



FANEXPO

**FAN EXPO DENVER
2024**

Colorado Convention Center

Halls B, C, D, E

July 4 - 7, 2024

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • NEW JERSEY • DENVER

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WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

FAN EXPO DENVER 2024

JULY 4 - 7, 2024

Colorado Convention Center Halls B,C,D,E

SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

BACK WALL DRAPE COLOR	WHITE/BLACK/PURPLE/WHITE	SIDE RAIL DRAPE COLOR	WHITE / BLACK
HALL FLOORING	FACILITY IS NOT CARPETED, RENTAL CARPET IS AVAILABLE		

DEALERS	Each 10' x 10' Merchant Mesa Booth will consist of:			
	One	8' Unskirted Table	Two	Side Chairs

ARTISTS	Each 6' x 6' Artist Valley Booth will consist of:			
	One	6' Table Skirted Black, White, Purple (alternating colors)	Two	Side Chairs

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Monday, July 1, 2024	12:00 PM	5:00 PM	Exhibitors by Appointment
Tuesday, July 2, 2024	10:00 AM	6:00 PM	Merchant Mesa Move In
Wednesday, July 3, 2024	8:00 AM	8:00 PM	Merchant Mesa Move In
Wednesday, July 3, 2024	2:00 PM	8:00 PM	Artist Valley/Comic Pros Move In
Thursday, July 4, 2024	7:00 AM	9:00 AM	Exhibitor Restock Hours
Friday, July 5 - Sunday, July 7, 2024	8:00 AM	9:00 AM	Exhibitor Restock Hours
Daily Thursday, July 4 - Sunday, July 7, 2024	9:30 AM	10:00 AM	VIP Head Start
Thursday, July 4, 2024	10:00 AM	7:00 PM	Show Hours
Friday, July 5, 2024	10:00 AM	7:00 PM	Show Hours
Saturday, July 6, 2024	10:00 AM	7:00 PM	Show Hours
Sunday, July 7, 2024	10:00 AM	5:00 PM	Show Hours
Sunday, July 7, 2024	5:00 PM	11:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY: 9:00 PM on Sunday, July 7, 2024

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY: 11:00 PM on Sunday, July 7, 2024

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, May 27, 2024	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00AM - 3:30PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Monday, June 17, 2024		
	WAREHOUSE RECEIVING DEADLINE	Friday, June 28, 2024		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPMENTS	WAREHOUSE SHIPPING ADDRESS:	SHOW NAME	FAN EXPO DENVER 2024	BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		C/O	LVE Denver	
		ADDRESS	4590 Geneva Street, Denver, CO 80238			
		<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>				

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING				
	DAY/DATE	START TIME	END TIME		
	Monday, July 1, 2024	12:00 PM	5:00 PM		
	Tuesday, July 2, 2024	8:00 AM	5:00 PM		
	Wednesday, July 3, 2024	8:00 AM	5:00 PM		
	Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.				
	Do not ship your materials to arrive prior to the dates above.				
SHOW SITE SHIPPING ADDRESS:	SHOW NAME	FAN EXPO DENVER 2024	BOOTH #		
	All information must be provided on the shipping labels. Please use the show site labels enclosed.	COMPANY		C/O	LVE
		ADDRESS	Colorado Convention Center Halls B,C,D,E 700 14th Street, Denver, CO 80202		

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME		
	ADDRESS					BOOTH #	
	CITY		STATE		ZIP		PHONE
	EMAIL					FAX	

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE					SECURITY CODE REQUIRED		
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*	X _____						
CARDHOLDER'S NAME (PLEASE PRINT)								
<p>*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.</p> <p>All credit card information will be kept on file to be used for future shows and all outstanding balances.</p> <p>Signer authorizes agent/employees to sign off and create order for the company.</p>								

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
		TAX	
	TOTAL (If received by deadline)	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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FURNITURE ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 6/14/2024	STANDARD PRICE	TOTAL
CHAIRS	SIDE CHAIR		\$ 98.00	\$ 127.40	
	ARM CHAIR		\$ 125.00	\$ 162.50	
	STOOL COUNTER HEIGHT		\$ 145.00	\$ 188.50	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 155.00	\$ 201.50	
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 175.00	\$ 227.50	
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 205.00	\$ 266.50	
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 95.00	\$ 123.50	
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 124.00	\$ 161.20	
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 195.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 165.00	\$ 214.50	
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 198.00	\$ 257.40	
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 245.00	\$ 318.50	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 110.00	\$ 143.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 130.00	\$ 169.00	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 170.00	\$ 221.00	
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 286.00	
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 331.50	
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 114.40	
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 127.40	
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00	
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00	
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.					
COLOR	<input type="checkbox"/> Green <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Beige				

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 6/14/2024	STANDARD PRICE	TOTAL
ACCESSORIES	WASTEBASKET		\$ 25.00	\$ 32.50	
	EASEL		\$ 69.00	\$ 89.70	
	BAG RACK		\$ 127.00	\$ 165.10	
	GARMENT RACK		\$ 167.00	\$ 217.10	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 151.00	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 212.75	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 139.79	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 299.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 299.00	
	GRID 2' x 8'		\$ 180.00	\$ 234.00	
	GRID 2' x 8' WITH LEGS		\$ 220.00	\$ 286.00	
	16" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 28.60	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
12'-16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 38.87	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver Black White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

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CARPET ORDER

STANDARD	CARPET LENGTH		QUANTITY		DEADLINE 6/14/2024		STANDARD PRICE		TOTAL
	10' x 10'				\$ 310.00		\$ 403.00		
	10' x 20'				\$ 620.00		\$ 806.00		
	10' x 30'				\$ 930.00		\$ 1,209.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT				
	TOTAL SQ FT		DISCOUNT	\$ 4.00	STANDARD	\$ 5.20			
COLOR	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy								
	<p><i>If you order carpet but no color is selected above, black carpet will be installed.</i></p> <p><i>Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i></p>								
ACCESSORIES	PADDING PER SQ FT*				\$ 1.95		\$ 2.54		
	VISQUEEN PER SQ FT*				\$ 1.30		\$ 1.69		
	DOUBLE PADDING PER SQ FT*				\$ 3.90		\$ 4.28		
* 100 Square Feet Minimum Order									

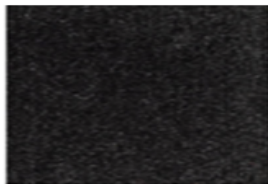
CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

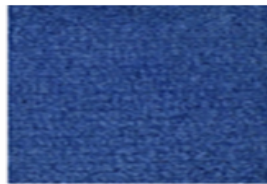
Items cancelled after show move-in begins will be charged 100% of ordered price.

No refunds on custom or plush carpet orders No credit will be given after close of event on anything ordered but not received.

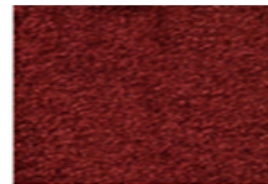
STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED



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BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 6/14/2024	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
VACUUMING	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 3.92	\$ 5.08	X _____ *	= _____ **
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____					
**How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

	PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 6/14/2024	STANDARD PRICE	TOTAL
PORTER SERVICE	Up to 1,000 square feet		4	\$ 310.00 per day	\$ 403.00 per day	
	1,001 to 3,000 square feet		4	\$ 370.00 per day	\$ 481.00 per day	
	3,001 and above		4	\$ 540.00 per day	\$ 702.00 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.

Services cancelled after show move-in begins will be charged 100% of ordered price.

No credit will be given after close of event on anything ordered but not received.



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GRAPHICS & SIGNS

DISCOUNT DEADLINE: 6/14/2024

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

<p><i>Minimum order \$50.00</i></p> <p><i>Double sq. Ft. for double-sided graphics</i></p> <p><i>Round sq. Ft. to next whole increment</i></p> <p><i>File conversion, retouching, cloning or color correcting may incur additional labor charges.</i></p>	<table border="1" style="width:100%"> <tr> <td style="width:15%; height: 20px;"></td> <td style="width:5%; text-align: center;">L X</td> <td style="width:15%; height: 20px;"></td> <td style="width:5%; text-align: center;">W =</td> <td style="width:15%; height: 20px;"></td> <td style="width:10%; text-align: right;">sq. Ft.</td> </tr> <tr> <td style="text-align: left;">sq. Ft.</td> <td></td> <td style="text-align: center;">X RATE =</td> <td></td> <td></td> <td></td> </tr> </table>		L X		W =		sq. Ft.	sq. Ft.		X RATE =			
	L X		W =		sq. Ft.								
sq. Ft.		X RATE =											

DIGITAL GRAPHICS	MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
	1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	3mm SINTRA	\$ 28.00	\$ 36.00
	3/16" FOMECOR	\$ 26.00	\$ 34.00	6mm SINTRA	\$ 32.00	\$ 40.00
	VINYL BANNER	\$ 16.00	\$ 24.00	FLOOR DECALS	\$ 36.00	\$ 44.00

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)
PMS COLOR	<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM	
APPLICATION	<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER	
<p><i>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</i></p>		
SPECIAL INSTRUCTIONS		

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 6/14/2024	STANDARD PRICE	TOTAL
	FOMECOR w/Easel Back 12" x 18" - single sided		\$ 90.00	\$ 117.00	
	FOMECOR SIGN 22" x 28" - single sided		\$ 104.00	\$ 135.20	
	FOMECOR SIGN 28" x 44" - single sided		\$ 206.00	\$ 267.80	
	FOMECOR SIGN 24" x 36" - single sided		\$ 144.00	\$ 187.20	
	FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 550.00	\$ 715.00	
<p><i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.</i></p>					

ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: exhibitorservices@lvexpo.com

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that 1" = 0.1" (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2" H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.



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DISPLAY LABOR ORDER

DEADLINE DATE: **6/14/2024**

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL	
	STRAIGHT TIME (ST) - One Hour Minimum			\$	91.35		
	OVERTIME (OT) - One Hour Minimum			\$	137.03		
	DOUBLE TIME (DT) - One Hour Minimum			\$	182.70		
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$180.00 OT \$270.00 DT \$360.00							
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>							
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.							
EQUIPMENT			HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs			\$ 365.00	\$ 547.50	\$ 730.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote.						
	<i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>						

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)			BILLING INFORMATION (Responsible party paying your carrier's shipping charges)		
CO. NAME				CO. NAME	
ADDRESS				ADDRESS	
CITY		STATE		ZIP	
SHOW		BOOTH #		SHOW	
CONTACT				CONTACT	
PHONE				PHONE	

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.

FAN EXPO DENVER 2024

JULY 4 - 7, 2024

Colorado Convention Center Halls B,C,D,E

WORK AUTHORIZATION

DEADLINE DATE: 6/14/2024

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSURED: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

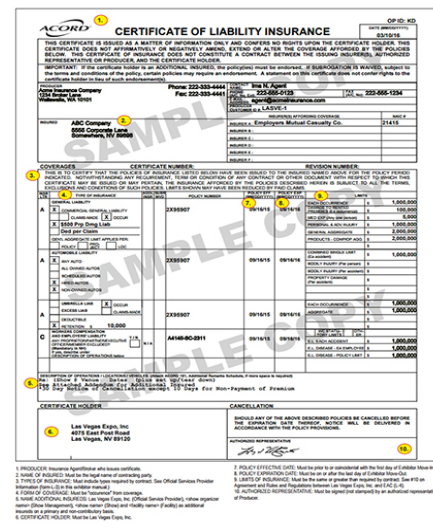
CERTIFICATE HOLDER: Must be LVE

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

THIRD PARTY'S CREDIT CARD
EXHIBITING COMPANY NAME

EXHIBITING COMPANY		BOOTH #	
---------------------------	--	----------------	--

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

THIRD PARTY COMPANY		PHONE	
----------------------------	--	--------------	--

THIRD PARTY CONTACT		EMAIL	
----------------------------	--	--------------	--

ADDRESS	
----------------	--

CITY		STATE		ZIP		BOOTH #	
-------------	--	--------------	--	------------	--	----------------	--

<input type="checkbox"/> DISCOVER	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
-----------------------------------	-------------------------------	-------------------------------------	---

ACCOUNT NUMBER	
-----------------------	--

EXPIRATION DATE		SECURITY CODE REQUIRED	
------------------------	--	-------------------------------	--

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)	
---	--

CITY		STATE		ZIP	
-------------	--	--------------	--	------------	--

CARDHOLDER'S NAME (PLEASE PRINT)	
---	--

CARDHOLDER'S SIGNATURE*	X _____
--------------------------------	----------------

***By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.**

SERVICES TO BE INVOICED TO THIRD PARTY	
---	--

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, May 27, 2024 - Monday, June 17, 2024

TO:

EXHIBITOR NAME

c/o: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: FAN EXPO DENVER 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, May 27, 2024 - Monday, June 17, 2024

TO:

EXHIBITOR NAME

c/o: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: FAN EXPO DENVER 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, July 1, 2024 : 12:00 PM - 5:00 PM

Tuesday, July 2, 2024 : 8:00 AM - 5:00 PM

TO:

EXHIBITOR NAME

C/O: LVE

Colorado Convention Center Halls B,C,D,E

700 14th Street

Denver, CO 80202

EVENT: FAN EXPO DENVER 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

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CAN ONLY BE DELIVERED

Monday, July 1, 2024 : 12:00 PM - 5:00 PM

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EXHIBITOR NAME

C/O: LVE

Colorado Convention Center Halls B,C,D,E

700 14th Street

Denver, CO 80202

EVENT: FAN EXPO DENVER 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



FAN EXPO DENVER 2024

JULY 4 - 7, 2024

Colorado Convention Center Halls B,C,D,E

COMPANY NAME		BOOTH #	
--------------	--	---------	--

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.
 Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.
 Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.
IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

Overtime will be charged on anything handled after 4:30pm and weekends.

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE	Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.		
	OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.		
	DRAYAGE TO WAREHOUSE	\$ 22.00	per 100 lbs.
	WAREHOUSE HANDLING	\$ 9.50	per 100 lbs.
All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

STORAGE	MONTHLY STORAGE RATE	\$9.50	per 100 lbs.
	Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)		
	All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.		
*By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.			

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

FAN EXPO DENVER 2024

JULY 4 - 7, 2024

Colorado Convention Center Halls B,C,D,E

COMPANY NAME	BOOTH #
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NON-ELECTRICAL HANGING SIGN LABOR & EQUIPMENT UNDER 200 LB

ADVANCE DATE: 6/14/2024

- | | |
|--|--|
| • <i>Must be shipped separately</i> | • <i>Clearly marked with enclosed hanging sign label</i> |
| • <i>Received by discount receiving deadline</i> | • <i>Payment form must be included with this form</i> |

Above conditions must be met to receive advance pricing.

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Hanging anchor points must be pre-fabricated.
- Show prices will apply to all labor orders placed at show site.
- RATES ARE PER HOUR, PER SIGN.
- Condor and Crew consists of condor, operator and rigger.
- Assembly and Ground Labor is an additional charge.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

RIGGING RATES	ADVANCE	REGULAR	SHOW	# OF SIGNS	RATE	TOTAL ESTIMATED COST
INSTALL RIGGING (per sign, per hour)	\$ 875.00	\$1,300.00	\$ 1,750.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 875.00	\$1,300.00	\$ 1,750.00	1/2 of install, minimum of 1 hour**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	STRAIGHT TIME	OVERTIME	DOUBLE TIME	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 175.00	\$ 262.50	\$ 350.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

CANCELLATION POLICY

A 50% cancellation charge will be applied to orders cancelled after the deadline.

All onsite cancellations will be charged 100% of the original order.

COMPANY NAME		BOOTH #	
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STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

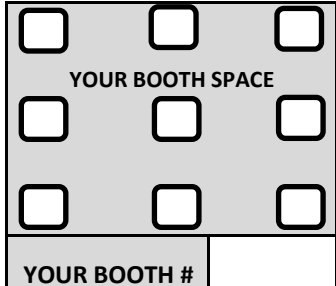
_____, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITOR	EXHIBITING COMPANY		BOOTH #		
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME		DATE		
	EMAIL				

BUILDER	DISPLAY HOUSE/BUILDER (IF APPLICABLE)			
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM

SIGN DESCRIPTION, SIZE & WEIGHT				PLACEMENT DIAGRAM	
• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.				• All signs will be hung 20' from the floor to the top of the sign. • The ceiling structure and relation to the support beams may require your sign to be moved from specified location.	
TYPE	<input type="checkbox"/> CLOTH BANNER <input type="checkbox"/> METAL OR WOOD <input type="checkbox"/> OTHER			<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;">ADJACENT BOOTH #</div> <div style="border: 1px solid black; padding: 5px;"> SELECT SIGN LOCATION BELOW  </div> <div style="border: 1px solid black; padding: 5px;">ADJACENT BOOTH #</div> </div>	
	SHAPE	<input type="checkbox"/> SQUARE <input type="checkbox"/> TRIANGLE <input type="checkbox"/> RECTANGLE			
<input type="checkbox"/> OTHER					
SIZE	HEIGHT	LENGTH	WIDTH		
WEIGHT OF SIGN				If specific requirements are needed for placement of hanging sign, please submit them with this request form.	
DOES YOUR SIGN REQUIRE ASSEMBLY?					
				<input type="checkbox"/> YES <input type="checkbox"/> NO	



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Monday, May 27, 2024 - Monday, June 17, 2024

TO:

EXHIBITOR NAME

c/o: LVE Denver

4590 Geneva Street

Denver, CO 80238

EVENT:

FAN EXPO DENVER 2024

NO.

OF

PIECES

BOOTH #:



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Monday, May 27, 2024 - Monday, June 17, 2024

TO:

EXHIBITOR NAME

c/o: LVE Denver

4590 Geneva Street

Denver, CO 80238

EVENT:

FAN EXPO DENVER 2024

NO.

OF

PIECES

BOOTH #:

FANEXPO

AIRWAYSFREIGHT® LAND • AIR • SEA

Official Freight Carrier & Customs Broker **Worldwide Trade Show Transportation**

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYSFREIGHT® LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.



LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED

III. LIMITATION OF LIABILITY

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT’S MATERIALS OR ANY INJURY TO CLIENT’S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
- 2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client’s agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client’s, and the Client shall accept the responsibility thereof.
- 3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- 4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.
- 6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.
- 7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client’s freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE’s subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

FREQUENTLY ASKED FREIGHT QUESTIONS**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 8:00 AM - 3:30 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



DELIVERY INFORMATION				DENVER DISTRICT SERVICE AREA: CO, WY, ID	
Show Name:				CORT Events 600 S. Havana St. Aurora, CO 80012 720-216-2320 Please email all pages to: DL-CORTseDenver@Cort.com	
Contractor:					
Booth Number(s):		Show Date:			
Venue:					

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: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
<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>	
<i>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.</i>	

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.

NEW 2024 Visit www.cortevents.com/ts-kit to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
POWERED					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 531	
C5PWWR		5' Table, Powered	White Top, Silver	\$ 531	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,095	
C8PWWR		8' Table, Powered	White Top, Silver	\$ 1,095	
BKC10P		10' Table, Powered	Black Top, Silver	\$ 1,095	
C10PWWR		10' Table, Powered	White Top, Silver	\$ 1,095	
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 688	
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 688	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 359	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 359	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 728	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 901	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1,064	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 368	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 368	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 939	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 939	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 766	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 766	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 423	
VILHUB		Village Charging Hub	Cream	\$ 282	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 588	
FA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 759	
BCHWHT		Baja Chair	White Vinyl	\$ 588	
BLWVHT		Baja Loveseat	White Vinyl	\$ 744	
BSFVHT		Baja Sofa	White Vinyl	\$ 893	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 469	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 672	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 400	
FAIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 515	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 400	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 469	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 515	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 588	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 744	
NPLCHR		Naples Chair	Black Vinyl	\$ 588	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 744	
NPLSOF		Naples Sofa	Black Vinyl	\$ 893	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 759	
STECHA		Sterling Chair	Gray Fabric	\$ 728	
STESOF		Sterling Sofa	Gray Fabric	\$ 1,064	
VALCGN		Valencia Chair	Green Fabric	\$ 400	
VALCOT		Valencia Chair	Oat Fabric	\$ 400	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 400	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 515	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 515	
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 540	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 540	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 312	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 312	

CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
ACCENT CHAIRS (continued)					
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 312	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 312	
CNTCHR		Century Chair	Gray Velvet	\$ 540	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 469	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 469	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 540	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 368	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 368	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 500	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 368	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 77	
BLDCRD		Blade Chair	Red	\$ 77	
BLDCSB		Blade Chair	Sky Blue	\$ 77	
SC3		Brewer Chair	Onyx, Chrome	\$ 133	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 133	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 133	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 133	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 133	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 133	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 133	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 133	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 133	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 133	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 133	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 133	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 133	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 133	
DUET		Duet Stack Chair	Black, Chrome	\$ 77	
LMCHR		Laguna Chair	Maple, Chrome	\$ 133	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 202	
MALGRY		Malba Chair	Gray, Chrome	\$ 77	
MALGRN		Malba Chair	Green, Chrome	\$ 77	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 156	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 156	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 156	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 156	
MARCVH		Marina Chair	White Vinyl, Brushed Metal	\$ 156	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 312	
SC10		Razor Armless Chair	White	\$ 77	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 133	
CS4		Syntax Chair	Black, Chrome	\$ 187	
ZENCHR		Zenith Chair	White, Chrome	\$ 133	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 337	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 337	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 337	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 337	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 337	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 337	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 337	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 282	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 282	

PAGE 1 TOTAL

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 282		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 202	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 282		REGBEN		Regis Bench/Table	Brushed Metal	\$ 282	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 282		REGOTT		Regis End Table	Brushed Metal	\$ 249	
BVSMMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 282		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 139	
BVSMMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 282		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 139	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 282		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 139	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 282		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 258	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 282		E1E		Silverado End Table	Glass, Chrome	\$ 202	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 282		TAOBK		Taos Side Table	Black Top, Bronze	\$ 139	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 437		TAOBWH		Taos Side Table	White Top, Bronze	\$ 139	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 437		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 139	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 383		TMBTBL		Timber Table	Wood	\$ 139	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 383		CAFÉ TABLES W/ STANDARD BLACK BASE					
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 202		30BKSC		30" Round Cafe Table	Black Top	\$ 227	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 202		30BEB		30" Round Cafe Table	Blue Top	\$ 227	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 202		30AGCB		30" Round Cafe Table	Brushed Gunmetal Top	\$ 227	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 202		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 227	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 202		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 227	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 202		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 227	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 202		30GSBC		30" Round Cafe Table	Green Top	\$ 227	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 202		ZTK		30" Round Cafe Table	Maple Top	\$ 227	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 202		30OSBC		30" Round Cafe Table	Orange Top	\$ 227	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 202		ZTB		30" Round Cafe Table	Red Top	\$ 227	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 202		30WH29		30" Round Cafe Table	White Top	\$ 227	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 202		30WDBC		30" Round Cafe Table	Barnwood Top	\$ 227	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 202		36BKSC		36" Round Cafe Table	Black Top	\$ 235	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 202		ZTN		36" Round Cafe Table	Graphite Nebula Top	\$ 235	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 202		ZTP		36" Round Cafe Table	Maple Top	\$ 235	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 202		ZTQ		36" Round Cafe Table	White Top	\$ 235	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 202		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 202		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 281	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 108		30BRHC		30" Round Cafe Table	Red Top	\$ 281	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 108		30WHHC		30" Round Cafe Table	White Top	\$ 281	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 108		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 281	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 108		30BKHC		30" Round Cafe Table	Black Top	\$ 281	
VIB06		Vibe Cube Ottoman	Orange Vinyl	\$ 108		30BEHC		30" Round Cafe Table	Blue Top	\$ 281	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 108		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 281	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 108		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 281	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 108		30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$ 281	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 108		30GSHC		30" Round Cafe Table	Green Top	\$ 281	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 108		30MTHC		30" Round Cafe Table	Maple Top	\$ 281	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 108		30OSHC		30" Round Cafe Table	Orange Top	\$ 281	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 108		36BKHC		36" Round Cafe Table	Black Top	\$ 329	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 108		36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$ 329	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 108		36MTHC		36" Round Cafe Table	Maple Top	\$ 329	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 108		36WTHC		36" Round Cafe Table	White Top	\$ 329	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 108		BAR TABLES W/ STANDARD BLACK BASE					
ACCENT TABLES						30BKSB		30" Round Bar Table	Black Top	\$ 227	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 258		30BEBB		30" Round Bar Table	Blue Top	\$ 227	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 258		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 227	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 258		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 227	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 249		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 227	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 249		VTA		30" Round Bar Table	Gray Acajou Top	\$ 227	
ADETW		Adelaide End Table	White Top, Silver	\$ 249		30GSBB		30" Round Bar Table	Green Top	\$ 227	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 312		VTK		30" Round Bar Table	Maple Top	\$ 227	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 312		30OSBB		30" Round Bar Table	Orange Top	\$ 227	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 249		VTB		30" Round Bar Table	Red Top	\$ 227	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 249		30WH42		30" Round Bar Table	White Top	\$ 227	
AURA		Aura Round Table	White Metal	\$ 139		30WDBB		30" Round Bar Table	Barnwood Top	\$ 227	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 258		36BKSB		36" Round Bar Table	Black Top	\$ 235	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 258		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 235	
E1C		Geo End Table	Glass Top, Chrome	\$ 202		VTP		36" Round Bar Table	Maple Top	\$ 235	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 202		VTW		36" Round Bar Table	White Top	\$ 235	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 258		BAR TABLES W/ HYDRAULIC CHROME BASE					
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 258		30BKHB		30" Round Bar Table	Black Top	\$ 281	
MESCTV		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 258		30BEHB		30" Round Bar Table	Blue Top	\$ 281	
MESETB		Mesa End Table	Black Top, Bronze	\$ 202		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 281	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 202		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 281	

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SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2024	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 281		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 375	
30GSHB		30" Round Bar Table	Green Top	\$ 281		CONF42		42" Round Table	White Top	\$ 375	
30MTHB		30" Round Bar Table	Maple Top	\$ 281		42BKCT		42" Round Table	Black Top, Black	\$ 375	
30GSHB		30" Round Bar Table	Orange Top	\$ 281		BKCT5N		5' Table	Black Top, Silver	\$ 469	
30BRHB		30" Round Bar Table	Red Top	\$ 281		CONF5		5' Table	White Top, Silver	\$ 469	
30WHHB		30" Round Bar Table	White Top	\$ 281		BKCT8N		8' Table	Black Top, Silver	\$ 860	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 281		CONF8		8' Table	White Top, Silver	\$ 860	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 281		BKCT10N		10' Table	Black Top, Silver	\$ 860	
36BKHB		36" Round Bar Table	Black Top	\$ 329		CONF10		10' Table	White Top, Silver	\$ 860	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 329		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 469	
36MTHB		36" Round Bar Table	Maple Top	\$ 329		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 469	
36WTHB		36" Round Bar Table	White Top	\$ 329		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 281	
						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 281	
BAR TABLE						CONFERENCE TABLES (continued)					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 296		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 469	
BARSTOOLS						CONFERENCE TABLES (continued)					
BSS		Banana Barstool	Black, Chrome	\$ 258		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 860	
BST		Banana Barstool	White, Chrome	\$ 258		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 860	
BLDBBK		Blade Barstool	Black	\$ 118		WD3		Work Table	White Top, White	\$ 289	
BLDBRD		Blade Barstool	Red	\$ 118		EXECUTIVE CHAIRS					
BLDBSB		Blade Barstool	Sky Blue	\$ 118		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 258	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 180		ACEHBC		Ace High Back Chair	White Vinyl, Chrome	\$ 258	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 180		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 243	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 180		ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$ 243	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 180		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 243	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 180		GENCHA		Genesis Chair	Black	\$ 180	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 180		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 218	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 202		TASKST		Task Stool	Black Fabric, Black	\$ 156	
KABSWH		Kamden Barstool	White Vinyl, Chrome	\$ 239		OFFICE & PRODUCT DISPLAY					
LMBAR		Laguna Barstool	Maple, Chrome	\$ 180		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 171	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 202		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 563	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 202		TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 368	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 202		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 556	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 202		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 437	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 258		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 359	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 258		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 500	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 258		PDL36W		Powered Locking Pedestal, 36"	White	\$ 500	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 258		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 588	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 258		PDL42W		Powered Locking Pedestal, 42"	White	\$ 588	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 258		LAMPS					
RSTSTL		Rustique Barstool	Gunmetal	\$ 118		LA15		Mason Floor Lamp	Brushed Silver	\$ 249	
BS001		Shark Barstool	White, Chrome	\$ 281		LA14		Mason Table Lamp	Brushed Silver	\$ 133	
BSR		Syntax Barstool	Black, Chrome	\$ 202		BARS & COUNTERS					
ZENBAR		Zenith Barstool	White, Chrome	\$ 180		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,408	
BS002		Zoey Barstool	White, Chrome	\$ 258		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,189	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,408	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 728		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,329	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 728		GREENERY					
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 728		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 546	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 546		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 860	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 546		DIVIDERS					
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 546		DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 187	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 312	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 728		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 623	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 728		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 312	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 546		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 233	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 546		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 421	
CONFERENCE TABLES						MIRWHT		Miramar Divider, White	Molded Plastic	\$ 453	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 249		STNSGN		Stanchion Sign Holder	Chrome	\$ 62	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 249		STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 70	

Page 3 TOTAL

INTERNET



COLORADO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





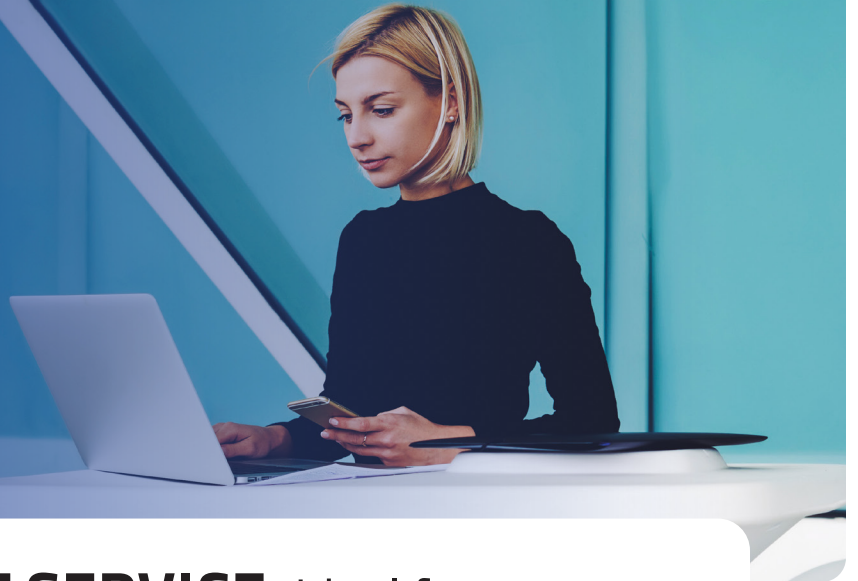
Is the exclusive provider of the following services:



WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.

Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call **888.446.6911**

What if it's MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *			
DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”



COLORADO

CONVENTION CENTER

EXHIBITOR SERVICES ORDER FORM

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

**AVOID 20% SURCHARGE BY PLACING YOUR ORDER
ONLINE!!!**

For Advanced Rate, orders must be placed no later than two
weeks prior to first show move-in date at:

www.denverconvention.com/exhibit-at-an-event



In this kit, you will find orders for:

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

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

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
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. These rates are available only on the web and will avoid the 20% surcharge on 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 **CCC/ASM Global** 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 **Colorado Convention Center/ASM**, 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 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

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

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/ASM

1. Online at 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# 977-127-1711 • 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 \$200 will be added to individual orders for each occurrence.**
4. **CCC/ASM** 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 CCC/ASM staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **CCC/ASM** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **CCC/ASM** 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. **CCC/ASM** 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, **CCC/ASM** electricians will compute a rating for the minimum electrical service required.
4. **CCC/ASM** 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.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

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

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____
 E-mail _____
 Account Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$145.00	
10 AMPS OR 1000 WATTS		\$165.00	
20 AMPS OR 2000 WATTS		\$180.00	
TOTAL PAYMENT			

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

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
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.

CREDIT CARD NUMBER: AMEX MC VISA EXPIRATION DATE:

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC 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. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- 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 or email eorders@denverconvention.com.**

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. Booth Size: _____

In-Line Booth

Island Booth

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

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V – 24 HR & OH ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

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 _____

E-mail _____

Account Contact _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$215.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$240.00	
20 AMPS OR 2000 WATTS (Quad box)		\$275.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$290.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$340.00	
20 AMPS OR 2000 WATTS (Quad box)		\$380.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$360.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$410.00	
20 AMPS OR 2000 WATTS (Quad box)		\$465.00	
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.

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

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- 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 or email eorders@denverconvention.com.

SERVICE LOCATOR PLAN

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

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- 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. Booth Size: _____

In-Line Booth

Island Booth

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

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

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

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____
E-mail _____
Account Contact _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$325.00	
30 AMPS OR 4,900 WATTS		\$370.00	
40 AMPS OR 6,500 WATTS		\$660.00	
50 AMPS OR 8,300 WATTS		\$870.00	
60 AMPS OR 10,000 WATTS		\$1,020.00	
100 AMPS OR 16,600 WATTS		\$1,570.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$430.00	
30 AMPS OR 8,600 WATTS		\$505.00	
40 AMPS OR 11,500 WATTS		\$815.00	
50 AMPS OR 14,400 WATTS		\$1,035.00	
60 AMPS OR 17,200 WATTS		\$1,260.00	
100 AMPS OR 28,800 WATTS		\$1,855.00	

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

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.

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

- For higher voltage call Exhibitor Services at 303.228.8027 or email eorders@denverconvention.com 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.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **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.

SERVICE LOCATOR PLAN

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

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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. Booth Size: _____

In-Line Booth

Island Booth

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

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denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V-24HR & OH ELECTRICAL ORDER FORM



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Order Online, Fax, or Mail at:

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

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____
 E-mail _____
 Account Contact _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$495.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email eorders@denverconvention.com		
30 AMPS OR 4,900 WATTS		\$560.00			
40 AMPS OR 6,500 WATTS		\$995.00			
50 AMPS OR 8,300 WATTS		\$1,310.00			
60 AMPS OR 10,000 WATTS		\$1,535.00			
100 AMPS OR 16,600 WATTS		\$2,370.00			
THREE-PHASE SERVICES	QTY	24-Hour Power		TOTAL	
20 AMPS OR 5,700 WATTS		\$650.00			
30 AMPS OR 8,600 WATTS		\$755.00			
40 AMPS OR 11,500 WATTS		\$1,230.00			
50 AMPS OR 14,400 WATTS		\$1,555.00			
60 AMPS OR 17,200 WATTS		\$1,905.00			
100 AMPS OR 28,800 WATTS		\$2,790.00			
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.

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

- 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 CCC 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.
- LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage call 303.228.8027 or email eorders@denverconvention.com 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.

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. Booth Size: _____

In-Line Booth Island Booth

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

				BACK					
				FRONT					

Note adjacent booth # to front side of your booth

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**TELEPHONE
ORDER FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

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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 _____
Account Contact _____

TELEPHONE SERVICE – VOIP SERVICES	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOM SPEAKER PHONE		\$450.00	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		\$250.00	
VOICEMAIL BOX		\$50.00	
PROGRAMING - 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	
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.**

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC 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 CCC 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.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**CABLE TV & SATELLITE DISH
INFORMATION FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

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

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____ Fax _____
E-mail _____
Account 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	QTY	STANDARD RATE	QTY
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio) By request for legacy devices		\$300.00	
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. Must coordinate drop-off and pick-up of equipment with CCC.	DISH ANTENNA TO BE INSTALLED ON ROOF		Needs Quoted
	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: _____		

SERVICE LOCATOR PLAN

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

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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. Booth Size: _____

In-Line Booth Island Booth

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

				BACK					
				FRONT					

Note adjacent booth # to front side of your booth

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. **CCC/ASM** staff will complete all installations inside the facility.
4. **CCC/ASM** 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. 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:

- 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. **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, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **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.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**COMPRESSED AIR, WATER, & DRAIN
ORDER FORM**



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Order Online, Fax, or Mail at:

Colorado Convention Center
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700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____ Fax _____
E-mail _____
Account Contact _____

COMPRESSED AIR SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —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. If exhibitor needs an adaptor, a \$35.00 charge will be assessed for parts.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —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 1/2" 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	
Other Fill and Drain Services call 303.228.8027 or email eorders@denverconvention.com for quote and requirements.			
LABOR (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.			
TOTAL PAYMENT:			

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

- **Services are provided in the most convenient manner for CCC 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.
 - **LABOR:** Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
 - Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 or email eorders@denverconvention.com with any questions.
 - **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
 - Water fill features that require more than one fill & drain will require the purchase of two separate services.
- 55
ORDER ONLINE AT WWW.DENVERCONVENTION.COM
- Rates effective through 12/31/24

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. Booth Size: _____

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

				BACK					
				FRONT					

Note adjacent booth # to front side of your booth

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. Sodexo 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 So-dexo 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. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. 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.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester
Director of Event Operations
303.228.8126
JHiester@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

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 **CCC/ASM** 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.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

WASTE DIVERSION POLICY

We recognize our important role in protecting and enhancing the environment and to help secure the long term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

PROHIBITED ITEMS AT THE CENTER:

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including tress), without the root system intact

RESTRICTIVE ITEMS AT THE CENTER:

While items are allowed at the Center, neither the Exhibitor nor Event Organizer shall leave any of the following upon conclusion of the event unless previously arranged with the Center directly:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment, unless previously approved by CCC
- Carpet, carpet scraps, or carpet padding, as well as carpet tubes
- Pallets

ITEMS FOR DONATION

- Preapproval of a plan for donation is appreciated to ensure the material or items can be donated
- In accordance with the license agreement terms and building policy any items left behind will become property of CCC. CCC will at its sole discretion, determine the best method to manage the material, in accordance with applicable law
- Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show, and discarded according to building policy.

The Colorado Convention Center requires 100% compliance with this policy. Non-compliance will result in extra housekeeping and disposal fess to be charged.

<u>Abandoned Item</u>	<u>Flat Rate Charge</u>	<u>(+) Charge Fee</u>
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100.00	\$5.00/ea.
Single use plastic bags	\$100.00	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100.00	\$10.00/lb.
Large exhibits	\$650.00	% of roll off
Electronics	\$100.00	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250.00	\$50.00/lb.
Furniture and/or equip.	\$75.00	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75.00	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

**Unrecyclable or reusable by event organizer (excluding decals and window clings)*

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

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, 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.
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, 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 14th Street
Denver, Colorado 80202
Phone: 303.228.8027 Fax: 303.228.8101
Email: eorders@denverconvention.com