



2019 Colorado Fall Home Show, September 20 - 22 Colorado Convention Center

Move-In Information

Staggered Move-In

Move-in is staggered according to your location on the exhibit floor. This is necessary because there is only one drive-in door.

Move-in Schedule

The times below are when you can drive your vehicle on the exhibit floor, if possible. We cannot guarantee that you will be able to drive **to** your booth so be prepared with a **2-wheeled dolly** (you cannot bring your own forklift). **You will only be permitted to drive on the exhibit floor during your scheduled time.**

You cannot move-in prior to your scheduled time but can come in anytime after. Any unscheduled early move-ins that have not been cleared with show management could be turned away at the door and have to come back during their scheduled move-in time.

Move-in Passes

A move-in pass will be mailed to your company. The pass must be on your dashboard when you arrive to move-in.

Dock Access

Dock access to the Convention Center is on the 13th & Welton Street side of the building. When you arrive during your scheduled time, dock personnel will meet you at the bottom of the loading ramp to check you in. From there, you will proceed up to the loading dock area to access and drive on the show floor to your booth.

Loading Docks

There are limited amount of loading docks where you can unload your materials. Unattended vehicles in the dock area will be towed.

Dollies are not allowed through the front doors (main entrances on street level) of the Convention Center. Any items taken out of these doors must be hand carried only.

Please note, the show floor is a work area until show open, show management is not responsible for any damage to booths.

Move-in schedule for all ISLAND (Bulk) booths (20'x20' booths and larger):

Move-in for Island (Bulk) booths begins Wednesday, September 18th at 12:00 p.m. This will be the only time you will be allowed to drive on the exhibit floor.

Move-in schedule for all INLINE (10'x10', 10'x20', 10'x30', 10'x40' & 10'x50') booths:

Please refer to the color-coded floor plan for section locations for your scheduled move-in time. Move-in schedule for sections are as follows:

	ISLANDS ONLY:	Wednesday, September 18 th	12:00 p.m. – 6:00 p.m.
This schedule is for inline booths only →	Section 1:	Wednesday, September 18 th	12:00 p.m. – 6:00 p.m.
	Section 2:	Thursday, September 19 th	7:00 a.m. – 12:00 p.m.
	Section 3:	Thursday, September 19 th	12:00 p.m. – 6:00 p.m.

Please be advised that NO VEHICLES WILL BE ALLOWED ON THE EXHIBIT FLOOR AFTER 6:00 P.M. ON THURSDAY, September 19th



Move-In Schedule & Color Key

ISLANDS ONLY: Wed, Sept 18th 12:00 PM - 6:00 PM

SECTION 1: Wed, Sept 18th 12:00 PM - 6:00 PM..... ■

SECTION 2: Thurs, Sept 19th 7:00 AM - 12:00 PM..... ■

SECTION 3: Thurs, Sept 19th 12:00 PM - 6:00 PM..... ■

Colorado Fall Home Show 2019 - SEPTEMBER 20 - 22, 2019

COLORADO CONVENTION CENTER - HALLS A & B - EXHIBIT LEVEL - DENVER, COLORADO



2019 Colorado Fall Home Show **Move-Out Information**

**All exhibits must be removed from the building on
Sunday evening, September 22nd.**

**Per your contract, exhibitors are not permitted to tear down
before 5 p.m. on Sunday, September 22nd.**

If you need to drive to your booth - -

- Vehicles will not be permitted to start lining up at the dock entrance before 4:30 p.m. on Sunday, September 22nd
NOTE: Booths **MUST** be staffed until 5 p.m.
- Staging vehicles at the bottom of the loading dock will be the same manner as move-in. You will be permitted on the loading dock area and permitted to drive to your exhibit on a space available basis. Dock access is the 13th & Welton Street side of the building.

If you can hand carry your items to your vehicle - -

- At 5:00 p.m. exhibitors may carry items out through the front doors of the Colorado Convention Center. Please be aware, **you will not be allowed to use dollies or carts of any kind when taking items out of the front doors** (main entrance on street level) of the Convention Center. These items must be hand carried only.

Important Move-Out Information - -

- Do not try to access the loading dock before 4:30 p.m. on Sunday. Any vehicles on the dock will be towed away so that the docks are clear for move-out. Your complete cooperation will ensure that this move-out runs as smoothly as possible.
- **All booths must clear the hall completely on Sunday evening. Move-out runs until 11:00 p.m.**
- **DO NOT LEAVE VALUABLES SUCH AS COMPUTERS, TELEVISIONS, ETC. UNATTENDED IN THE EXHIBIT HALL SUNDAY NIGHT DURING MOVE-OUT.**