



Colorado RV Adventure Travel Show

January 9-11, 2020

**Colorado Convention Center
Denver, CO**

**EXHIBITOR
KIT**

Exhibitor information

Please note that we have a new format for Exhibitor Information. Simply click on the appropriate tab to order services online or find helpful information. Be sure to order services or book your hotel now to take advantage of special rates. Included are links for:

- Move-In/Out Schedule
- Electric Order Form
- Floorplan
- Show Decorator Services Kit
- Required Forms
- Badge/VIP Ticket Order Form
- Phone/Internet Order Form
- Hotel Information

Show information

Show Dates: January 9-11, 2020

Show Location: Colorado Convention Center
700 14th Street
Denver, CO 80202
www.denverconvention.com

Show Times:	Thursday	10:00am - 8:00pm
	Friday	10:00am - 8:00pm
	Saturday	8:00am - 7:00pm

Frequently asked questions:

Does the show provide free parking?

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

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 Badge/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.

Show regulations:

Dealers:

You must obtain any Dealer Off-Site Sale Permits required by the State.

Decorations:

Helium balloons are **NOT** permitted in the building either for sale or distribution. All decorations must be flame proof to comply with fire code regulations.

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.

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 may 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.

Telephone, Electrical, Cable TV, Air, Water and Drain:

The order must be placed no later than 2 weeks prior to the first show move-in date at www.denverconvention.com/exhibit-at-an-event. For more information, please see the Decorator Kit on our website www.corvshow.com.

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.

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 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.

Show Decorator:

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 require (tables, chairs, etc.). Contact customer service at 303-399-8600 or via email at cscolorado@brede.com.

Show Colors:

Show drape colors are black and silver

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.

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.