

# 2019 Colorado Fall Home Show, Sept. 20-22

## Exhibitor Action Checklist

Order early and take advantage of discounts. See below for ordering information.

**Just a reminder: furnishings, floor coverings, internet and electricity are not included with your booth.**

To do	Do before this date <i>(discounts may apply)</i>	Return Form and/or Payment to:	For details or order form	Can I order or purchase this at the show?	Completed
<b>Complete the 'Category Listing' form for the show program and website</b>	August 15 <sup>th</sup> , 2019	Colorado Fall Home Show	303-932-8100 or <a href="mailto:Info@ColoradoGardenFoundation.org">Info@ColoradoGardenFoundation.org</a>	n/a	<input type="checkbox"/>
<b>Send in Certificate of Liability Insurance</b>	September 1 <sup>st</sup> , 2019	Colorado Fall Home Show	Order online at <a href="https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=9e591fd7f6ed">https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=9e591fd7f6ed</a>	n/a	<input type="checkbox"/>
<b>Order Electricity</b> (if needed)	September 3, 2019 (in order to receive discount)	Colorado Convention Center	Order online at <a href="http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/">http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/</a> (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Water</b> (if needed)	September 3, 2019 (in order to receive discount)	Colorado Convention Center	Order online at <a href="http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/">http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/</a> (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Telephone</b> (if needed)	September 3, 2019 (in order to receive discount)	Colorado Convention Center	Order online at <a href="http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/">http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/</a> (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Internet</b> (if needed)	September 3, 2019 (in order to receive discount)	Smart City	Order online at <a href="http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/">http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/</a> (For questions call 303-228-8056)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Furnishings</b> (if needed)	August 28 <sup>th</sup> , 2019 (in order to receive discount)	Freeman	Order online at <a href="https://www.freemanco.com/store/show/landing?showID=489756">https://www.freemanco.com/store/show/landing?showID=489756</a> (For questions call 303-320-5100 Exhibitor Services)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Carpeting</b> (if needed)	August 28 <sup>th</sup> , 2019 (in order to receive discount)	Freeman	Order online at <a href="https://www.freemanco.com/store/show/landing?showID=489756">https://www.freemanco.com/store/show/landing?showID=489756</a> (For questions call 303-320-5100 Exhibitor Services)	Yes, but you will not receive a discount	<input type="checkbox"/>
<b>Order Additional Exhibitor Badges</b> (if needed)	Can order any time	Colorado Fall Home Show	See ' <b>Badge, VIP Ticket</b> ' link: <a href="https://www.coloradogardenfoundation.org/wp-content/uploads/2019/07/Badges-VIP-Coupon-Order-Form_2019FHS.pdf">https://www.coloradogardenfoundation.org/wp-content/uploads/2019/07/Badges-VIP-Coupon-Order-Form_2019FHS.pdf</a> (for questions call 303-932-8100)	Yes	<input type="checkbox"/>
<b>Order Additional VIP Tickets</b> (if needed)	Can order any time	Colorado Fall Home Show	See ' <b>Badge, VIP Ticket</b> ' link: <a href="https://www.coloradogardenfoundation.org/wp-content/uploads/2019/07/Badges-VIP-Coupon-Order-Form_2019FHS.pdf">https://www.coloradogardenfoundation.org/wp-content/uploads/2019/07/Badges-VIP-Coupon-Order-Form_2019FHS.pdf</a> (for questions call 303-932-8100)	Yes	<input type="checkbox"/>