require more than one fill & drain will require the purchase of two separate services.

INTERNAL USE ONLY  
CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to front side of your booth

\_\_\_\_\_



# Network Security Declaration

Center: Colorado CC - (051) - CO  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2016 - 051 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO

Company Name: ABC EXAMPLE COMPANY

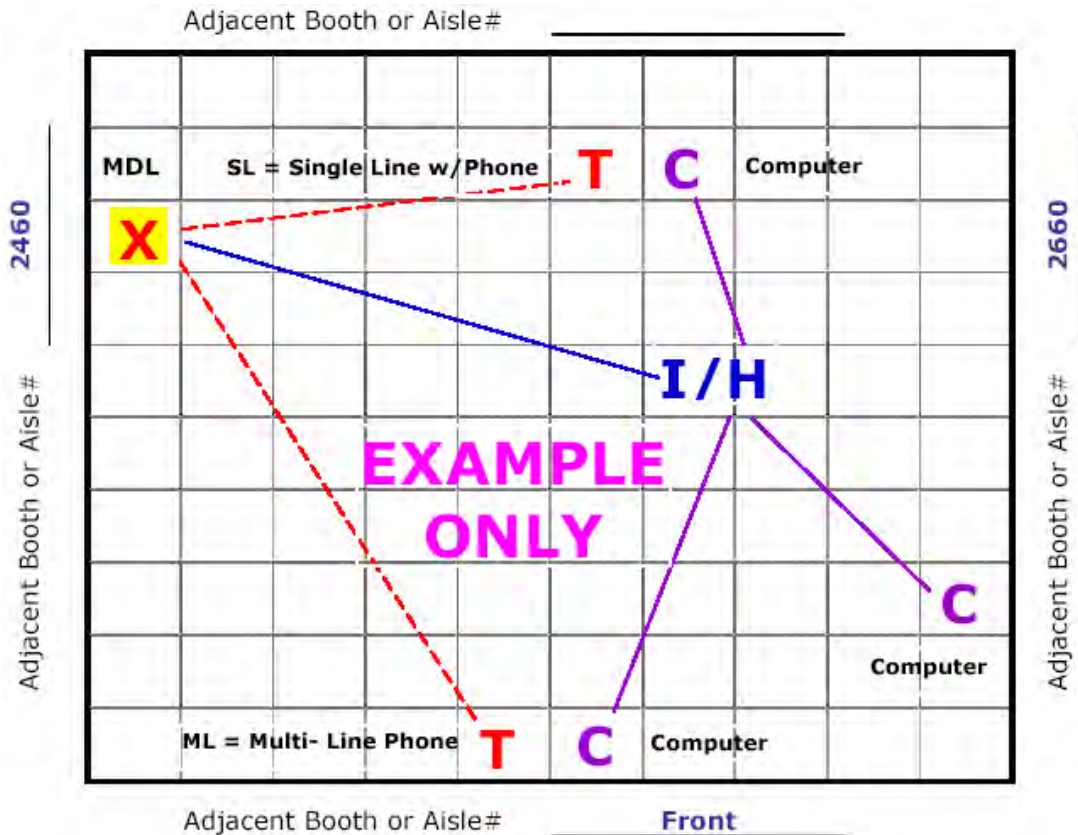
Show: ABC EXAMPLE SHOW

Booth / Room #: 1234

Customer / Ref #: 2016 - 051 - XXX - XXXX

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

# Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO  
 Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2016 - 051 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.





## The UPS Store at the Colorado Convention Center

### The UPS Store Products & Services

#### **Printing Products:**

- ◆ Flyers ◆ Brochures ◆ Presentations ◆ Manuals ◆ Letterhead
- ◆ Newsletters ◆ Business Cards ◆ Posters – Any Size ◆ Postcards
- ◆ Banners ◆ Invitations ◆ Menus ◆ Books – Any design type

#### **Printing Services:**

- ◆ Mobile Printing ◆ Full Service Digital Printing ◆ Binding
- ◆ Laminating ◆ Stapling ◆ Collating ◆ Folding ◆ Color and Black & White Printing and Copying ◆ High Volume Printing

#### **Small Business Solutions:**

- ◆ Fax Services – Send & Receive ◆ Graphic Design
- ◆ Printed Marketing & Business Materials ◆ Internet Access
- ◆ Computer Rental ◆ House Account Program

#### **Shipping Services:**

- ◆ UPS Next Day Air Early A.M. ◆ UPS Next Day Air ◆ UPS Next Day Air Saver
- ◆ UPS 2<sup>nd</sup> Day Air A.M. ◆ UPS 2<sup>nd</sup> Day Air
- ◆ UPS 3 Day Select ◆ UPS Ground ◆ UPS International ◆ Freight

#### **Packing Services:**

- ◆ Custom Packaging ◆ Packaging Boxes & Supplies ◆ Luggage Box
- ◆ Electronics Packaging ◆ Pack & Ship Guarantee ◆ Packaging Peanuts
- ◆ Moving Boxes & Supplies

#### **Additional Products and Services:**

- ◆ Office Products & Supplies ◆ Notary Services ◆ Scooter Rental
- ◆ Wheelchair Rental ◆ Color and Black & White Copier Rental

The UPS Store centers are independently owned and operated by licensed franchisees of Mail Boxes Etc., Inc., an indirect subsidiary of United Parcel Service of America, Inc., a Delaware corporation. Services and hours of operation may vary by location. ©2005 Mail Boxes Etc., Inc. 41014290605

#### **Address:**

700 14<sup>th</sup> Street  
Denver, CO 80202  
Phone: 720.904.2300  
Fax: 720.904.0796  
Phone: 303.904.3200  
Fax: 303.904.3201  
Email:  
[store5172@theupsstore.com](mailto:store5172@theupsstore.com)

#### **Hours of Operation:**

Monday – Friday  
8:00 A.M. – 5:00 P.M.  
Saturday  
Determined by Event Schedule

**Note:** Special hours of operation to be offered by request for events hosted at the Colorado Convention Center



**The UPS Store®**



# EXHIBITOR TECHNOLOGY RENTAL FORM

COLORADO CONVENTION CENTER

700 14th Street, Denver, CO 80202

Office: 303.228.8047

Email Beth: BEscobar@ImageAV.com

Fax: 303.758.5722

Email Jose: JLaboy@ImageAV.com



Company Name		Booth / Room		Show Name:	
Billing Name				Show Dates:	
Billing Address				Delivery Date & Time:	Pick up Date & Time
City, State, Country, Zip			Email		
Onsite Contact		Onsite Contact #		Fax #	

<input type="checkbox"/> AMX	<input type="checkbox"/> MC	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	Expiration Date (MM / YY)	AVS,CVV,CVC,CID (Security Code)
Credit Card Number					
Print Card Holder Name			Card Holder Signature		

## PRESENTATION AIDS

Qty	Item	Qty	Total
		Days	
_____	Projection Cart or Safe Lock Stand w/ Drape	\$ 25 x _____ Days = _____	
_____	Flipchart Stand with Paper Pad w/ Makers	\$ 50 x _____ Days = _____	
_____	Poster/ Sign Easel	\$ 15 x _____ Days = _____	
_____	4' x 6' White Board	\$ 50 x _____ Days = _____	
_____	Wireless Handheld Microphone	\$ 125 x _____ Days = _____	
_____	Wireless Lapel Microphone	\$ 125 x _____ Days = _____	
_____	Wired Handheld Microphone	\$ 25 x _____ Days = _____	
_____	Microphone Mixer (4 Channel)	\$ 25 x _____ Days = _____	
_____	Small PA System w/ 2 speakers	\$ 125 x _____ Days = _____	
_____	Hot Spot Powered Speakers	\$ 50 x _____ Days = _____	
_____	CD Player	\$ 35 x _____ Days = _____	
_____	Tripod Projector Screen 5' -7'	\$ 50 x _____ Days = _____	
_____	Tripod Projector Screen 8'	\$ 75 x _____ Days = _____	
Total			

Please call 303-228-8047 with any questions or special requests  
 Please fax completed form to 303-758-5722 or BEscobar@ImageAV.com  
 Upon receipt this form, an order confirmation will be sent back to you

Labor to be billed at \$70/hr/technician, M-F 7:00am - 11:59pm  
 \$105 per hour, per technician, anytime Saturday/Sunday  
 \$140 per hour, per technician, any day between 12:00am-6:59am

## VIDEO / DATA EQUIPMENT

Qty	Item	Qty	Total
		Days	
_____	DVD or Blu-ray Player	\$ 75 x _____ Days = _____	
_____	DVCAM Deck	\$ 200 x _____ Days = _____	
_____	Laptop Computer	\$ 125 x _____ Days = _____	
Total			

## MONITORS / PROJECTORS

_____	19" Flat Panel LCD	\$ 105 x _____ Days = _____
_____	23" Flat Panel LCD	\$ 140 x _____ Days = _____
_____	24" Flat Panel LCD	\$ 150 x _____ Days = _____
_____	26" Flat Panel LCD	\$ 160 x _____ Days = _____
_____	27" Flat Panel LCD	\$ 170 x _____ Days = _____
_____	32" Flat Panel LCD	\$ 200 x _____ Days = _____
_____	40" LED Monitor w/ stand	\$ 300 x _____ Days = _____
_____	55" LED Monitor w/ stand	\$ 450 x _____ Days = _____
_____	70" LED Monitor w/stand	\$ 700 x _____ Days = _____
_____	80" LED Monitor w/stand	\$ 800 x _____ Days = _____
_____	Wall Mount for Monitor	\$ 75 x _____ Days = _____
_____	4000 ANSI Lumen Projector	\$ 300 x _____ Days = _____
_____	7000 ANSI Lumen Projector	\$ 600 x _____ Days = _____
Total		

All 19" - 27" monitors require external speakers for audio support  
 All 19"-32" monitors come with Table-Top Stands  
 All 40"-70" monitors come with Rolling Floor Stands  
 Labor to mount monitors to be arranged through General Services Contractor

\*A 3% Administration Fee will be added to each order  
 \*Prices subject to change without notice for orders received within 5 days of event  
 \*Additional Labor may apply in some cases  
 \*Payment must be received 48Hrs prior to event  
 \*All applicable Denver and Colorado Sales Taxes will apply

Total Rentals*:	_____
Sales Tax @ 7.65%	_____
Labor	_____
Administration Fee @ 3%	_____
Total Rental Charges	_____





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# EXHIBITOR BOOTH SERVICES MENU

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# Centerplate

## EXHIBITOR BOOTH SERVICES MENU

Welcome to the Colorado Convention Center and Centerplate Catering.  
 On this menu you'll find just a sampling of some of our most popular items,  
 available at your booth or for your hospitality suite.  
 Contact Catering Sales at 303.228.8050

### BEVERAGES

Freshly Brewed Lavazza Coffee	\$55.00 per gallon
Freshly Brewed House Blend Coffee, Decaffeinated Coffee and Herbal Tea	\$49.00 per gallon \$25.00 per pot
Fruit Punch, Lemonade or Iced tea	\$35.00 per gallon \$15.00 per pitcher
Fresh Squeezed Orange Juice	\$40.00 per gallon
Apple or Cranberry Juice	\$40.00 per gallon
Individual Bottled Juices	\$4.25 each
Chilled Whole, Low-fat and Non-fat Milk	\$3.00 each
Non-carbonated Bottled Water	\$ 4.00 each
Assorted Soft Drinks	\$3.00 each
Water Cooler (Cold)	\$ 85.00 each
Water Replenishments	\$ 35.00 each

### BAKE SHOP SPECIALTIES

Soft Pretzels Served Warm	\$ 48.00 per dozen
Pecan Sticky Buns	\$ 55.00 per dozen
Cinnamon Rolls	\$ 55.00 per dozen
Assorted Bagels with Cream Cheese	\$ 36.00 per dozen
Assorted Danish Pastries	\$ 40.00 per dozen
Assorted Donuts	\$ 40.00 per dozen
Breakfast Breads	\$ 40.00 per loaf
<i>(One loaf serves approximately 12 guests)</i>	
Chocolate Dipped Strawberries	\$36.00 per dozen
Double Fudge Brownies or Blondies	\$35.00 per dozen
Assorted Giant Homemade Cookies	\$30.00 per dozen
Sliced Seasonal Fresh Fruit Platter	\$6.00 per person

### SNACKS

Bulk Candy with Candy Dish (call for prices)	\$/pound
Whole Fresh Fruit	\$ 2.50 each
Granola Bars	\$ 2.75 each
Assorted Candy Bars	\$ 3.00 each
Assorted Lays Potato Chips	\$ 2.50 each
Snack Mix	\$ 15.00 pound
Trail Mix	\$ 16.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & Dip	\$ 5.00 per person
<i>French Onion Dip</i>	
Pretzel Twists	\$ 8.00 pound
Tortilla Chips, Salsa & Guacamole	\$ 5.00 per person

### BOX LUNCH SELECTIONS

*All Box Lunches Served with Individual Bag of Potato Chips, Gourmet Chocolate Chip Cookie. Beverages sold separately*

Box Lunch Sandwich \$18.00 each

*Choice of any of the following:*

- ~Smoked Turkey & Swiss
- ~Roast Beef & Cheddar
- ~Sliced Deli Ham & Cheddar
- ~Grilled Vegetables

**More Menu Items to Choose From!**  
**Contact Catering Sales at 303.228.8050**

*Rev 5.1.14*

Tempting Treats That Attract Attention & Draw attendees to your booth!**Keurig Machine Coffee Kit****\$150.00**

- One time set up fee of \$150 Includes 26 K Cups- Assortment: 12 Fair Trade Vermont Country Regular, 6 Vermont County Decaf, 2 Devonshire English Tea, 2 Lemon Zinger, and 2 Milk Chocolate Hot Cocoa
- 40 disposable coffee cups, creamers, sugar packets, stir sticks, and paper napkins
- 5 Gallon Water Cooler
- Additional beverages used will be charged on consumption at \$3.00++ per K Cup
- Client to request additional K Cups as needed- Limited variety available

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following:*

- (1) 115 volt, 20amps
- Approximate cost for power will be an additional \$155.00

**Antique Popcorn Cart****\$375.00**

- Includes (250) Individual Servings
- Additional Servings @ \$225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- Approximate cost for power will be an additional \$155.00

**Hot Pretzel Warmer****\$350.00**

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$115.00 a case (50 Pretzels)
- Dimensions: 31 ½ " x 20" x 20" cart
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- Approximate cost for power will be an additional \$155.00

**Ice Cream Cart****\$400.00**

- Includes (100) Ice Cream Bars:  
Varieties to include: Snickers, Ice Cream Sandwiches, Cookiewiches & Drumsticks
- Additional Servings @ \$4.00++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 120 volt, 10amps
- Approximate cost for power will be an additional \$115.00

## Host One of Our Specialty Subcontractors At Your Booth...

### **“Mad Berry’s” Smoothies Tiki Bar**

**\$500.00**

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
- Includes (100) 12oz Tropical Fruit Smoothies
- Additional 12oz Smoothies @ \$5.00++ each
- Dimensions: 2’x2’ cart or 4’x8’ full size smoothie cart
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (2) 110 volt, 10amps
- *Approximate cost for power will be an additional \$155.00*

### **Gourmet Coffee Bar by “Blue Bear”**

**\$625.00**

- A Full Service Espresso Bar providing the following coffee drinks: Cappuccino, Espresso, Latte, Americano & Hot Chocolate
- Includes (125) 12oz beverages
- Additional 12oz Beverages @ \$5.00++ea
- Dimensions: 3’x8’ (with 2 foot clearance for Barista behind cart) or 10’x10’
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 220 Volt, 20 amps
- (1) 110 volt, 10amps
- *Approximate cost for power will be an additional \$395.00*

### **Simply Nuts**

**\$500.00**

- Gourmet Flavored Nut Machine creating on site the following treats: Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
- Includes (100) Individual Servings
- Additional Servings @ \$5.00++ each
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- *Approximate cost for power will be an additional \$155.00*

### **Artisan Gelato by Amore Gelato**

**\$625.00**

- A full service Artisan Gelato Cart providing freshly made Italian style Ice Cream Customer’s choice of 4 flavors
- Includes (120) 5oz Servings
- A second refrigerated cart with 120 additional 5oz. servings can be provided for \$425.00.
- Dimensions: 10’x10’
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 120 volt (3phase), 30amps
- *Approximate cost for power will be an additional \$185.00*

## The Donut Lady

**\$500.00**

- Fresh Made to Order Donuts in the following flavors :  
Plain, Cinnamon and Sugar
- Includes (100) Bags with 10 Mini Donuts in Each
- Additional Serving of 10 donuts @ \$5.00++ each
- Dimensions: 3'x6' cart
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

*Please note that you will need to order the following power from Exhibitor Services. Please contact **Scott Bierley** at (303) 228-8027 and request the following*

- (1) 208 volt, 30amps
- (1) 110 volt, 10amps
- Approximate cost for power will be an additional \$440.00

## HOSTED BAR SERVICES

### **PREMIUM LIQUORS**

**\$6.50 PER DRINK**

Pinnacle Vodka, Pinnacle Gin, Cruzan Rum, Cluney Scotch, Sauza Tequila,  
Jim Beam Bourbon, Canadian Club Whiskey

### **ULTRAPREMIUM LIQUORS**

**\$7.50 PER DRINK**

Effan Vodka, Beefeater Gin, Cruzan Single Rum, Glenlivet Scotch,  
Honitos Plata Tequila, Makers Mark Bourbon, Jameson Irish Whiskey

### **DELUXE WINE**

**\$7.00 PER GLASS**

Berringer California Collection – Chardonnay, Cabernet Sauvignon,  
Merlot, Sauvignon Blanc, White Zinfandel

### **PREMIUM WINE**

**\$8.00 PER GLASS**

Gabbino - Pinot Grigio  
Casillero del Diablo- Pinot Noir  
Clors de Sol - Malbec

### **CORDIALS**

**\$6.50 PER DRINK**

Courvosier, Amaretto, Kahlua, St. Brendan's Irish Cream,  
Grande Marnier

### **DOMESTIC BEER- 16 oz**

**\$6.00 PER BOTTLE**

Coors, Coors Light

### **IMPORTED/MICRO BREW BEER- 12 oz**

**\$6.00 PER BOTTLE**

Corona Extra, Avalanche, Heineken

### **DRAFT BEER – KEG**

**DOMESTIC**  
**IMPORTED**

**STARTING AT \$450.00 PER KEG**  
**STARTING AT \$550.00 PER KEG**

*Customization of all liquor, beer and wine available upon request.*

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. ***Centerplate Catering recommends one bartender per 100 guests.***

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.



**Ordering is Simple...**  
**Choose one of 2 options:**

Call Catering Sales at 303.228.8050

or

Fill Out the Order Form Below and Fax Your Order to  
303.228.8212

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Organization (Bill To): \_\_\_\_\_ Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Order:** *Minimum labor charges associated with booth delivery or catering services apply.*

Date of Delivery: \_\_\_\_\_ Time of Delivery: \_\_\_\_\_ a.m. / p.m. Ending Time / Time of Pickup: \_\_\_\_\_ a.m. / p.m.

1. Quantity: \_\_\_\_\_ Item: \_\_\_\_\_
2. Quantity: \_\_\_\_\_ Item: \_\_\_\_\_
3. Quantity: \_\_\_\_\_ Item: \_\_\_\_\_
4. Quantity: \_\_\_\_\_ Item: \_\_\_\_\_
5. Quantity: \_\_\_\_\_ Item: \_\_\_\_\_

**Method of Payment:**

Check

Credit Card: (circle one) Amex Visa Master Card

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

**\*\*To process your credit card you must include with your fax a photocopy of the front and back of the credit card\*\***

**Full payment is required in advance of any service rendered. In order to insure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.**

**Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee of \$25 will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.**

**Thank you for selecting Centerplate Catering. It is our pleasure to serve you!**

Colorado Convention Center • 700 14<sup>th</sup> St. Denver, CO. 80202 • 303-228-8050 (phone) • 303-228-8212 (fax)



15550 W. 72<sup>nd</sup> AVE.  
 ARVADA, CO 80007  
 303.422.3336  
 303.423.4145 Fax  
[www.littleeden.com](http://www.littleeden.com)  
**TERRY RENNOLDS**  
**PRESIDENT**  
 Email, Littleeden@mac.com

SHOW NAME:

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

**FLORAL ARRANGEMENTS**

\_\_\_\_ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP

\_\_\_\_ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP

SPECIFICATIONS: \_\_\_\_\_  
 \_\_\_\_\_

**TROPICAL AND BLOOMING PLANTS**

\_\_\_\_ 2 FEET HIGH @ \$30.00 \$ \_\_\_\_\_

\_\_\_\_ 3 FEET HIGH @ \$35.00 \_\_\_\_\_

\_\_\_\_ 4 FEET HIGH @ \$45.00 \_\_\_\_\_

\_\_\_\_ 5 FEET HIGH @ \$60.00 \_\_\_\_\_

\_\_\_\_ 6 FEET HIGH @ \$70.00 \_\_\_\_\_

\_\_\_\_ POTTED FERNS Small @ \$25.00, Large @ \$30. \_\_\_\_\_

\_\_\_\_ POTTED BLOOMING MUMS @ \$20.00 \_\_\_\_\_

COLORS: \_\_\_\_ WHITE \_\_\_\_ YELLOW \_\_\_\_ LAVENDER \_\_\_\_ BRONZE

\_\_\_\_ POTTED BLOOMING ANTHURIUM @ \$26.00 \_\_\_\_\_

- PLANT CONTAINER: \_\_\_\_ WHITE \_\_\_\_ BLACK  
 - RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total \_\_\_\_\_  
 - PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**PAYMENT POLICY**

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# \_\_\_\_\_ EX. DATE \_\_\_\_\_

[ ] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE  
 SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BOOTH # \_\_\_\_\_ ON-SITE REPRESENTATIVE \_\_\_\_\_

**PLEASE RETURN COPY TO ABOVE ADDRESS!**