

2019 Colorado Fall Home Show

September 20 - 22, 2019

EXHIBITING & SHOW DETAILS

SHOW DATES: September 20 -22, 2019

SHOW LOCATION: Colorado Convention Center
700 14th Street
Denver, Colorado 80202
Phone (303) 228-8000
Fax (303) 228-8104
www.DenverConvention.com

SHOW HOURS:

Friday, September 20	10:00 a.m. - 7:00 p.m.
Saturday, September 21	10:00 a.m. - 7:00 p.m.
Sunday, September 22	10:00 a.m. - 5:00 p.m.

PUBLIC ADMISSION RATES:

Adults	\$10.00	*Special VIP tickets are available to exhibitors at a discounted rate.
Seniors	\$8.00	See the order form in this kit for further instructions.
12 & Under	FREE	

CONTACT INFORMATION

SHOW MANAGEMENT / PRODUCER

Colorado Garden Foundation
959 S. Kipling Parkway, Suite 100
Lakewood, CO 80226
Phone (303) 932-8100 • Fax (303) 932-8101
Jim Fricke, *Executive Director*
Olga Wipf, *Show Manager*, Olga@coloradogardenfoundation.org
Taylor Boerstler, *Assistant Show Manager*, Taylor@coloradogardenfoundation.org
Website: ColoradoGardenFoundation.org

CONVENTION CENTER UTILITIES (electricity & water)

Colorado Convention Center
700 14th Street
Denver, CO 80202
Phone (303) 228-8027 • Fax (303) 228-8104 • <http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/>

INTERNET

Smart City
Phone (303) 228-8056 • <http://denverconvention.com/exhibit-at-an-event/order-internet/>

SERVICE CONTRACTOR / DECORATOR (booth furniture, carpet etc.)

Freeman
4493 Florence St.
Denver, CO 80238
DJ Baca, DJ.Baca@freemanco.com
Phone (303) 320-5124 • Fax (469) 621-5614

HOTEL INFORMATION

The following link will help you find a hotel room: <http://www.denver.org/hotels>

IMPORTANT SHOW INFORMATION

INSURANCE

Each exhibiting company is expected to carry its own insurance and is responsible for its own exhibit material and merchandise. Show Management has general liability insurance covering the Show, but this does not cover the exhibitor's exhibit contents, personnel or visitors within the confines of the leased space. Exhibitors must provide, on demand, a certificate of insurance to Show Management. If your company can't get the liability insurance from your provider, the show's provider offers it at a cost of \$44.00.

You can order it online at: <https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=9e591fd7f6ed>

SECURITY

Exhibitor badges must be worn at all times (i.e. move-in, move-out and during the show)! This includes drivers making deliveries and personnel working the booth.

EXHIBIT SPACE

Each in-line exhibit booth includes: *(Does not include bulk/island spaces)*

3' side drape in gray
8" back drape in gray / white
7" x 44" company ID sign

SHIPPING/FREIGHT

All shipments must be prepaid - **COLLECT SHIPMENTS WILL NOT BE ACCEPTED. If you have any questions call Freeman Exhibit Services (303) 320-5100.** For more information on shipping/freight details visit: <https://www.freemanco.com/store/show/landing?showID=489756>

SALES TAX LICENSES

To sell merchandise from your booth, you **MUST** have a Sales Tax License from BOTH the state of Colorado and the City & County of Denver. Treasury Division Inspectors will be checking during move-in and the Show itself that exhibitors have the licenses displayed. Order forms are in this packet. If you need additional forms or information, please contact the Department of Treasury at 720-865-7046.

SHOW RULES AND REGULATIONS

All rules and regulations must be followed or the exhibitor may be barred from participation. **Note that all booths must be manned during all show hours.** Booths that are left unmanned during show hours will not be allowed to participate next year.

Exhibit decorations must be flameproof and electrical wiring and displays must conform to the National Electric Code Safety Rules. Open flames, torches, gasoline, or flammable materials are not allowed in the exhibit. City and State fire regulations must be complied with. **ALL TABLES MUST HAVE FREEMAN DECORATING OR EQUIVALENT FIREPROOF DRAPING.**

EXHIBITOR BADGES

Each 10' x 10' – 10' x 20' exhibit space receives 5 free exhibitor badges (limit 10 for 20'x20' spaces), which will be mailed in August. Exhibitors are responsible for their own badges once received. Lost badges can be replaced for a fee of \$8.00 each. For additional badges, please complete the Badges, VIP tickets Order Form located in this kit and return it to Colorado Garden Foundation by **August 30, 2019**. Time permitting additional badges requested will be mailed before the Show. Additional badges can also be purchased on-site during the show.

COMPLIMENTARY VIP TICKETS

Each 10' x 10' exhibit space receives 10 free VIP tickets, which will be mailed in early August. Additional VIP passes may be purchased for \$5.00 each. For additional VIP tickets, please complete the Badges, VIP Passes Order Form located in this kit and return it to Colorado Garden Foundation by **August 30, 2019**. Time permitting all additional VIP tickets ordered will be mailed before the Show. VIP tickets can also be purchased on-site during the show.

PARKING

There is no designated, reserved or exhibitor parking. The convention center has a parking lot. For more information about parking please click here <http://denverconvention.com/attend-an-event/parking/>. There are also numerous parking lots and garages around the Colorado Convention Center.

ACCESSING THE SHOW FLOOR FROM THE CONVENTION CENTER PARKING GARAGE



The show will take place in Halls A & B at the Colorado Convention Center (14th Street Side). All exhibitors are instructed to drive up on to the show floor by accessing the loading docks at 13th & Welton Street during their scheduled move-in timeframe. There is no hall access from the parking garage on to the exhibit level.

WILL CALL

During move-in and during the show, the Will Call desk will be located on the show floor by the show entrance.

ON-SITE SHOW OFFICE

We are always at the show. The onsite show management office will be located on the show floor. The onsite office phone number is 303-228-8419.

BUSINESS CENTER (doing business as My Office Business Center)

Business Center services for convention exhibitors and attendees is located off Lobby A within the Colorado Convention Center. Services offered are copies, flyers, brochures, handouts and posters, computer workstations with printers, faxing, office supplies, UPS & FedEx shipping as well as wheelchair and medical mobility scooter rentals. Open 7:30 a.m. – 5:30 p.m. on convention days: <http://denverconvention.com/attend-an-event/ups-business-center> Phone: (720) 904-2300.