



**Colorado RV Adventure  
Travel Show**

**January 6-9, 2016**

**Colorado Convention Center  
Denver, CO**

**EXHIBITOR  
KIT**



## **Exhibitor Fast Facts**

Below are the answers to a few "frequently asked questions:"

### **When is final payment due for exhibit space?**

Final payment is due 60 days prior to show opening. All balances on accounts **MUST** be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall - **NO EXCEPTIONS.**

### **Am I allowed to share a booth with another exhibitor?**

No. Booth sharing is absolutely not allowed.

### **Does the show provide free parking?**

Show Management does not provide parking. There are various pay lots in the vicinity of the venue.

### **Does Show Management handle electric, internet, etc.?**

No. All arrangements must be made directly through the venue. Forms are available online at: <http://denverconvention.com/exhibit-at-an-event/> . For more information please call Exhibitor Services at 303-228-8027.

### **What about shipping freight to the show?**

The Colorado Convention Center does not accept any freight or materials including overnight freight services. All freight must be delivered either by Brede, the official show decorator or another freight carrier to the center during the contracted move-in times. **There are no warehousing facilities onsite.**

### **What comes with my exhibit space?**

Each space is designated with pipe/drape (4ft. high side rails, 8ft. high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

### **Can I bring my own tables and chairs?**

Yes. No additional charge will apply.

### **Do I need to present my Punch Card for the duration of the show?**

Yes. Each exhibitor **MUST** present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

### **Do I need to charge sales tax on purchases made at the show?**

Yes. Appropriate sales tax must be charged on items sold during the show.

We appreciate your support of this year's show. Please remember that this is a family show and all exhibitors should reflect this in their displays.

**Please refer any additional questions to Show Management - Thank you.**



## EXHIBITORS' TIMELINE

- November 7**                      Balance due for exhibit space
- December 5**                      Cutoff for discount room reservations at area hotels
- December 18**                      Telephone and electrical service orders due to Colorado Convention Center
- December 18**                      Punch Card form due to show office
- December 18**                      Colorado sales tax forms and certificate of insurance due to show office
- December 21**                      Exhibitor services order must be placed with Brede (show decorator ) to receive discount prices
- December 28**                      **All freight being shipped to Brede (drayage service) must arrive by this date.**
- January 3**                              Start move-in for show 8:00am – Dealers Only
- January 6**                              Show opens at 10:00am

**If you have any questions please call Jim Piper at 303-563-9495 or contact Laurie Hallowell at 612-845-5336**



## GENERAL INFORMATION

- Show Dates:** January 6-9, 2016
- Show Location:** Colorado Convention Center  
700 14<sup>th</sup> Street  
Denver, CO 80202  
[www.denverconvention.com](http://www.denverconvention.com)
- Show Times:**
- |           |                  |
|-----------|------------------|
| Wednesday | 10:00am - 8:00pm |
| Thursday  | 10:00am - 8:00pm |
| Friday    | 10:00am - 8:00pm |
| Saturday  | 8:00am - 8:00pm  |
- Move-In:**
- |                            |  |
|----------------------------|--|
| <u>Sunday, January 3:</u>  | 8:00am - 6:00pm - bulk exhibitors          |
| <u>Monday, January 4:</u>  | 9:00am - 5:00pm - bulk exhibitors          |
| <u>Tuesday, January 5:</u> | 9:00am - 4:00pm - 10 x 10, etc. exhibitors |
- Move-Out:** Booth teardown is not to start until close of the show at 8:00pm on Saturday, January 9 and runs until 11:30pm. Move-out will resume on Sunday, January 10 from 8:00am – 12:00pm  
**Important: ALL exhibits must be out of the hall by noon on Sunday.**
- Hotel Reservations:** See Page 14 for Hotel Information.
- Security:** Show security will be in force during move-in and show hours.
- Promoter:** GS Media & Events  
250 Parkway Drive, Suite 270,  
Lincolnshire, IL 60069  
Telephone: 800-848-6247; Fax: 270-438-4723

**EXHIBITOR HOTLINE: 1-800-848-6247**





## EXHIBITORADMISSION FORM

In order to expedite admission to the show for exhibitors, we use **PUNCH CARDS**.

Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakdown below):

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

**Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you can buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.**

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors **must** sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched *one time only each day* at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

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**To purchase additional cards/discount tickets please fill out the form below:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Number of additional Punch Cards: \_\_\_\_\_ @ \$10.00 each      Total: \_\_\_\_\_

Number of one-day discount tickets: \_\_\_\_\_ @\$5.00each      Total: \_\_\_\_\_

**\*\*Credit Card Payment Options\*\***

\_\_ Visa      \_\_ MasterCard      \_\_ Discover      \_\_ American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_

**PLEASE NOTE:** Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to Kiersten Mezger at 270-438-4723 no later than **Friday, December 18, 2015.**



## LICENSE INFORMATION

Retail selling is allowed and is a major benefit to exhibitors at the show. To sell from the show you must have a sales tax license as well as a certificate of insurance. **It is the exhibitor's responsibility to obtain these licenses and verify sales tax rates.** Please note contact information below to obtain sales licenses:

State of Colorado: 303-866-5643  
City and County of Denver: 720-865-7046  
[www.TaxColorado.com](http://www.TaxColorado.com)

## Insurance Information

**Certificate of Insurance** (see attached sample)

Please mail/fax both forms to: GS Media & Events  
250 Parkway Drive, Suite 270  
Lincolnshire, IL 60069  
Fax: 270-438-4723

**\*\*\*IMPORTANT! Both forms must be received in our office no later than  
Friday, December 18, 2015\*\*\***



## SHOW REGULATIONS

- Show Location:** Colorado Convention Center  
700 14<sup>th</sup> Street  
Denver, CO 80202  
[www.denverconvention.com](http://www.denverconvention.com)
- Our Office:** GS Media & Events  
250 Parkway Drive, Suite 270  
Lincolnshire, IL 60069  
Phone: 800-848-6247  
Fax: 270-438-4723
- Exhibitor Credentials:** Please refer to the “Exhibitor Admission” form in this kit. **Authorized exhibitors only** will be allowed into the show one hour prior to show opening.
- Parking:** A parking map is enclosed showing parking locations. After you unload your vehicle, please find a parking lot for your vehicle. Parking behind the Convention Center is controlled. If you park in unauthorized areas, your vehicle will be towed. If you wish to use the light rail, park at the Park-n-Ride lot located I 25 and Broadway and ride directly to the Convention Center. For more information call RTD at 303-299-6000 or visit their website at [www.rtd-denver.com](http://www.rtd-denver.com).
- Insurance/Tax Forms:** A sample insurance form is included with this kit. Each exhibitor **must** provide a current Certificate of Insurance that includes coverage for move-in, during the show and move out. For out-of-state exhibitors, a Colorado Sales and Use form is also required.
- Off-Premise Permits:** A dealer’s license is required to sell RV’s intended for use on public highways, including camping trailers. Off-Premise Permits are required for all dealers selling at the show. For more information call 303-205-5600 or check [www.revenue.state.co.us/dlr/pdfs/dr2043.pdf](http://www.revenue.state.co.us/dlr/pdfs/dr2043.pdf).
- Liability:** It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall and they shall indemnify and exempt the Colorado Convention Center, the City of Denver and GS Events from liability which may ensue from any cause whatsoever.
- Decorations:** The Convention Center Management has informed us that helium balloons are **NOT** permitted in the building for sale or distribution. All decorations must be flame proof to comply with fire code regulations.



**CERTIFICATE OF INSURANCE (Attachment A)**

ISSUE DATE \_\_\_\_\_

Producer: \_\_\_\_\_

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

Phone: \_\_\_\_\_

Insured: \_\_\_\_\_

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

**COVERAGES**

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
					PRDCTS-COMP OPS AGGREGATE	\$
					PERSONAL & ADVERTISE INSURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
	<b>AUTOMOTIVE LIABILITY</b> <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability				COMBINED SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INJURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
					AGGREGATE	\$
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

SAMPLE

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS**

**SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT**  
**SHOW LOCATION**

Contractual Liability covers all written and oral contracts between the insured and the City of Minneapolis

The General Liability and Excess Liability policies name the City of Minneapolis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Minneapolis

**CERTIFICATE HOLDER**

**SHOW VENUE NAME & GS MEDIA & EVENTS**  
 250 Parkway Drive, Suite 270  
 Lincolnshire, IL 60069

Certificate For:  
 Contract Number:  
 License Type:  
 Purchase Order Number:  
 Official Publication Number:  
 Lease:

City Department/Division For Which Goods or Services Provided

**Cancellation**

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE  
 YES  NO

AUTHORIZED REPRESENTATIVE \_\_\_\_\_



- Security:** GS Events will provide 24-hour security in the show area throughout the official period of installation, show hours and dismantling. Each exhibitor must have an attendant in charge of his or her exhibit each day during official show hours. Only authorized service and exhibitor personnel will be permitted in the exhibit area before or after show hours.
- Stickers & Tape:** The use of tape, adhesives, staples or nails to secure signs or other objects to the Convention Center walls is prohibited. The distribution to the public of stickers, such as static, pressure, adhesive, etc., which may be intentionally or accidentally stuck to walls or floors is prohibited.
- Electrical Services:** Electricity needed for your exhibit is handled directly by the Colorado Convention Center. Exhibitors pay the Convention Center directly for this service.
- Vehicle Fuel/Propane:** No more than ¼ tank of fuel may be in any vehicles. **All propane tanks must be removed from all units to be exhibited. No propane tanks are allowed in the building per the Fire Marshal's orders – NO EXCEPTIONS.** All gas caps must be locked and/or taped. Battery cables must be disconnected.
- Smoking/Food:** There is NO SMOKING in the Exhibit Halls. No outside food/beverages can be brought into the Exhibit Halls.
- Exhibit Height:** Standard booths: Back wall can be a maximum of 8' high. Exhibitors who wish to use already existing display materials that exceed the 8' height limitation **must** submit booth design plans to show management prior to the show for approval. Island exhibit spaces are permitted up to 16' in height.
- Freight:** There are no facilities at the Colorado Convention Center for the hauling and storage of freight prior to the show. Arrangements must be made through Brede Exposition Services. An order form is included in the show decorator kit.
- Telephone:** Phone service needed for your exhibit is handled directly by the Colorado Convention Center. Exhibitors pay the Convention Center directly for this service.
- Drayage/Handling:** Except for your company employees and your supervisory personnel at the exhibit site, exhibitors will be required to utilize the official drayage contractor (BREDE) to unload and load display materials and to move materials to and from exhibit booth.



**Empty Crates:** Empty crates, for a fee, will be stored by the official drayage contractor (BREDE) and returned to the exhibit booth at the close of the show. Small pieces and small crates must be placed inside the larger crates to the full capacity of the unit. Open crates will be not be accepted for storage – all must be securely closed. Crate tags should be securely attached to each storage unit. Obtain tags from the Exhibitor Service Desk immediately upon arrival to exhibit area. If an exhibitor’s representative is not present during the set-up of the booth, empty crates will be tagged by the official decorator (BREDE) for removal and storage. A company distinguishing mark (i.e., logo) on all crates will expedite their return at the close of the show.

**ASCAP-BMI:** Rules and Regulations - the following applies to all show exhibitors:

Playing of copyrighted music at the show – it is a violation of federal copyright laws to play copyrighted music in the exhibition area during the public show hours, UNLESS:

- 1) You have a signed and properly executed contract with either ASCAP or BMI, which releases the show from liability.
- 2) Your music is original and written solely for your use and you have a letter from the composer.
- 3) You are playing music that has entered the public domain (it has been 50 years since the death of the composer).
- 4) You have a signed and properly executed contract with 3M for their Cantata System.
- 5) We will require letters from exhibitors, artists and/or composers, which will hold harmless the Show Management from Claims of ASCAP or BMI.

**ASCAP-BMI cont:** Penalties: Any violations of any of the terms and conditions of these rules and regulations on the part of any exhibitor will be cause to terminate the agreement to occupy space. All monies paid (and owed) will be forfeited to show management. In case of violation of the terms and conditions of these rules and regulations on the part of the Exhibitor, right is hereby given to the Promoter to terminate the agreement to occupy space. The Promoter may re-enter and take possession of the space occupied by the Exhibitor and remove all persons, goods at the Exhibitor’s own risk, without liability to the Promoter.

Any matters not covered by these rules are subject to the sole discretion of the sub lessor.



This agreement shall bind the parties hereto, their successors, heirs, executors and administrators. This clause is part of the original space contract for this show.

**Display Materials:**

BREDE, Inc. is the official drayage contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishing you may need to order (tables, chairs, etc.) Contact customer service at 303-399-8600 or via email at [cscolorado@brede.com](mailto:cscolorado@brede.com).

**Show Colors:**

Show drape colors are black and silver.



## **EXHIBITOR MOVE-IN/OUT INFORMATION - Please read carefully**

**Exhibit Locations:** We will be utilizing Halls A, B and C at the Colorado Convention Center.

**Parking:** Dockmasters will be on hand to direct you to specific unloading areas. Once your vehicle is unloaded it must be removed from the building and parked in one of the surrounding parking lots. You will be directed to area parking locations (please see enclosed Convention Center map).

**Move-In:** Move-in of exhibits will begin on the following days:

Sunday, January 3: 8:00am - 6:00pm - bulk exhibitors

Monday, January 4: 9:00am - 5:00pm - bulk exhibitors

Tuesday, January 5: 9:00am - 4:00pm - all 10 x 10, etc. exhibitors

**\*\*\*Dealers please see color coded map for specific move-in time\*\*\***

**Important:** ALL exhibits must be set and ready by 9:00am on Wednesday, January 6. The show opens at 10:00am

**Move-Out:** Move-out will begin at 8:00pm on Saturday, January 9 and ends at 11:30pm. Move-out resumes on Sunday, January 10 at 8:00am and ends at noon. **ALL exhibits must be out of the halls by noon on Sunday.**

Colorado Convention Center regulations require that exhibits **CANNOT** be dismantled while the public is in the building. **PLEASE DO NOT DISMANTLE** until 8:00pm on Saturday, January 9. Any violation of these rules will result in a \$50 penalty to your account.



## HOTEL/TRAVEL INFORMATION

We have reserved special rates and room blocks for the show at the Homewood Suites by Hilton located across the street from the Colorado Convention Center. When making your reservation, please make sure to mention you are with the *Colorado RV Adventure Travel Show*.

### **Homewood Suites by Hilton**

550 15<sup>th</sup> Street  
Denver, CO 80202  
303-603-8000—phone  
303-825-2255-fax  
Rate: \$145.00 night  
(single or double room)

**\*\* Cut-off date for the discounted rate is Friday, December 5, 2015 and is based on availability! \*\* Book Early!! \*\***

The booking link is below:

[http://homewoodsuites.hilton.com/en/hw/groups/personalized/D/DENDCHW-CRV-20160104/index.jhtml?WT.mc\\_id=POG](http://homewoodsuites.hilton.com/en/hw/groups/personalized/D/DENDCHW-CRV-20160104/index.jhtml?WT.mc_id=POG)

For information on other area hotels, please visit [www.denver.org](http://www.denver.org)