

2020 Colorado Garden & Home Show February 22 – March 1

EXHIBITING & SHOW DETAILS

SHOW DATES: February 22 – March 1, 2020

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

<u>SHOW HOURS:</u>	Saturday, February 22	10:00 a.m. - 8:00 p.m.
	Sunday, February 23	10:00 a.m. - 6:00 p.m.
	Mon., Feb. 24 – Friday, Feb. 28	12:00 p.m. - 7:00 p.m.
	Saturday, February 29	10:00 a.m. - 8:00 p.m.
	Sunday, March 1	10:00 a.m. - 6:00 p.m.

PUBLIC ADMISSION RATES:

Adults	\$12.00
Seniors	\$10.00
12 & Under	FREE

Special VIP tickets are available to exhibitors at a discounted rate. See the order form in this kit for further information.

IMPORTANT CONTACT INFORMATION

SHOW OWNER / 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: www.ColoradoGardenFoundation.org

SHOW-SITE UTILITIES

Colorado Convention Center
Exhibitor Services
700 14th Street
Denver, CO 80202
(303) 228-8027 • Fax (303) 228-8104

SERVICE CONTRACTOR / DECORATOR

Freeman Decorating Company
Stephanie Smith, *Account Executive*,
StephanieL.Smith@freemanco.com
4493 Florence St.
Denver, CO 80238
(303) 329-3442 • Fax (303) 307-1529

HOTEL INFORMATION

The hotels listed below are within walking distance to the Convention Center

Hyatt House Downtown Denver – 303-893-3100

440 14th Street, Denver, CO 80202 • <https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-downtown/denxd>

Crowne Plaza Hotel Denver - 303-573-1450 or 877-2-CROWNE

1450 Glenarm Place, Denver, CO 80202 • <http://www.hoteldenver.net/>

Candlewood Suites (Extended Stay) *(not within walking distance to the convention center)*

895 Tabor Street, Golden, CO 80401 • 303-232-7171 www.ichotelsgroup.com/h/d/cw/1/en/hotel/dents

INSURANCE

Each exhibiting company is REQUIRED 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 a certificate of liability insurance to Show Management naming Colorado Garden Foundation as 'additionally insured'**. If you do not work with an insurance agent, you can purchase general liability event insurance through Henry Ham – click the link down below:

<https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=edfa7b504cea>

SECURITY

Exhibitor badges must always be worn (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 includes:

(Does not include bulk/island spaces)

8' back drape – gray & white

3' side drape - gray

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 at (303) 320-5100.** Shipping/Freight details are located in this information.

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 Larry Apodaca at (720) 865-7055.

SHOW RULES AND REGULATIONS

Please see the link for the show's rules & regulations, located in this kit. All rules and regulations must be followed, or the exhibitor may be disqualified from participation. **Booths must be staffed during all show hours.** Booths that are left unmanned during show hours will not be allowed to participate next year. Display Rules and Regulations are also included.

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 followed. **ALL TABLES MUST HAVE FREEMAN DECORATING OR EQUIVALENT FIREPROOF DRAPING.**

EXHIBITOR BADGES

10'x10' & 10'x20' booths automatically receive 5 free exhibitor badges. 10'x30' booths & larger automatically receive 10 free badges. Each 10'x10' booth will receive 10 event tickets. These items will be mailed to your office in mid-January. 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, Tickets & Parking Pass Order Form in this kit and return it to Colorado Garden Foundation by **December 30, 2019**. Time permitting additional badges requested will be mailed before the Show. Additional badges can also be purchased on-site at Will Call during the show. **Please note – badges are for booth personnel ONLY. No copies of badges are permitted.**

COMPLIMENTARY TICKETS

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

PARKING/PARKING PASSES

Parking will be available at **Empower Field at Mile High** during the show for \$5 per vehicle per day. **Go West on Colfax from I-25. North on Federal Blvd to Lot C.** Free shuttle buses to the Convention Center will run one hour before the show opens, continuously throughout the day, and one hour after the show closes. **Parking and shuttle buses are only available during show days and not during move-in and move-out.** Exhibitors may purchase a Parking Pass for \$40.00 each. Each parking pass is good for the 9 show days and is only good at Empower Field at Mile High parking lot. To purchase

Parking Pass please complete the Badges, Tickets & Parking Pass Order Form in this kit and return it to Colorado Garden Foundation by **December 30, 2019**. Time permitting Parking Passes will be mailed before the show. Parking Passes can also be purchased on-site at Will Call during the show.

ACCESSING THE SHOW FLOOR FROM THE CONVENTION CENTER PARKING GARAGE

If you park in the Convention Center parking lot, Elevator U provides access to the show floor from the garage. This is the only elevator that will take you directly to the show floor from the parking garage. As you drive into the parking garage, elevator U is located 2/3rds of the way down towards the 14th Street Side of the building. Be sure to look for the signs that say, "Exhibitor Elevator." You will need to have your exhibitor badge in order to access the show floor.

WILL CALL

During move-in the Will Call desk will be located on the show floor by the show entrance. During the show, Will Call will be in the lower lobby next to the ticket booths.

ON-SITE SHOW OFFICE

We are always at the show. The onsite show management office will be in the A-Mezzanine, which is located one level up from the show floor. The onsite office phone number is **303-228-8419**.

BUSINESS CENTER

Business Center services for exhibitors 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. For information, please visit: <https://locations.theupsstore.com/co/denver/700-14th-st> or call the UPS Store at (720) 904-2300.