



**Exposition Services**

## 30<sup>th</sup> Annual Colorado RV Adventure Travel Show

Colorado Convention Center

Denver, CO

January 9-11, 2020



As the Official Service Contractor for your event, we are committed to providing you with a smooth running exposition. Please review the following information carefully and place orders early to obtain valuable discounts. We hope this will be a successful marketing event for your company. If we can help in any way, please contact our office at 303.399.8600 or email: [cscolorado@brede.com](mailto:cscolorado@brede.com)

### Show Management

Contact Name: Lori Guiang  
Phone: 647.229.6782 Email: [lori.guiang@goodsam.com](mailto:lori.guiang@goodsam.com)

### Exhibit Information

Each 10' booth includes:  
8' high back drape - Black/Silver  
3' high side drape - Black  
(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.  
**Dealers interested in ordering carpet for your area, please do so by December 23, 2019 to ensure stock is available and to receive Advance Pricing.**

### Important Dates

**Non-Official EAC Notification:** December 10, 2019 **Advance Freight Deadline:** (without surcharge) December 30, 2019  
**Brede Advance Order Discount Deadline:** December 23, 2019 **Direct to Show Site 1st Day For Delivery:** January 7, 2020

### Exhibit Show Schedule

<b>Exhibitor Move-In:</b>	Tuesday	January 7, 2020	8:00 AM	—	6:00 PM	Early Approved Dealers Only
	Wednesday	January 8, 2020	8:00 AM	—	6:00 PM	12:00 PM - 6:00 PM 10'x10's
	Thursday	January 9, 2020	7:00 AM	—	9:00 AM	10'x10's
<b>Show Hours:</b>	Thursday	January 9, 2020	10:00 AM	—	8:00 PM	
	Friday	January 10, 2020	10:00 AM	—	8:00 PM	
	Saturday	January 11, 2020	8:00 AM	—	7:00 PM	
<b>Exhibitor Move-out:</b>	Saturday	January 11, 2020	7:00 PM	—	11:30 PM	
	Sunday	January 12, 2020	7:00 AM	—	11:00 AM	
<b>Driver Check In No Later Than:</b>	Sunday	January 12, 2020	9:30 AM			

- Brede reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

### Shipping Information

#### Advance to Warehouse

Exhibiting Company Name and Booth #  
30<sup>th</sup> Annual Colorado RV Adventure Travel Show  
Brede Exposition Services  
5140 Colorado Blvd  
Denver, CO 80216

#### Direct to Show Site

Exhibiting Company Name and Booth #  
30<sup>th</sup> Annual Colorado RV Adventure Travel Show  
c/o Brede Exposition Services  
Colorado Convention Center  
700 14th St  
via Welton St Loading Dock  
Denver, CO 80202

### Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



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This form along with your order, check and/or credit card information for payment must be returned to Brede Exposition Services at the address below.  
A credit card on file is required when using Brede Exposition Services.  
Orders received without payment and credit card information will not be processed.

## Order Summary

- ☐ Pay by Credit Card  
☐ Pay by Check  
☐ Pay by Wire Transfer  
☐ Third Party Payer  
☐ Tax Exempt (submit certificate)

Brede Federal ID: #84-1182654

Please include **30<sup>th</sup> Annual Colorado RV Adventure Travel Show** and booth # on all payments.

<b>Exhibitor Booth Package</b>	\$ _____
<b>Carpet</b>	\$ _____
<b>Tables, Furnishings &amp; Accessories</b>	\$ _____
<b>Perfboard/Tackboard</b>	\$ _____
<b>Brede Rental Exhibits</b>	\$ _____
<b>Material Handling (estimate)</b>	\$ _____
<b>Labor / Forklift (estimate)</b>	\$ _____
<b>Sign Hanging (estimate)</b>	\$ _____
<b>Booth Cleaning</b>	\$ _____
<b>Graphics</b>	\$ _____
<b>Other Brede Services</b>	\$ _____
<b>Total</b>	\$ _____

## Payment Authorization

Cardholder's name (please print): \_\_\_\_\_  
Cardholder's Signature: \_\_\_\_\_  
Cardholder's Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Visa MC AMEX #: \_\_\_\_\_ Exp: \_\_\_\_\_

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative.  
If credit card is declined, Standard-Floor pricing prevails and a \$25.00 service charge will be added.

**\* Brede does not accept credit card information via email**

## Terms

- By submitting this form or ordering materials/services from Brede Exposition Services, you agree to the terms set forth in this manual and the Brede General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting:  
<http://www.brede.com/Home/PrivacyPolicy.aspx>
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Purchase orders are not considered payment. Payment can be made by cash, check, credit card or wire transfer. Wire processing fee is \$35.00.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Brede Service Desk prior to show closing. Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.
- Note: Rental items not ordered, yet found in booths are invoiced at 'standard-floor' pricing.
- International Exhibitors: 100% pre-payment of advance orders. Checks must be drawn on a U.S. bank, U.S. funds account only, American Express, MasterCard or Visa credit card accepted.
- Cancelled orders will be charged 50% of original price unless otherwise noted on order form.

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

Booth #: \_\_\_\_\_



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Submit this form to take advantage of Brede's booth package option. Please select your color preference for the draped table. Enter the total below to the Payment Authorization/Order Summary form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

## Exhibitor Booth Package

### Option A

**Qty Item**

- (1) Carpet - Black
- (1) 6' (30" High) Draped Table - Black
- (2) Side Chairs
- (1) Waste basket
- (1) 7" x 44" Booth ID Sign

	<b>Advance</b>	<b>Standard</b>	<b>Subtotal</b>
10' x 10' Booth	\$ 185.00	\$ 240.50	\$ _____
10' x 20' Booth	\$ 215.00	\$ 279.00	\$ _____

### Option B

**Qty Item**

- (1) 6' (30" High) Draped Table - Black
- (2) Side Chairs
- (1) Waste basket
- (1) 7" x 44" Booth ID Sign

	<b>Advance</b>	<b>Standard</b>	<b>Subtotal</b>
10' x 10' Booth	\$ 129.00	\$ 168.00	\$ _____
10' x 20' Booth	\$ 159.00	\$ 198.00	\$ _____

### Option C

**Qty Item**

- (1) Carpet - Black
- (1) 42" High Pedestal Table
- (2) Counter Stools
- (1) Waste basket
- (1) 7" x 44" Booth ID Sign

	<b>Advance</b>	<b>Standard</b>	<b>Subtotal</b>
10' x 10' Booth	\$ 213.00	\$ 277.00	\$ _____
10' x 20' Booth	\$ 243.00	\$ 307.00	\$ _____

## Terms / Order Estimate

- 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.
- Transfer this total to the *Payment Authorization/Order Summary form*.

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

**8.31% CO Tax** \$ \_\_\_\_\_

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

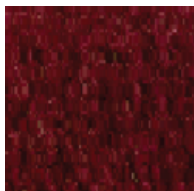
**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Exhibitor Booth Package

### Standard Carpet Colors

**Burgundy**



**Blue**



**Red**



**Plum**



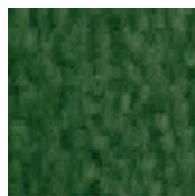
**Teal**



**Black**



**Forest Green**

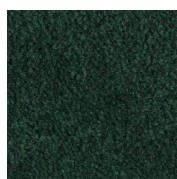


**Grey**



### Plush Custom Carpeting

**Emerald**



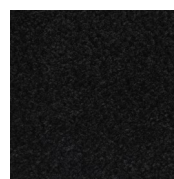
**Navy**



**Beige**



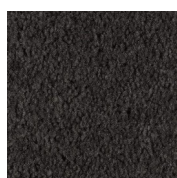
**Black**



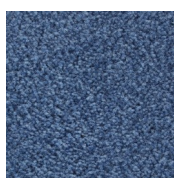
**Burgundy**



**Charcoal**



**Nu Blue**



**Red**



**Royal Blue**

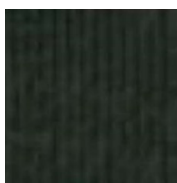


**Silver Cloud**



### Display Tables Drape Colors

**Black**



**Blue**



**Burgundy**



**Forest Green**



**Plum**



**Gold**



**Grey**



**Red**



**Teal**



**White**







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

**Advance Order Discount Deadline: December 23, 2019**

## Standard Carpeting

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

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

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 170.50	\$ 221.75	\$ _____
_____	20' Carpet	\$ 341.00	\$ 443.50	\$ _____
_____	30' Carpet	\$ 511.50	\$ 665.25	\$ _____
_____	40' Carpet	\$ 682.00	\$ 887.00	\$ _____

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

## Full Coverage Carpeting

	Size	Advance	Standard	Subtotal
Full Coverage	_____ x _____ = _____ sq. ft. (400 sq. ft. min)	\$ 4.25 per sq. ft.	\$ 5.50 per sq. ft.	\$ _____

## Options

	Size	Advance	Standard	Subtotal
Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.30	\$ 1.75	\$ _____
Visqueen	_____ x _____ = _____ sq. ft.	\$ .70 per sq. ft.	\$ .90 per sq. ft.	\$ _____

## Plush Custom Carpeting

Select from Custom Colors

- |                                   |                                  |                                |                                |                                       |                                   |
|-----------------------------------|----------------------------------|--------------------------------|--------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Emerald  | <input type="checkbox"/> Navy    | <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Royal Blue   | <input type="checkbox"/> Burgundy |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Nu Blue | <input type="checkbox"/> Red   | <input type="checkbox"/> White | <input type="checkbox"/> Silver Cloud |                                   |

	Size	Advance	Standard	Subtotal
Plush Carpet	_____ x _____ = _____ sq. ft. (100 sq. ft. min)	\$ 4.75 per sq. ft.	\$ 5.75 per sq. ft.	\$ _____

- Includes poly covering (Visqueen) for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.

## Terms / Order Estimate

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Cancelled orders for custom carpet will be charged 100%.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment Authorization/Order Summary form.

Subtotal \$ \_\_\_\_\_  
8.31% CO Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

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

Booth #: \_\_\_\_\_



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Submit this form to rent tables, risers or furnishings from Brede. Enter the total below to the Payment Authorization/Order Summary form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

## Tables

Qty	Item	Advance	Standard	Subtotal
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### 30" High Display Tables (includes white vinyl top, 3 side drape)

4' x 2' draped table	\$ 119.75	\$ 155.75	\$
6' x 2' draped table	\$ 132.25	\$ 172.00	\$
8' x 2' draped table	\$ 145.00	\$ 188.50	\$
4th side drape	\$ 51.50	\$ 67.00	\$
4' x 2' undraped table	\$ 79.25	\$ 103.00	\$
6' x 2' undraped table	\$ 92.00	\$ 119.75	\$
8' x 2' undraped table	\$ 104.75	\$ 136.25	\$

### 42" High Display Tables (includes white vinyl top, 3 side drape)

4' x 2' draped table	\$ 148.75	\$ 193.25	\$
6' x 2' draped table	\$ 161.50	\$ 210.00	\$
8' x 2' draped table	\$ 174.00	\$ 226.00	\$
4th side drape	\$ 51.50	\$ 67.00	\$
4' x 2' undraped table	\$ 109.75	\$ 142.75	\$
6' x 2' undraped table	\$ 122.50	\$ 159.25	\$
8' x 2' undraped table	\$ 135.00	\$ 175.50	\$

### 12" Tabletop Risers (includes white vinyl top)

4' x 12" draped riser	\$ 74.25	\$ 96.75	\$
6' x 12" draped riser	\$ 80.75	\$ 105.00	\$
8' x 12" draped riser	\$ 102.00	\$ 132.50	\$

### Other Tables

30" Pedestal Table - White <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 91.25	\$ 118.75	\$
42" Pedestal Table - White <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 94.75	\$ 123.00	\$
30" Pedestal Table - Black <input type="checkbox"/> 30" d	\$ 130.50	\$ 169.75	\$

## Furnishings & Accessories

Qty	Item	Advance	Standard	Subtotal
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Padded Side Chair - Grey	\$ 66.00	\$ 85.75	\$
Padded Arm Chair - Grey	\$ 80.00	\$ 104.00	\$
Counter Stool with Back	\$ 87.25	\$ 113.50	\$
Custom Swivel Chair	\$ 121.25	\$ 157.50	\$
Banana Counter Stool	\$ 223.75	\$ 303.75	\$
Waste basket	\$ 22.25	\$ 29.00	\$
Floor Easel	\$ 44.75	\$ 58.25	\$
Sign Stand 22" x 28"	\$ 87.25	\$ 113.55	\$
Pole Easel	\$ 44.75	\$ 58.25	\$
Bag Rack	\$ 72.25	\$ 94.00	\$
Waterfall Rack	\$ 117.75	\$ 153.00	\$
Literature Rack	\$ 108.25	\$ 140.75	\$
Garment Rack	\$ 72.25	\$ 94.00	\$
Tensa Stanchions	\$ 82.50	\$ 107.25	\$
3' high drapery (per ft)	\$ 23.75	\$ 30.75	\$
8' high drapery (per ft)	\$ 26.25	\$ 34.25	\$

## Drape Color Selection

- If no color is selected, show colors will prevail.

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ White

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

## Terms / Order Estimate

- 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.
- Transfer this total to the Payment Authorization/Order Summary form.

**Subtotal** \$

**8.31% CO Tax** \$

**Total** \$

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

Booth #: \_\_\_\_\_



**Exposition Services**

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Submit this form to rent Perfboard, Tackboard or accessories from Brede. Enter the total below to the Payment Authorization/Order Summary form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

## Perfboard / Tackboards

Qty	Item	Advance	Standard	Subtotal
_____	Horizontal Pegboard Panel 89 1/2" x 38"	\$ 112.50	\$ 146.25	\$ _____
_____	Vertical Pegboard Panel 38" x 89 1/2" - 1 panel	\$ 112.50	\$ 146.25	\$ _____
_____	Vertical Pegboard Panel 76" x 89 1/2" - 2 panels	\$ 225.00	\$ 292.25	\$ _____
_____	Vertical Pegboard Panel 114" x 89 1/2" - 3 panels	\$ 337.50	\$ 438.75	\$ _____
_____	Vertical Pegboard Side Panel 18" x 89 1/2"	\$ 78.75	\$ 102.50	\$ _____
_____	Single Pegboard Hook - 6" single	\$ 2.75	\$ 3.75	\$ _____
_____	Shelves - White laminate 3' x 8" wide	\$ 28.00	\$ 36.50	\$ _____
_____	Arm Light	\$ 56.25	\$ 73.00	\$ _____
_____	6' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 73.00	\$ 95.00	\$ _____
_____	6' Corner Grid (2 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 146.00	\$ 190.00	\$ _____
_____	6' Triangle Grid (3 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 219.00	\$ 284.50	\$ _____
_____	6' Backwall Grid (5 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 365.00	\$ 474.50	\$ _____
_____	8' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 78.75	\$ 98.50	\$ _____
_____	Grid Panel Hook <input type="checkbox"/> 4" <input type="checkbox"/> 6"	\$ 6.75	\$ 8.75	\$ _____
_____	Base for Grid Panel	\$ 27.00	\$ 35.25	\$ _____
_____	4' x 8' Horizontal Velcro Compatible Posterboard - Grey	\$ 147.50	\$ 191.75	\$ _____
_____	Vertical Slatwall Panel 38" x 89 1/2" - 1 panel	\$ 180.25	\$ 234.25	\$ _____
_____	Vertical Slatwall Panel 76" x 89 1/2" - 2 panels	\$ 360.00	\$ 468.25	\$ _____
_____	Vertical Slatwall Panel 114" x 89 1/2" - 3 panels	\$ 540.50	\$ 702.25	\$ _____

Perfboard / Tackboard

## Terms / Order Estimate

- 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.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Subtotal** \$ \_\_\_\_\_  
**8.31% CO Tax** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Submit this form to rent a hardwall exhibit from Brede. Enter the total below to the Payment Authorization/Order Summary form.

Orders received without full payment or credit card information will not be processed. Please contact Brede to inquire about Custom Rental Exhibits.

**Advance Order Discount Deadline: December 23, 2019**

#### Plan A: 10' N-Line Option

**Includes:** Hardwall Panels / Carpet / (1) side chair / (1) counter / (2) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,535.25	\$ 3,296.00	\$
	Color Hardwall Panels	\$ 2,848.75	\$ 3,703.50	\$
	Velcro Compatible Panels	\$ 3,190.50	\$ 4,147.50	\$

#### Plan B: 20' N-Line Option

**Includes:** Hardwall Panels / Carpet / (2) side chair / (1) counter / (4) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,842.75	\$ 6,295.50	\$
	Color Hardwall Panels	\$ 5,526.50	\$ 7,184.50	\$
	Velcro Compatible Panels	\$ 6,067.75	\$ 7,888.00	\$

#### Color Options

**Select Panel Color** (Hardwall Color/Velcro Panels): ☐ Black ☐ Blue ☐ Grey

**Select Carpet Color:** ☐ Black ☐ Blue ☐ Teal ☐ Red ☐ Plum ☐ Grey ☐ Burgundy ☐ Forest Green

#### Header Copy

**Header Copy** ~ One line with block letters: \_\_\_\_\_

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

#### Additional Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 227.25	\$ 295.50	\$
	Adjustable Shelves	\$ 65.00	\$ 84.50	\$
	Spot Lights (use w/ rental only)	\$ 59.50	\$ 77.50	\$

Additional booth furnishings can be found throughout this manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

#### Custom Rental Exhibits



#### Why Choose Custom?

Every exhibitor wants to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



#### Terms / Order Estimate

- Cancelled orders will be charged 100% of the original price.
- Transfer this total to the *Payment Authorization/Order Summary form*.

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

**8.31% CO Tax** \$ \_\_\_\_\_

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

**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_



Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor. We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

#### Inline



10x20



10x20

#### Island



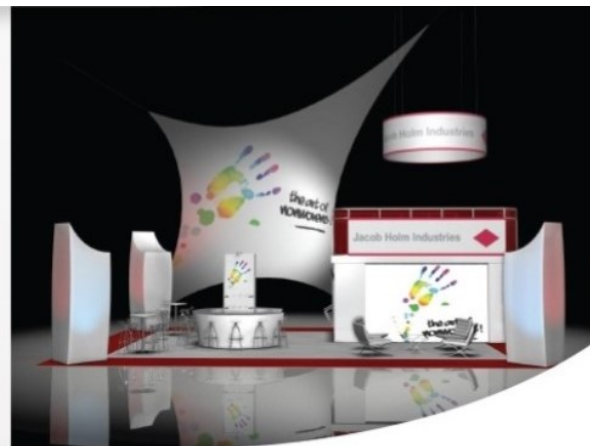
20x20



15x30

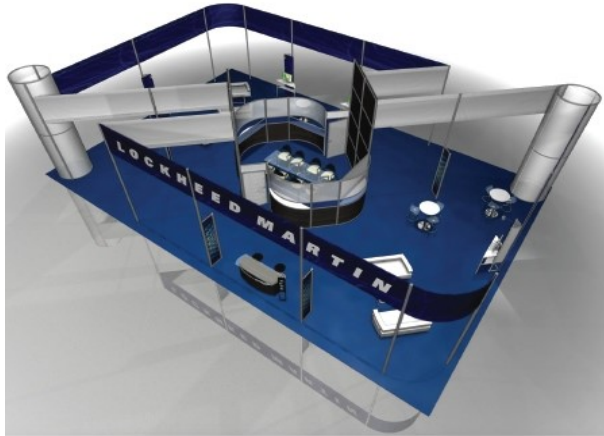


15x20



30x45

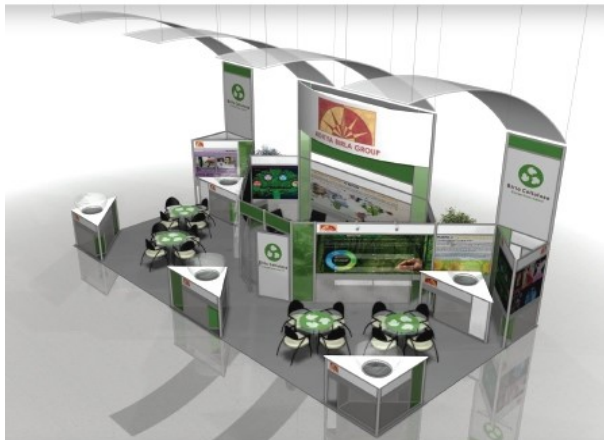
### Custom



40x60



20x30



20x40



30x50



40x80



20x45

Custom Rental Exhibits





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*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

## Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Brede will receive and manage your materials shipped in advance and when brought to show site.

Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by Brede and the associated charges, please see below.

Please make your show site representative aware of the following information.

## Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **December 30, 2019** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

### Advantages:

- 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:

- 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, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, 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 at the loading dock.

## Crated or Skidded Rate

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 Rate

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

## Small Package Rate

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.

## Overtime Charges

### Inbound:

- 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 observed union holidays.

### Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.

## Direct Shipments

Exhibitors may choose to ship freight direct to show site. Brede will receive and manage freight on show site as described in the following pages. Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding direct 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

- Do not ship to the facility prior to **January 7, 2020**. 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.

## 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:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, 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 at the loading dock.

## Crated or Skidded Rate

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 Rate

Shipments that are crated van line shipments, or are 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, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

## Uncrated, Unskidded, or Wrapped Rate

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 Rate

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.

## Overtime Charges

### Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.

### Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.



### 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:** 30<sup>th</sup> Annual Colorado RV Adventure Travel Show

Brede Exposition Services

5140 Colorado Blvd

Denver, CO 80216

- 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 am to 4:00 pm.
- 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 30, 2019 to avoid late charges.**

### Direct to Show Site Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** 30<sup>th</sup> Annual Colorado RV Adventure Travel Show

c/o Brede Exposition Services

Colorado Convention Center

700 14th St

via Welton St Loading Dock

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 7, 2020 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 considered 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 choose to ship outbound materials via any carrier other than the official 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 the shipment via the official show carrier as necessary, at the exhibitor's expense.

Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Enter the total below to the Payment Authorization/Order Summary 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.

	<b>Material Handling Rate</b> <i>Rates below include any applicable OT charges per 100 lbs</i>
<b>A 200 lb minimum charge per shipment applies</b>	
<b>Advance to Warehouse: Crated</b>	\$105.00
<b>Direct to Show site: Crated</b>	\$98.75
<b>Advance to Warehouse: Special Handling</b>	\$123.75
<b>Direct to Show site: Special Handling</b>	\$117.50
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$166.25
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$68.00 <i>each</i>

### Additional Services

<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>December 30, 2019</b> 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.	\$27.00 <i>per 100 lbs.</i>
<b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$250.00 <i>round trip</i>
<b>Special Services.</b> 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.	

### Material Handling Rate Schedule

☐ Advanced

☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
Transfer this total to the Payment Authorization/Order Summary form.					<b>Total Estimate</b>	\$

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

Booth #: \_\_\_\_\_

## Material Handling Tips

### Shipping Inbound:

- **Advance to Warehouse** - ensure your shipment arrives by the deadline date of **December 30, 2019** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **January 7, 2020** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **30<sup>th</sup> Annual Colorado RV Adventure Travel Show** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- 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.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Storing Empty Containers:

- Pickup Empty Labels at the Brede Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

### Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time if you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Brede Service Desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Brede Service Desk.

### Consolidate Your Shipment:

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of three shipments arriving separately: \$600.00**

**OR**

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of one consolidated shipment: \$200.00 Savings of \$400.00**

- Shipments arriving at the same time from different destinations are considered separate shipments.

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**5140 Colorado Blvd**

**Denver, CO 80216**

**30<sup>th</sup> Annual Colorado RV  
Adventure Travel Show**

**Colorado Convention Center**

**Denver, CO**

**January 9-11, 2020**

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

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

**Late to warehouse charges apply after:  
December 30, 2019**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**5140 Colorado Blvd**

**Denver, CO 80216**

**30<sup>th</sup> Annual Colorado RV  
Adventure Travel Show**

**Colorado Convention Center**

**Denver, CO**

**January 9-11, 2020**

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

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

**Late to warehouse charges apply after:  
December 30, 2019**

- 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.**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Colorado Convention Center  
700 14th St  
via Welton St Loading Dock  
Denver, CO 80202**

**30<sup>th</sup> Annual Colorado RV  
Adventure Travel Show**

**Colorado Convention Center  
Denver, CO  
January 9-11, 2020**

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
January 7, 2020**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Colorado Convention Center  
700 14th St  
via Welton St Loading Dock  
Denver, CO 80202**

**30<sup>th</sup> Annual Colorado RV  
Adventure Travel Show**

**Colorado Convention Center  
Denver, CO  
January 9-11, 2020**

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
January 7, 2020**

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

**Important note: Hazardous materials will not be accepted at show site.**



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 should be submitted by: December 23, 2019**

### Outbound Shipping Information

Ship to (Company): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

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

### Shipping Method

**Ground:** ☐ YRC Freight ☐ Other Ground \_\_\_\_\_

**Air:** ☐ Other Air \_\_\_\_\_

☐ Next Day ☐ 2nd Day ☐ Deferred

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

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

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

### Shipping Labels Request

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

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

### Notes

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

Bill of Lading & Labels Request





# Exhibit Services

Reliable trade show shipping services



**YRC**  
FREIGHT





### 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



*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 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 an 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 15 minutes. A timed 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/Forklift order form enclosed in this manual. 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/Forklift 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 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.



## Exposition Services

# 30<sup>th</sup> Annual Colorado RV Adventure Travel Show

Colorado Convention Center

Denver, CO

January 9-11, 2020



Submit this form to order labor/forklift from Brede. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of machinery. Forklift does not cover any Material Handling services, see Material Handling Information. Enter the Total below on Payment Authorization/Order Summary. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

## Labor Options

### Option A: Brede Supervised

- All work is performed and supervised by Brede personnel.
- Labor under Brede supervision is straight time when possible.
- Charge for supervisory service is 30% of total daily charges, with a \$50.00 minimum.
- An outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

### Option B: Exhibitor Supervised

- All work is performed under the direction of the exhibitor.
- Exhibitor must meet labor at the Brede Service Desk at scheduled time.
- All labor is billed on a 1 hour per laborer minimum and then billed in 1/2 hour increments.
- No shows will be billed at the minimum per laborer rate.

## Information

### Labor Information:

Shipped to: ☐ Warehouse ☐ Show Site  
 Shipment: ☐ Crates ☐ Boxes ☐ Carpet/Pad  
 Carpet if not shipped: ☐ From Brede ☐ None  
 Blueprints/Instructions: ☐ Attached ☐ w/Display  
 Electrical under carpet: ☐ Yes ☐ No

Show Site Contact: \_\_\_\_\_

### Forklift Information:

Work to be done: ☐ Spot Equipment ☐ Lift Header  
 Other: \_\_\_\_\_  
 Additional Equipment: ☐ Straps ☐ Chains ☐ Fork Extensions  
 Other: \_\_\_\_\_  
 4 Stage Forklift Required: ☐ Yes ☐ No

Cell: \_\_\_\_\_

## Rates

Hours	Laborer per person per hour	5k Forklift operator per hour
<b>Straight Time</b> Monday-Friday 8:00 am - 4:30 pm	\$94.00	\$267.75
<b>Overtime</b> Monday-Friday 4:30 pm – Midnight, Saturday, Sunday & observed union holidays 8:00 am - Midnight	\$141.00	\$317.25
<b>Double Time</b> Monday-Sunday Midnight - 8:00 am	\$188.00	\$221.50

## Labor Estimate Costs

☐ Brede Supervised ☐ Exhibitor Supervised

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

## Forklift Estimate Costs

	Date	Time	Heaviest Piece (lbs.)	FL Size	# of Forklifts	Est. Hrs.	Rate per hour	Estimated Cost
Installation						X	X \$	= \$
Dismantle						X	X \$	= \$

## Terms / Order Estimate

- A 30% surcharge will be assessed to all Late/Floor orders.
- Transfer this total to the Payment Authorization/Order Summary form.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- 4 hour minimums may apply on dedicated labor calls.

**Total Estimate \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_





**Exposition Services**

# 30<sup>th</sup> Annual Colorado RV Adventure Travel Show

Colorado Convention Center

Denver, CO

January 9-11, 2020



Submit this form to order sign hanging labor from Brede. Our services are available for assembly, installation, and removal of any hanging signs. Enter the Total below on Payment Authorization/Order Summary form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

## Sign 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 appropriate form.

## Order Details

Weight (lbs): \_\_\_\_\_ Height (ft): \_\_\_\_\_ Length (ft): \_\_\_\_\_

Type: ☐ Fabric ☐ Metal ☐ Wood ☐ Truss

Shape: ☐ Circle ☐ Square ☐ Triangle

Assembly Required: ☐ Yes ☐ No

Electrical: ☐ Yes ☐ No

Chain Motor: ☐ Yes ☐ No

\_\_\_\_\_ ft from top aisle

\_\_\_\_\_ ft from left side  
(booth # \_\_\_\_\_)

\_\_\_\_\_ ft from bottom aisle  
(booth # \_\_\_\_\_)

\_\_\_\_\_ ft from right side  
(booth # \_\_\_\_\_)

\_\_\_\_\_ ft from top of

## Hanging Sign Rates

### Rate for Lift & Crew

#### Straight Time

Monday-Friday 8:00 am - 4:30 pm

\$570.00

#### Overtime

Monday-Friday 4:30 pm – Midnight,  
Saturday, Sunday & observed union holidays 8:00 am - Midnight

\$727.25

#### Double Time

Monday-Sunday Midnight - 8:00 am

\$893.00

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

Sign Hanging

## Estimate Cost

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

## Terms / Order Estimate

- 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.
- Transfer this total to the Payment Authorization/Order Summary form.

**Total Estimate \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_

*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, exhibitor appointed 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 (EAC) 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 (EAC) 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 (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

## Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Contact In Booth: \_\_\_\_\_ Cell: \_\_\_\_\_

Non-Official (EAC) Contractor

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

Booth #: \_\_\_\_\_

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 the Payment Authorization/Order Summary form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: December 23, 2019**

### Cleaning Options

Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
Vacuum once prior to show opening.	<u>1</u> x _____	x _____	\$0.62	\$0.81	\$ _____
Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	<u>3</u> x _____	x _____	\$0.59	\$0.77	\$ _____

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

Booth Cleaning

### Terms / Order Estimate

- 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.
- Transfer this total to the *Payment Authorization/Order Summary form*.

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

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

Booth #: \_\_\_\_\_

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

**Advance Order Discount Deadline: December 23, 2019**

### 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
<hr/>	11" X 14"	\$ 78.00	\$ 101.50	\$ <hr/>
<hr/>	14" X 22"	\$ 88.50	\$ 115.00	\$ <hr/>
<hr/>	22" X 28"	\$ 109.25	\$ 142.00	\$ <hr/>
<hr/>	28" X 44"	\$ 171.50	\$ 223.00	\$ <hr/>

*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		=		X	\$19.50 per sq. ft.	\$25.25 per sq. ft.	=	\$	

**Material:** ☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other 

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**Select One:** ☐ Vertical ☐ Horizontal

**Special Instructions:** 

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### Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Subtotal** \$ 

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**8.31% CO Tax** \$ 

---

**Total** \$ 

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*Please be sure to inform your show site representative of the following fire regulations to ensure safety 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.***



15550 W. 72<sup>nd</sup> AVE.  
ARVADA, CO 80007  
Phone: 303.422.3336  
Fax: 303.423.4145  
[www.littleeden.com](http://www.littleeden.com)

TERRY RENNOLDS PRESIDENT  
Email, [Littleeden@mac.com](mailto:Littleeden@mac.com)

2019

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

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

### TROPICAL AND BLOOMING PLANTS

\_\_\_\_ 2 FEET HIGH @ \$35.00

\_\_\_\_ 3 FEET HIGH @ \$40.00

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

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

\_\_\_\_ 6 FEET HIGH @ \$75.00

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

\_\_\_\_ POTTED BLOOMING MUMS @ \$26.00 COLORS: \_\_\_\_ WHITE \_\_\_\_ YELLOW \_\_\_\_ LA VENDER \_\_\_\_ BRONZE (seasonal)

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

\*\*Larger plants are available, please call 303.422.3336 if interested\*\*

- PLANT CONTAINER: \_\_\_\_ WHITE \_\_\_\_ BLACK - RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL - PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST

TAX (8.31%) \_\_\_\_\_

Sub- total \_\_\_\_\_

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 AMEX

ACCOUNT# \_\_\_\_\_ EX. DATE \_\_\_\_\_ CID \_\_\_\_\_ CVC \_\_\_\_\_ [ ]

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!

TERRY RENNOLDS PRESIDENT

15550 W. 72<sup>nd</sup> AVE. ARVADA, CO 80007 Phone: 303.422.3336 Fax: 303.423.4145

[www.littleeden.com](http://www.littleeden.com)

Email, [Littleeden@mac.com](mailto:Littleeden@mac.com)

# Cronin Photography

E-MAIL – [bill@croninphoto.com](mailto:bill@croninphoto.com)

# Exhibitor \*\* Order Form

PHONE - (303) 458-0883

2543 Xavier St. Denver, CO 80212

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BOOTH AND EXHIBIT PHOTOGRAPHS		RATE	QUANTITY	TOTAL
COLOR VIEWS	<u>EACH VIEW...INCLUDES High Resolution Digital Image.</u>	\$125.00		\$
	8 X 12 Color Print Same View	\$20.00		\$
	12 X 18 Color Display Print	\$40.00		\$
Shipping and Handling...Add \$10.00 (USA)		\$10.00	1	\$10.00
Please Add Sales Tax If Applicable (Colorado)		8.31%		\$
<b>Total</b>				<b>10.00</b>

Special Instructions	Empty Booth	w/Staff	w/Crowd
Headshots on location, Publicity, Awards, Banquets - Please call for more information			
Payment Information: Mail to address above or E-mail to: <a href="mailto:bill@croninphoto.com">bill@croninphoto.com</a>			
Please enclose a check or we will invoice you on request with invoice number. We do not accept credit cards. Thank You.			

Convention Name:	
Location: Colorado Convention Center	Dates:
Exhibitor Name:	Booth #:
Billing Company:	
Attention:	E-mail
City, State, Zip	
Show Contact	Cell #



# 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)**



An SMG Managed Facility



**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**

## 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	
<b>TOTAL PAYMENT</b>			

***\*\*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	
<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

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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 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	
<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:






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:

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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

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent  
booth # to right side  
of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_



# 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

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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.

**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	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			
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:

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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:

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)

## TELEPHONE & CABLE TV 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 \_\_\_\_\_

TELEPHONE SERVICE - dial 9 for all outside calls	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument, analog line)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOMM SPEAKER PHONE		\$450.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
CALL HUNT/ROLLOVER/CALL PICKUP—(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/HDTV SERVICE (Set top box upgrade)		\$300.00	
• 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>			
<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: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa				EXPIRATION DATE:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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>			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio)- By request for legacy devices)		REQUESTED OUTPUT	
		NUMBER OF CABLE DROPS	
		SINGLE DROP(S) W/SPLITTERS	
		INDIVIDUAL CABLES NO SPLITTERS	

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

### SATELLITE DISH

**NOTE:** 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.

DISH ANTENNA TO BE INSTALLED ON ROOF

CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA

**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: \_\_\_\_\_

ORDER ONLINE AT [WWW.DENVERCONVENTION.COM](http://WWW.DENVERCONVENTION.COM)

# SERVICE LOCATOR PLAN

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

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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

\_\_\_\_\_

		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  
 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 \_\_\_\_\_

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.		\$300.00	
Branch to additional locations		\$200.00	
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.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
<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.)		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY. <b>TOTAL PAYMENT</b>			

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> VISA		EXPIRATION DATE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:
		SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

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- 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.

Rates effective through 12/31/18

ORDER ONLINE AT [WWW.DENVERCONVENTION.COM](http://WWW.DENVERCONVENTION.COM)

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



# SERVICE LOCATOR PLAN

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

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**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

\_\_\_\_\_



**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 Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument  
Standard Phone Optional phone services:
  - No Dial 9 to access outside line.
  - Call 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. **Advanced Phone Service:** VOIP 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.  
Advanced Phone Optional phone services:
  - No Dial 9 to access outside line.
  - Call Appearance: Any ordered extension number can ring on labeled key on digital set.
  - Call Forward
  - Last Number Redial
4. **Extension:** Standard or Advanced Phone Service 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 or Advanced Phone Service)
5. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
6. **Polycomm Speaker Phone:** Speaker phone hooked to an VOIP 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

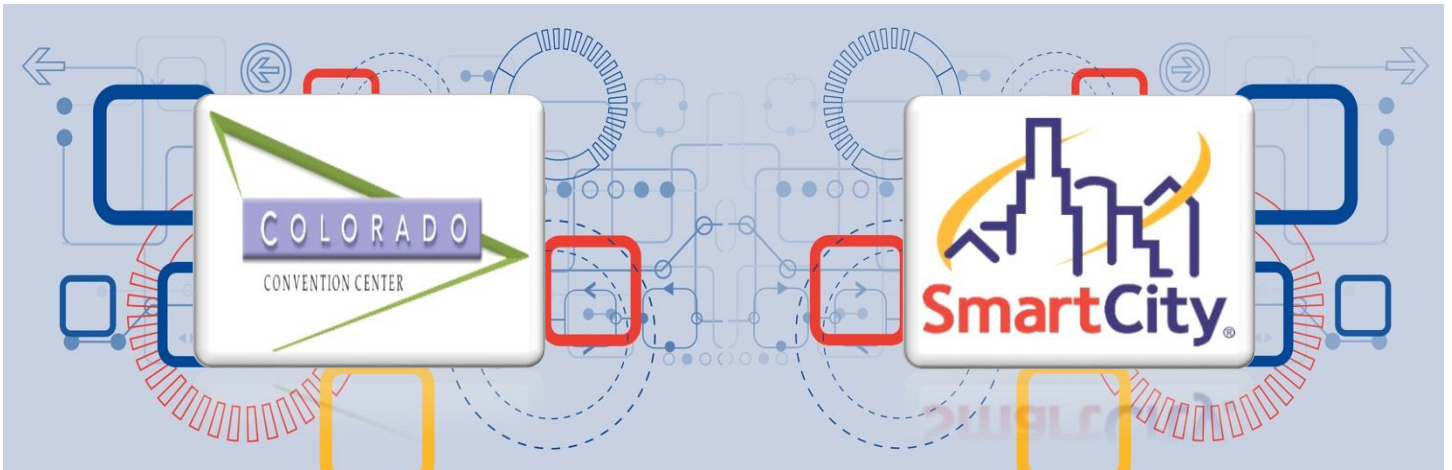


### **BASIC FIRE CODE REGULATIONS continued**

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.

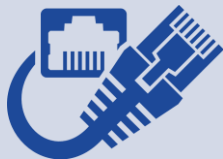
**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC  
EVENT PLANNER'S RESOURCE BROCHURE.**

***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)**



Order 14 days prior to the 1<sup>st</sup> day of the show move-in for incentive rate.

Smart City is the exclusive Internet service provider for the Colorado Convention Center.



#### Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



To review and order our services visit  
<https://orders.smartcitynetworks.com>



#### Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).

# Shipping Solutions at The UPS Store at the Colorado Convention Center

**The UPS Store** 



## Before you Arrive

Not all materials can be brought with you to every location. But don't worry UPS has you covered! Banners, Posters, and Signs can be made onsite and be picked up when you arrive.

Do you already have presentation materials made? Excellent! To avoid the wasted time and possible damage of checking your materials on a plane we can also receive packages containing your presentation materials. As the United States most trusted package handler you can be assured it will arrive on time and undamaged.

## During the Event

Paper booklets, hand outs, brochures and many more. whatever presentation materials you may need, we can make anything you need to wow your audience.

With quick turn around we can provide you any of the last minuet presentation materials you need to make any presentation or booth a hit.

## After the Event

Once everything is done and its time to go home UPS can make leaving easy. Packing and shipping materials, creating custom Thank you cards and discreetly shredding documents are just some of the services we offer. The USP Store at the convention center can help with all of your post presentation needs.

Parcel Management Fee Schedule (Inbound, Storage, & Outbound)	
Small Packages	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$20.00
Medium Packages	
21 - 30 lbs.	\$30.00
31 - 45 lbs.	\$40.00
46 - 60 lbs.	\$50.00
Large Packages	
61 - 100 lbs.	\$90.00
101+ lbs.	\$120.00
Freight	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 2 business days prior to arrival. \$10.00 per day storage fee for days 3+	
*A \$5.00 fee to be charged for pre-labeled UPS packages drop-offs for Outbound Packages Only	

Packages sent to the UPS Store  
must be addressed as follows:

The UPS Store  
Attn: (Client Name & Event)  
700 14th St.  
Denver, CO 80202

Additoinally, it may also be beneficial to affix an identifiable label to the package(s) with client's name, event name, and booth number.

Located in: The Colorado Convention Center  
Address: The Colorado Convention Center  
700 14th St, Denver, CO 80202  
Phone: (720) 904-2300  
Hours:

Friday 8AM-6PM

Saturday 9AM-3PM

Sunday Closed

Monday 8AM-6PM

Tuesday 8AM-6PM

Wednesday 8AM-6PM

Thursday 8AM-6PM

\*\*Extended Hours during Larger Conventions

\*\*For those with special needs, reserve your mobile scooter at the UPS Store by calling to reserve prior to your arrival. Limited Availability.





# AUDIO VISUALS RENTAL FORM

COLORADO CONVENTION CENTER

700 14th Street, Denver, CO 80202

Office: 303.228.8047

Email Beth: BEscobar@ImageAV.com

Fax: 303.758.5722



Company Name	Booth # / Meeting Room	Delivery Date & Time	Pick Up Date & Time
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AUDIO				
Qty	Item	Rate	Days	Total
	PA w/ 1 Speaker & 4 Ch. Mixer	\$ 175	x	=
	PA w/ 2 Speakers & 4 Ch. Mixer	\$ 275	x	=
	Wireless Handheld or Lavalier Microphor	\$ 100	x	=
	Wired Handheld Microphone	\$ 50	x	=
	Wireless Headset Microphone	\$ 175	x	=
	Audio Player	\$ 40	x	=

Please call for any orders that require more than (2) Microphones and/or (2) Speakers

BOOTH LIGHTING				
Qty	Item	Rate	Days	Total
	PAR Can 1,000 Watt w/ I-Beam Clamp	\$ 50	x	=
	Leko Light 750 Watt w/ I-Beam Clamp	\$ 75	x	=
	100' Heavy-Gauge Electrical Cable	\$ 20	x	=
	50' Heavy-Gauge Electrical Cable	\$ 15	x	=

Length of cabling typically determined by location of nearest column to booth

10 Amp Power Drop required per-fixture (not included in price)

Exhibitors will need to make arrangements for rigging services with Show Management/GSC

Comprehensive Lighting Services are available. Please contact Image AV for details

It is the responsibility of the exhibitor to obtain permissions for any over-head lightintg order through Show Management

VIDEO MONITORS				
Qty	Item	Rate	Days	Total
	40" Video Monitor	\$ 225	x	=
	55" Video Monitor	\$ 450	x	=
	70" Video Monitor	\$ 600	x	=
	80" Video Monitor	Call	x	=
	Wall Mount or Stand	\$ 75	x	=
	Digital Media Player	\$ 40	x	=

18" - 23" Display Monitor	\$ 100	x	=
32" Video Monitor	\$ 200	x	=

All 19" - 23" monitors require external speakers for audio support

All 19"-32" monitors come with Table-Top Stands

LABOR SERVICES		
SETUP (choose one AND/OR other)		
Weekday 7a - 8p AV Setup Labor	\$ 70	
Weekday 7a - 8p Lighting - Delivery	\$ 70	
Weekend AV Setup Labor	\$ 105	
Weekend Lighting - Delivery	\$ 105	
TEARDOWN (choose AND/OR other)		
Weekday 7a - 8p AV Teardown Labor	\$ 70	
Weekday 7a - 8p Lighting - Pick Up	\$ 70	
Weekend AV Setup Teardown	\$ 105	
Weekend Lighting - Teardown	\$ 105	

Double Overtime Rates 12:00am-6:59am Please call for price

\*A 3% Administration Fee will be added to each order

\*Prices subject to change without notice for orders received within 5 days of event

\*All orders will receive a minimum of a 1 Hr of setup

\*Additional labor may be required

\*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\*

Billing Name	Billing Contact Number
Billing Address	
City, State, Country, Zip	Email
Onsite Contact	Onsite Contact #
	Fax #

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



*AV Equipment Rental & Video Production*

## CREDIT CARD AUTHORIZATION FORM

Authorization Form Instructions:

- Complete & sign form
- Copy of the front and back of credit card
- Fax to (303) 758-5722

**Customer Name:** \_\_\_\_\_ **Order Number:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Image Audiovisuals Inc. to charge my credit card in the amount \$ \_\_\_\_\_.\*\*\*

Credit Card Type:

☐ Visa      ☐ Master Card      ☐ American Express      ☐ Discover

**Name as shown on card:** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**AVS,CVV,CVC,CID (Security Code)** \_\_\_\_\_

- For Visa, Master Card and Discover: Security Code is a 3-digit number printed on the signature strip on the back of the card
- For American Express: Security Code is a 4-digit number on the front of the card above the account number

Email credit card receipt to: \_\_\_\_\_

Credit Card Billing Address:

Street: \_\_\_\_\_

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

Cardholder's Signature X \_\_\_\_\_

Date \_\_\_\_\_

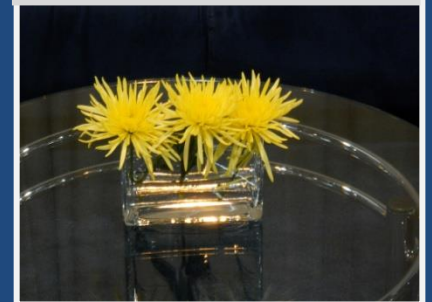
\*\*\* All charges are final and non-refundable



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# EXHIBITOR BOOTH SERVICES MENU

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# Centerplate

## EXHIBITOR BOOTH SERVICES MENU 2019

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 Starbucks Coffee	\$67.00 per gallon
Freshly Brewed House Blend Coffee,	\$57.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Lemonade or Iced tea	\$40.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$45.00 per gallon
Individual Bottled Juices	\$4.50 each
Bottled Water	\$ 4.00 each
Assorted Soft Drinks	\$3.25 each
Water Cooler (Cold)	\$ 95.00 each
Water Replenishments	\$ 35.00 each
CQ Infused Spa Water	\$165 per unit
Assorted Flavors to include: Citrus, Tropical or Berry	
Infused and Garnished with Seasonal Fresh Fruit	
<i>3-gallons per unit</i>	

### **BAKE SHOP SPECIALTIES**

Baked Bavarian Pretzel Rods	\$ 36.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Pecan Sticky Buns or Cinnamon Rolls	\$ 50.00 per dozen
Assorted Bagels with Cream Cheese	\$ 40.00 per dozen
Local Freshly Baked Danish	\$ 45.00 per dozen
Assorted Local Freshly Made Donuts	\$ 45.00 per dozen
Local Freshly Baked Muffins	\$ 45.00 per dozen
Homemade Brownies or Blondies	\$ 36.00 per dozen
Assorted Freshly Baked Cookies	\$ 35.00 per dozen
Assorted Homemade Cupcakes	\$ 45.00 per dozen
Signature Homemade Granola Bar	\$ 40.00 per dozen

### **SNACKS**

Whole Fresh Fruit	\$ 2.75 each
Granola Bars	\$ 3.00 each
Assorted Candy Bars	\$ 3.50 each
Assorted Lays Potato Chips	\$ 3.00 each
Snack Mix	\$ 16.00 pound
Trail Mix	\$ 18.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & French Onion Dip	\$ 5.50 per person
Pretzel Twists	\$ 8.00 pound
Tortilla Chips & Salsa	\$ 4.00 per person
Freshly Made Guacamole	\$ 2.00 per person
Sliced Seasonal Fresh Fruit Platter	\$ 6.00 per person
Imported and Domestic Cheese Display	\$ 8.00 per person

### **BOX LUNCH SELECTIONS**

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

Box Lunch Sandwich	\$20.00 each
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*Choice of the following:*

*(Minimum of 6 per type)*

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

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

*Rev 9.17.18*

# **TEMPTING TREATS THAT ATTRACT ATTENTION & DRAW ATTENDEES**

## **TO YOUR BOOTH!**

### **KEURIG MACHINE COFFEE KIT**

**\$ 150.00**

- One time set up fee of \$150.00 includes 26 K-Cups (16 regular, 5 decaf and 5 green tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged on consumption at \$3.00++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services 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**

**\$ 350.00**

- Include (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 Exhibitor Services at (303) 228-8027 and request the following*

- *(1) 120 volt, 20amps*
- *Direct power source required (no extension cords or power strips allowed)*
- *Approximate cost for power will be an additional \$ 155.00*

### **HOT PRETZEL WARMER**

**\$ 400.00**

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 48.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 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 Exhibitor Services at (303) 228-8027 and request the following*

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

### **ICE CREAM NOVELTIES**

**\$ 500.00**

- Includes (100) Ice Cream Bars and Freezer:  
Varieties to include: Snickers, Ice Cream Sandwiches, Strawberry Fruit Bar & Drumsticks
- Additional Servings @ \$ 5.00++ 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 Exhibitor Services at (303) 228-8027 and request the following:*

- *(1) 120 volt, 10 amps*
- *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 Exhibitor Services 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**

**\$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 recommended 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 Exhibitor Services at **(303) 228-8027** and request the following
- Power requirements will vary. Please contact your Catering Sales representative
  - Approximate cost for power will be an range from an additional \$395.00-450.00

### **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 Exhibitor Services 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 Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 30amps L5-30
  - Approximate cost for power will be an additional \$185.00

## HOSTED BAR SERVICES

### **DELUXE LIQUORS:**

**\$7.50 PER DRINK**

Old Forester Whiskey, New Amsterdam Vodka, Bacardi Superior Rum,  
Bombay Original Gin, Altos Blanco Tequila

### **PREMIUM LIQUORS:**

**\$8.50 PER DRINK**

Tin Cup Whiskey, Absolute Vodka, Captain Morgan White Rum,  
Tanqueray Gin, Altos Reposado Tequila

### **ULTRA-PREMIUM LIQUORS:**

**\$9.00 PER DRINK**

Stranahan's Rye Whiskey, Grey Goose Vodka, Captain Morgan Spiced Rum,  
Bombay Sapphire Gin, Crown Royal, Johnnie Walker Black Scotch, Altos Anejo Tequila

### **DELUXE WINE:**

**\$7.50 PER GLASS**

Tunnel of Elms: Chardonnay, Cabernet Sauvignon, Merlot  
Gabbiano Pinot Grigio

### **PREMIUM WINE:**

**\$8.50 PER GLASS**

Dark Horse- Chardonnay, Cabernet Sauvignon, Merlot  
BV Coastal Sauvignon Blanc, Pinot Noir  
Campanile Pinot Grigio, Alamos Malbec

### **ULTRA-PREMIUM WINE:**

**\$9.50 PER GLASS**

Sterling Vineyards Vintners Collection Pinot Grigio, Chateau St. Jean Beaux Rose,  
A by Acacia Pinot Noir, Sterling West Coast Red Blend

### **DOMESTIC BEER (16 oz)**

**\$6.50 PER BOTTLE**

Coors Banquet, Coors Light, Coors N/A

### **IMPORTED/CRAFT BEER (12 oz)**

**\$6.50 PER BOTTLE**

New Belgium Fat Tire Ale, Voodoo Ranger IPA, Belgium White Ale, Blue Moon and Heineken

### **HOUSE COCKTAILS:**

#### **House Mimosa**

\$ 8.50 CASH

\$ 8.00 HOSTED

#### **House Bloody Mary**

*Celery Stick, Lime and Olive*

\$ 8.50 CASH

\$ 8.00 HOSTED

#### **House Margarita**

\$ 8.00 CASH

\$ 7.50 HOSTED

#### **Moscow Mule**

*(minimum order of 50)*

\$ 10.50 CASH

\$ 10.00 HOSTED

### **DRAFT BEER – KEG**

#### **DOMESTIC**

#### **LOCAL CRAFT**

#### **IMPORT**

**STARTING AT \$450.00 PER KEG**

**STARTING AT \$550.00 PER KEG**

**STARTING AT \$650.00 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: \_\_\_\_\_

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

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

On-site Contact Cell Number: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

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

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

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

**++ All items subject to a 22% service charge and 8% tax.**

<i>Date of Service</i>	<i>Start Time</i>	<i>End Time</i>	<i>Quantity</i>	<i>Item</i>

**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 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)

TRADE SHOW FURNISHINGS 2019

CORT

# Product Guide



## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bar stools

To view catalog and available furnishings, please visit:

[http://shows.brede.com/Brede-Built/2019TradeShow-MR \(002\).pdf](http://shows.brede.com/Brede-Built/2019TradeShow-MR (002).pdf)





DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

**LAS VEGAS DISTRICT**

SERVICE AREA: NV (SOUTH), AZ, NM, UT, CO, WY, ID

CORT Trade Show Furnishings  
3455 W. Sunset Rd., Ste B  
Las Vegas, NV 89118  
702-362-2552

**Please email both pages to:**  
TSLasVegas@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee:
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
<p><i>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.</i></p> <p>After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</p>	

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2019	TOTAL
<b>POWERED</b>					
BNQTL7		Center Cone	White Vinyl	\$ 575	
BNQ417		Full Banquette	White Vinyl	\$ 995	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 510	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 665	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 809	
PWRUSB		Powered Conf Table Module	Black	\$ 65	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 515	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 825	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 295	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 295	
VNTBLK		Ventura Bar Table, Powered	Black Top, Silver Frame	\$ 615	
VNTWHT		Ventura Bar Table, Powered	White Top, Silver Frame	\$ 615	
VNTCBK		Ventura Café Table, Powered	Black Top, Silver Frame	\$ 475	
VNTCWH		Ventura Café Table, Powered	White Top, Silver Frame	\$ 475	
CUBPOW		Wireless Charging Table, Powered	White, AC Plug In	\$ 355	
<i>Additional Powered Products Under Office &amp; Product Display on Pg 2</i>					
<b>SOFT SEATING COLLECTIONS</b>					
CHR002		Allegro Chair	Blue Fabric	\$ 405	
SFA002		Allegro Sofa	Blue Fabric	\$ 575	
BCHVHT		Baja Chair	White Vinyl	\$ 435	
BLVWHT		Baja Loveseat	White Vinyl	\$ 640	
BSFVHT		Baja Sofa	White Vinyl	\$ 695	
FAIRCW		Fairfax Chair	White Vinyl, Metal	\$ 285	
FAIRSW		Fairfax Sofa	White Vinyl, Metal	\$ 400	
HOPCH		Hopi Chair	Gray Linen	\$ 189	
HOPLV		Hopi Loveseat	Gray Linen	\$ 289	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 255	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 299	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 395	
MNCHCH		Munich Armless Chair	Gray Fabric	\$ 365	
MNCHLV		Munich Armless Loveseat	Gray Fabric	\$ 645	
MNCHCC		Munich Corner Chair	Gray Fabric	\$ 440	
MNCHSC		Munich Sectional, 3 Pc.	Gray Fabric	\$ 1,440	
NPLCHR		Naples Chair	Black Vinyl	\$ 479	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 575	
NPLSOF		Naples Sofa	Black Vinyl	\$ 690	
SO2		South Beach Sectional, 3pc	Platinum Suede	\$ 1,305	
SO1		South Beach Sofa	Platinum Suede	\$ 550	
TANCHR		Tangiers Chair	Beige Textured	\$ 335	
TANLOV		Tangiers Loveseat	Beige Textured	\$ 535	
TANSOF		Tangiers Sofa	Beige Textured	\$ 625	
<b>ACCENT CHAIRS</b>					
OCB		Key West Chair	Black	\$ 329	
LABREA		La Brea Swivel Chair	Charcoal Gray	\$ 340	
WENCHA		Wentworth Chair	Brown Vinyl	\$ 265	
OCH		Madrid Chair	Black	\$ 529	
BCW		Madrid Chair	White	\$ 529	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 295	
<b>MEETING CHAIRS</b>					
OCMESP		Meeting Chair	Espresso	\$ 230	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 230	
OCMWHT		Meeting Chair	White Vinyl	\$ 230	

CODE	QTY	ITEM	DESCRIPTION	2019	TOTAL
<b>GROUP SEATING</b>					
XC6		Altura Guest Chair	Black Crepe	\$ 255	
CS8		Berlin Chair	Black, White	\$ 105	
BLDCRD		Blade Chair	Red	\$ 55	
BLDCSB		Blade Chair	Sky Blue	\$ 55	
SC3		Brewer Chair	Onyx, Black	\$ 139	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 90	
DUET		Duet Stack Chair	Black, Chrome	\$ 60	
LMCHR		Laguna Chair	Maple, Chrome	\$ 115	
LUCHL		Lucent Chair	Frosted, Acrylic	\$ 145	
MALGRY		Malba Chair	Gray	\$ 89	
MALGRN		Malba Chair	Green	\$ 89	
MARCBK		Marina Chair	Black Vinyl	\$ 119	
MARCBR		Marina Chair	Brown Fabric	\$ 119	
MARCBE		Marina Chair	Ocean Blue Fabric	\$ 119	
MARCRD		Marina Chair	Red Fabric	\$ 119	
MARCRW		Marina Chair	White Vinyl	\$ 119	
SC10		Razor Armless Chair	White	\$ 69	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 119	
CS4		Syntax Chair	Black, Chrome	\$ 165	
ZENCHR		Zenith Chair	White, Chrome	\$ 135	
<b>OTTOMANS</b>					
BVLVBK		Beverly Bench Ottoman	Black Vinyl	\$ 315	
BVLBYN		Beverly Bench Ottoman	Brown Fabric	\$ 315	
BVLVGR		Beverly Bench Ottoman	Gray Fabric	\$ 315	
BVLVLN		Beverly Bench Ottoman	Linen Fabric	\$ 315	
BVLVOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 315	
BVLVRD		Beverly Bench Ottoman	Red Fabric	\$ 315	
BVLVWH		Beverly Bench Ottoman	White Vinyl	\$ 315	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 149	
END01B		Endless Curved Ottoman	Black Vinyl	\$ 345	
END01W		Endless Curved Ottoman	White Vinyl	\$ 345	
END02B		Endless Square Ottoman	Black Vinyl	\$ 295	
END02W		Endless Square Ottoman	White Vinyl	\$ 295	
WHT12		Half Bench Ottoman	White Vinyl	\$ 299	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 155	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 155	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 155	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 155	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 155	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 155	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 155	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 155	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 155	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 155	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 155	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,200	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 395	
SAL		Sally Stool/Ottoman	White	\$ 80	
OTS		South Beach Wedge Ottoman	Platinum Suede	\$ 260	
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$ 115	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 115	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 115	
<i>Additional Ottomans On Pg 2</i>					



Page 2 TOTAL