



COBFM 2026

**Colorado Convention Center
Hall F**

June 24, 2026

Exhibitor Service Manual

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IMPORTANT DATES

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	DISCOUNT RATES RECEIVED BY	STANDARD RATES BEGIN	ONSITE RATES BEGIN
<i>FURNITURE</i>	6/12/2026	6/13/2026	6/23/2026
<i>ACCESSORIES</i>	6/12/2026	6/13/2026	6/23/2026
<i>CARPET</i>	6/12/2026	6/13/2026	6/23/2026
<i>BOOTH CLEANING & PORTER SERVICE</i>	6/12/2026	6/13/2026	6/23/2026
<i>DISPLAY LABOR</i>	6/12/2026	6/13/2026	6/23/2026
<i>RENTAL BOOTH PACKAGES</i>	6/12/2026	6/13/2026	6/23/2026
MATERIAL HANDLING	Begins		Ends
Advance Warehouse Shipments Standard Rates	5/20/2026	-	6/9/2026
Late Advance Warehouse Shipments	6/10/2026	-	6/24/2026
Direct to Show Shipments Standard Rates	6/23/2026	-	6/23/2026
Late Direct to Show Shipments	Received after the show has opened		
WORK AUTHORIZATION	DEADLINE: Friday, June 12, 2026		
VEHICLE SPOTTING SUBMISSION	DEADLINE: Wednesday, May 20, 2026		

Specialty Furniture, Electrical, Internet, etc

See individual forms for deadlines

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 substantial discounts 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

SHOW INFORMATION
HALL FLOORING
FACILITY IS NOT CARPETED

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

Bare Package - Each Standard booth will consist of:
BACK WALL DRAPE COLOR
BLUE/GREY/GREY/BLUE
SIDE RAIL DRAPE COLOR
BLUE
No Furniture
One - 11" x 17" Identification Sign
Contact your show organizer to order a Full Package Booth which will consist of:
BACK WALL DRAPE COLOR
BLUE/GREY/GREY/BLUE
SIDE RAIL DRAPE COLOR
BLUE
One - Standard Blue Jay Carpet
One
6' Table Skirted Black
Two
Side Chairs
One
Wastebasket
One
11" x 17" Identification Sign

[Click Here to order Full Package Booth](#)

DAY OF WEEK & DATE
START TIME
END TIME
DESCRIPTION
Tuesday, June 23, 2026
9:00 AM
5:00 PM
Exhibitor Setup
Wednesday, June 24, 2026
10:00 AM
3:00 PM
**Show Hours | Exhibitor Access
at 9:30am**
Wednesday, June 24, 2026
3:00 PM
8:00 PM
Exhibitor Move Out
ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:
6:00 PM on Wednesday, June 24, 2026
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:
8:00 PM on Wednesday, June 24, 2026

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	Wednesday, May 20, 2026	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Tuesday, June 9, 2026		
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Monday, June 22, 2026		
	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	COBFM 2026	BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		c/o	LVE-Denver	
		ADDRESS	15755 E. 32nd Ave, Dock 31, Aurora, CO 80011			
		<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>				

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING		
	DAY/DATE	START TIME	END TIME
	Tuesday, June 23, 2026	12:00 PM	7:00 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	COBFM 2026
All information must be provided on the shipping labels. Please use the show site labels enclosed.	COMPANY		c/o LVE-Denver
	ADDRESS	Colorado Convention Center - Hall F	
	700 14th St, Champa Street Dock, 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.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

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)								
*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual. All credit card information will be kept on file to be used for future shows and all outstanding balances. Signer authorizes agent/employees to sign off and create order for the company.								

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

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

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.

COBFM 2026

June 24, 2026

Colorado Convention Center - Hall F

COMPANY NAME		BOOTH #	
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FURNITURE

ORDER ONLINE
order.lvexpo.com

	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL	
		6/12/2026	6/13/2026	6/23/2026		
CHAIRS	SIDE CHAIR	\$ 120.00	\$ 168.00	\$ 192.00		
	ARM CHAIR	\$ 150.00	\$ 210.00	\$ 240.00		
	STOOL COUNTER HEIGHT	\$ 195.00	\$ 273.00	\$ 312.00		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*	\$ 155.00	\$ 217.00	\$ 248.00		
	6'L x 30"H x 24"W TABLE SKIRTED*	\$ 181.00	\$ 253.40	\$ 289.60		
	8'L x 30"H x 24"W TABLE SKIRTED*	\$ 211.00	\$ 295.40	\$ 337.60		
	4'L x 30"H x 24"W TABLE UNSKIRTED	\$ 110.00	\$ 154.00	\$ 176.00		
	6'L x 30"H x 24"W TABLE UNSKIRTED	\$ 128.00	\$ 179.20	\$ 204.80		
	8'L x 30"H x 24"W TABLE UNSKIRTED	\$ 150.00	\$ 210.00	\$ 240.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*	\$ 195.00	\$ 273.00	\$ 312.00		
	6'L x 42"H x 24"W COUNTER SKIRTED*	\$ 220.00	\$ 308.00	\$ 352.00		
	8'L x 42"H x 24"W COUNTER SKIRTED*	\$ 252.00	\$ 352.80	\$ 403.20		
	4'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 140.00	\$ 196.00	\$ 224.00		
	6'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 163.00	\$ 228.20	\$ 260.80		
	8'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 190.00	\$ 266.00	\$ 304.00		
CAFÉ	TABLE ROUND 30"W x 30"H	\$ 220.00	\$ 308.00	\$ 352.00		
	TABLE ROUND 30"W x 42"H	\$ 255.00	\$ 357.00	\$ 408.00		
ACCESSORIES	4th SIDE TABLE SKIRT*	\$ 88.00	\$ 123.20	\$ 140.80		
	4th SIDE COUNTER SKIRT*	\$ 98.00	\$ 137.20	\$ 156.80		
	RISER FOR TABLE TOP 4'L x 14"H	\$ 130.00	\$ 182.00	\$ 208.00		
	RISER FOR TABLE TOP 6'L x 14"H	\$ 170.00	\$ 238.00	\$ 272.00		
*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.

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

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.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

COMPANY NAME		BOOTH #		BOOTH #	
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ACCESSORIES

<div style="background-color: black; color: white; border-radius: 50%; padding: 10px; display: inline-block;"> ORDER ONLINE order.lvexpo.com </div>		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			6/12/2026	6/13/2026	6/23/2026	
ACCESSORIES	WASTEBASKET		\$ 31.50	\$ 44.10	\$ 50.40	
	EASEL		\$ 69.00	\$ 96.60	\$ 110.40	
	BAG RACK		\$ 130.00	\$ 182.00	\$ 208.00	
	GARMENT RACK		\$ 175.00	\$ 245.00	\$ 280.00	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 162.61	\$ 185.84	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 230.23	\$ 263.12	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 111.00	\$ 172.05	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 322.00	\$ 368.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 322.00	\$ 368.00	
	GRID 2' x 8'		\$ 245.00	\$ 343.00	\$ 392.00	
	GRID 2' x 8' WITH LEGS		\$ 285.00	\$ 399.00	\$ 456.00	
	18" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	\$ 83.20	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 2" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	\$ 19.20	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 25.00	\$ 35.20	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 40.00	\$ 56.00	\$ 64.00	
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 75.00	\$ 105.00	\$ 120.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 41.86	\$ 47.84	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	\$ 144.00	

*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.

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

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.

COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL	
			6/12/2026	6/13/2026	6/13/2026	6/23/2026		
	10'		\$ 310.00	\$ 434.00	\$ 496.00			
	20'		\$ 620.00	\$ 868.00	\$ 992.00			
	30'		\$ 930.00	\$ 1,302.00	\$ 1,488.00			
COLOR	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH	WIDTH	TOTAL SQ FT			
	DISCOUNT	\$ 4.10	STANDARD	\$ 5.74	ONSITE	\$ 6.56	TOTAL	
	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy							
	If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.							
ACCESSORIES	PADDING PER SQ FT*		\$ 1.95	\$ 2.25	\$ 3.12			
	VISQUEEN PER SQ FT*		\$ 1.35	\$ 1.89	\$ 2.16			
	DOUBLE PADDING PER SQ FT*		\$ 3.90	\$ 4.50	\$ 6.24			
	* 100 Square Feet Minimum Order							

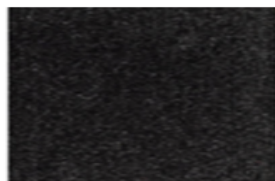
CANCELLATION POLICY

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

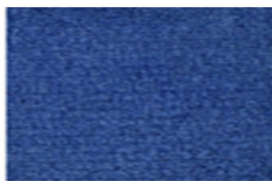
Items cancelled after show move-in begins will be charged 100% of ordered price.

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

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

 Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

COMPANY NAME		BOOTH #	
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BOOTH CLEANING & PORTER SERVICE
BOOTH CLEANING

	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
		6/12/2026	6/13/2026	6/23/2026		
VACUUMING	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	\$ 1.92	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 0.98	\$ 1.27	\$ 1.57	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 RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
				6/12/2026	6/13/2026	6/23/2026	
PORTER SERVICE	Up to 1,000 square feet		1	\$ 310.00 per day	\$ 403.00 per day	\$496.00 per day	
	1,001 to 3,000 square feet		1	\$ 370.00 per day	\$ 481.00 per day	\$592.00 per day	
	3,001 and above		1	\$540.00 per day	\$702.00 per day	\$864.00 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.*



COBFM 2026

June 24, 2026

Colorado Convention Center - Hall F

COMPANY NAME	BOOTH #	
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DISPLAY LABOR

DEADLINE DATE:

6/12/2026

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		\$ 140.50			
	OVERTIME (OT) - One Hour Minimum		\$ 210.75			
	DOUBLE TIME (DT) - One Hour Minimum		\$ 281.00			
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00						
<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		\$ 375.00	\$ 562.50	\$ 750.00	
	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		CITY	
			ZIP		
SHOW		BOOTH #		SHOW	
CONTACT					
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 the higher rate and upon availability.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



10' x 10' SEG KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall with Fabric Graphics
- 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' SEG KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall with Fabric Graphics
- 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits



10' x 10' SLATWALL KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall with Sintra Graphics
- 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (6) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' SLATWALL KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall with Sintra Graphics
- 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (12) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits



COBFM 2026

June 24, 2026

Colorado Convention Center - Hall F

COMPANY NAME		BOOTH #	
MATRIX RENTAL SYSTEMS		DEADLINE DATE: 6/9/2026	

MATRIX RENTAL SYSTEMS	DESCRIPTION	QTY	DISCOUNT RECEIVED BY 6/12/2026	STANDARD BEGINS 6/13/2026	ONSITE BEGINS 6/23/2026	TOTAL
	10' X 10' SEG KIT		\$ 3,707.65	\$ 5,523.45	N/A	
	10' X 20' SEG KIT		\$ 5,865.79	\$ 8,738.85	N/A	
	10' SEG KIT INCLUDE:			20' SEG KIT INCLUDE:		
	10' W X 8' H Back Wall			20' W X 8' H Back Wall		
	Counter with Front Graphic			Counter with Front Graphic		
	10' x 10' Standard Carpet (5 choices of colors)			10' x 20' Standard Carpet (5 choices of colors)		
	Circle one: <i>Black Blue Burgundy Gray Red</i>			Circle one: <i>Black Blue Burgundy Gray Red</i>		
	2 Arm Lights			4 Arm Lights		
	1 Stool			1 Stool		
1 Wastebasket			1 Wastebasket			
<i>Print ready artwork must be submitted 21 days prior to move-in.</i>						
<i>Additional fees will apply to late submissions. See Art Submission form for instructions.</i>						
SLATWALL KITS - Graphics not included						
	DESCRIPTION	QTY	DISCOUNT RECEIVED BY 6/12/2026	STANDARD BEGINS 6/13/2026	ONSITE BEGINS 6/23/2026	TOTAL
	10' X 10' SLATWALL KIT**		\$ 4,087.58	\$ 5,517.45	N/A	
	10' X 20' SLATWALL KIT**		\$ 6,773.56	\$ 9,144.31	N/A	
**SLATWALL KIT DO NOT INCLUDE GRAPHICS OR ADDITIONAL ACCESSORIES						

Additional accessories available on Matrix Accessories Form.

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor.

CANCELLATION POLICY

*Items cancelled after orders have been received will be charged 50% of the ordered price.
Items cancelled after show move-in begins will be charged 100% of the original price.
All materials are to remain the property of LVE.*

Contact Exhibitor Services for Custom Booth Packages at 702.248.6200 or email us at exhibitorservices@lvexpo.com

COBFM 2026

June 24, 2026

Colorado Convention Center - Hall F

COMPANY NAME

BOOTH #

SLATWALL KIT ACCESSORIES
DEADLINE DATE:
6/9/2026

OPTIONAL ADDITIONAL ACCESSORIES	SLATWALL ACCESSORIES	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			6/12/2026	6/13/2026	6/23/2026	
			\$ 400.00	\$ 560.00	\$ 640.00	
	1 Meter Counter		\$ 400.00	\$ 560.00	\$ 640.00	
	1M Shelf with Knife Brackets (WHITE)		\$ 80.00	\$ 104.00	\$ 128.00	
	1M Shelf with Knife Brackets (BLACK)		\$ 80.00	\$ 104.00	\$ 128.00	
	4" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
	4" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
	8" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
	8" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
	12" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
	12" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
	Waterfall Bracket 6-Ball (BLACK)**		\$ 65.00	\$ 84.50	\$ 94.25	
	Waterfall Bracket 6-Ball (CHROME)**		\$ 65.00	\$ 84.50	\$ 94.25	
	Light		\$ 115.00	\$ 149.50	\$ 176.00	

Electrical Power and Electrical Labor not included. Electrical forms must be sent to the Electrical Contractor

**** All Slatwall hooks and waterfall brackets will be delivered after you arrive.
Stop at the LVE Service Desk when you arrive to set up.**

SEE SAMPLE PICTURES ON FOLLOWING PAGE

CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.

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

All materials are to remain the property of LVE.



SLATWALL HOOKS



6 BALL WATERFALL BRACKET



KNIFE BRACKET



TVs WITH STANDS



FACEOUT BRACKET



GARMENT RACK



BAG RACK



SHELF WITH BRACKETS



LVE STEM LIGHT

WORK AUTHORIZATION

DEADLINE DATE: 6/12/2026

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 INSUREDS: 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.

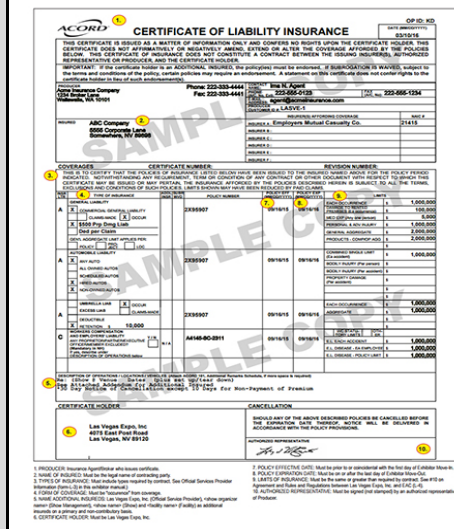
CERTIFICATE HOLDER: Must be LVE

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



ACCORD CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE HOLDER: LVE Expo, Inc. 4018 East First Street Las Vegas, NV 89120

INSURED: ABC Company, 1234 Main Street, Las Vegas, NV 89101

COVERAGE TABLE:

COVERAGE	FORM	CLASSIFICATION	DESCRIPTION	AMOUNT
A	2003007	091614	Commercial General Liability	1,000,000
A	2003007	091614	Commercial Automobile Liability	1,000,000
A	2003007	091614	Commercial Umbrella Liability	1,000,000
G	A4140-001	091614	Workers Compensation	1,000,000

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 #
 DISCOVER
 VISA
 MASTERCARD
 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.

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.



COBFM 2026

June 24, 2026

Colorado Convention Center - Hall F

COMPANY NAME		BOOTH #	
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 150.00 Per 100 lbs	\$ 195.00 Per 100 lbs	\$ 202.50 Per 100 lbs	\$ 263.25 Per 100 lbs

Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 160.00 Per 100 lbs	\$ 208.00 Per 100 lbs	\$ 216.00 Per 100 lbs	\$ 280.80 Per 100 lbs

Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 80.00	\$ 60.00	\$ 95.00	\$ 75.00
		30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.	
Items received without documentation will be delivered without guarantee of piece count or condition.					

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

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

INSTRUCTIONS	All material handling rates include delivery to booth	All shipping charges must be prepaid
	Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
	SPECIAL HANDLING	
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
	Material with no certified weights	Materials with no pick points received
	OVERTIME (OT)	
	PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.	
	Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.	
	Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$132.00 per 100 lbs = minimum charge of \$264.00	
Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.		
Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$132.00 = \$528.00		

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, May 20, 2026 - Tuesday, June 9, 2026

TO:

EXHIBITOR NAME

C/O: LVE-Denver

15755 E. 32nd Ave, Dock 31
Aurora, CO 80011

EVENT: **COBFM 2026**

NO. _____ OF _____ PIECES

BOOTH #:



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, May 20, 2026 - Tuesday, June 9, 2026

TO:

EXHIBITOR NAME

C/O: LVE-Denver

15755 E. 32nd Ave, Dock 31
Aurora, CO 80011

EVENT: **COBFM 2026**

NO. _____ OF _____ PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Tuesday, June 23, 2026 : 12:00 PM - 7:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE-Denver
Colorado Convention Center - Hall F
700 14th St, Champa Street Dock
Denver, CO 80202

EVENT: _____
COBFM 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Tuesday, June 23, 2026 : 12:00 PM - 7:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE-Denver
Colorado Convention Center - Hall F
700 14th St, Champa Street Dock
Denver, CO 80202

EVENT: _____
COBFM 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

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.

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

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.

RETURN TO WAREHOUSE DRAYAGE & HANDLING			
SHIPMENTS OVER 50 POUNDS	\$	42.50	per 100 lbs. (\$425.00 minimum)
SHIPMENTS LESS THAN 50 POUNDS	\$	150.00	Flat Fee Per shipment

The exhibitor is responsible to provide their own insurance. LVE provides only Limited Liability. See Limits of Liability forms. 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	\$	11.00	per 100 lbs.
WAREHOUSE HANDLING	\$	9.50	per 100 lbs.

Monthly storage rate is billed quarterly, at \$33.00 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

COBFM 2026



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



Serving the Trade Show Industry for 35+ years!

COMPANY NAME

BOOTH #

VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Wednesday, May 20, 2026**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.

\$	375.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	370.00	Fire Marshal Permit Fee
Exhibitors will be responsible for the following vehicle requirements:		

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 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.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is NOT permitted.

The exhibitor must use the front entrance; the freight doors are NOT allowed.

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

A personal vehicle (POV) is defined as a small passenger car.

You must hire a teamster and cart to unload vehicle.

Entire load must weigh less than 200 pounds to qualify for POV fees.

Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)

Payment must be provided in advance or at the time of service.

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$	195.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$	292.50	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$	390.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

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.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

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.

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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, un-skidding, 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.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

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.



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: (Adds 30% of Order Total)
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
*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. 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.	

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 2026 Visit www.cortevents.com/ts-kit to download the brochure for more product details and images.

CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL
POWERED					
BKCT5P		5' Table, Powered	Black Top, Silver	\$ 582	
C5PW		5' Table, Powered	White Top, Silver	\$ 582	
BKCT8P		8' Table, Powered	Black Top, Silver	\$ 1,199	
C8PW		8' Table, Powered	White Top, Silver	\$ 1,199	
BKCT10P		10' Table, Powered	Black Top, Silver	\$ 1,199	
C10PW		10' Table, Powered	White Top, Silver	\$ 1,199	
P30BWH		30" Bar Table, Powered	White Top, Black	\$ 753	
P30CWH		30" Cafe Table, Powered	White Top, Black	\$ 753	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 394	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 394	
LCCHPW		Lucca Chair, Powered	Heathered Oat Fabric	\$ 654	
LCLVPW		Lucca Loveseat, Powered	Heathered Oat Fabric	\$ 867	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 797	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 987	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1,165	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome	\$ 209	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 209	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 1,028	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 1,028	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 839	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 839	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 463	
VILLHUB		Village Charging Hub	Cream	\$ 309	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Gray	\$ 644	
LVS002		Allegro Loveseat	Blue Fabric, Gray	\$ 682	
SFA002		Allegro Sofa	Blue Fabric, Gray	\$ 832	
BCHWHT		Baja Chair	White Vinyl	\$ 644	
BLVWHT		Baja Loveseat	White Vinyl	\$ 815	
BSFWHT		Baja Sofa	White Vinyl	\$ 978	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 513	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 735	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 438	
FAIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 564	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 438	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 513	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 564	
LCCHOT		Lucca Chair	Heathered Oat Fabric	\$ 510	
LCLVOT		Lucca Loveseat	Heathered Oat Fabric	\$ 725	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 644	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 815	
NPLCHR		Naples Chair	Black Vinyl	\$ 644	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 815	
NPLSOF		Naples Sofa	Black Vinyl	\$ 978	
PALSOV		Palm Beach Sofa	White Vinyl	\$ 832	
STESCHA		Sterling Chair	Gray Fabric	\$ 797	
STESOF		Sterling Sofa	Gray Fabric	\$ 1,165	
VALCGN		Valencia Chair	Green Fabric	\$ 438	
VALCOT		Valencia Chair	Oat Fabric	\$ 438	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 438	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 564	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 564	

CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 591	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 591	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 342	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 342	
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 342	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 342	
CNTCHR		Century Chair	Gray Velvet	\$ 591	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 513	
LRCHGN		Lorna Chair	Green Leather, Antique Brass	\$ 475	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 591	
SRSWCR		Sorrento Swivel Chair	Charcoal Vinyl, Black	\$ 294	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 403	
TCHNTP		Tech Chair, Non-Powered, No Tablet	Gray Vinyl, Chrome	\$ 209	
TCHTNP		Tech Tablet Chair, Non-Powered	Gray Vinyl, White Metal Tablet, Chrome	\$ 209	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 547	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 80	
BLDCRD		Blade Chair	Red	\$ 80	
BLDCSB		Blade Chair	Sky Blue	\$ 80	
SC3		Brewer Chair	Onyx, Chrome	\$ 137	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 137	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 137	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 137	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 137	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 137	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 137	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 137	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 137	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 137	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 137	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 137	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 137	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 137	
DUET		Duet Stack Chair	Black, Chrome	\$ 80	
LMCHR		Laguna Chair	Maple, Chrome	\$ 137	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 209	
MALGRY		Malba Chair	Gray, Chrome	\$ 80	
MALGRN		Malba Chair	Green, Chrome	\$ 80	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 161	
MARCGY		Marina Chair	Gray Fabric, Brushed Metal	\$ 161	
MARCOB		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 161	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 161	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 161	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 342	
SC10		Razor Armless Chair	White	\$ 80	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 137	
CS4		Syntax Chair	Black Fabric, Chrome	\$ 193	
ZENCHR		Zenith Chair	White, Chrome	\$ 137	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 369	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 369	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 369	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 369	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 369	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 369	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 369	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 309	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 309	

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 309		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 221	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 309		REGBEN		Regis Bench/Table	Brushed Metal	\$ 309	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 309		REGOTT		Regis End Table	Brushed Metal	\$ 273	
BVSMMLN		Beverly Small Bench Ottoman	Linon Fabric	\$ 309		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 152	
BVSMMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 309		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 152	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 309		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 152	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 309		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 282	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 309		E1E		Silverado End Table	Glass, Chrome	\$ 221	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 309		TAOBKK		Taos Side Table	Black Top, Bronze	\$ 152	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 482		TAOBWH		Taos Side Table	White Top, Bronze	\$ 152	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 482		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 152	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 402		TMBCKT		Timber Cocktail Table	Distressed Wood	\$ 262	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 402		TMTBTL		Timber End Table	Distressed Wood	\$ 152	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 209		CAFE TABLES W/ STANDARD BLACK BASE					
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 209		30BKSC		30" Round Cafe Table	Black Top	\$ 234	
MAR003		Marche Swivel Ottoman	Linon Fabric	\$ 209		30BEBE		30" Round Cafe Table	Blue Top	\$ 234	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 209		30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 234	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 209		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 234	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 209		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 234	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 209		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 234	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 209		30GSBC		30" Round Cafe Table	Green Top	\$ 234	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 209		ZTK		30" Round Cafe Table	Maple Top	\$ 234	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 209		30OSBC		30" Round Cafe Table	Orange Top	\$ 234	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 209		ZTB		30" Round Cafe Table	Red Top	\$ 234	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 209		30WH29		30" Round Cafe Table	White Top	\$ 234	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 209		30WDDB		30" Round Cafe Table	Barnwood Top	\$ 234	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 209		36BKSC		36" Round Cafe Table	Black Top	\$ 243	
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 209		ZTP		36" Round Cafe Table	Maple Top	\$ 243	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 112		ZTQ		36" Round Cafe Table	White Top	\$ 243	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 112		CAFE TABLES W/ HYDRAULIC CHROME BASE					
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 112		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 290	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 112		30BRHC		30" Round Cafe Table	Red Top	\$ 290	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 112		30WHHC		30" Round Cafe Table	White Top	\$ 290	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 112		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 290	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 112		30BKHC		30" Round Cafe Table	Black Top	\$ 290	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 112		30BEHC		30" Round Cafe Table	Blue Top	\$ 290	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 112		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 290	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 112		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 290	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 112		30GSHC		30" Round Cafe Table	Green Top	\$ 290	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 112		30MTHC		30" Round Cafe Table	Maple Top	\$ 290	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 112		30OSHC		30" Round Cafe Table	Orange Top	\$ 290	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 112		36BKHC		36" Round Cafe Table	Black Top	\$ 340	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 112		36MTHC		36" Round Cafe Table	Maple Top	\$ 340	
						36WTHC		36" Round Cafe Table	White Top	\$ 340	
ACCENT TABLES						BAR TABLES W/ STANDARD BLACK BASE					
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 282		30BKSB		30" Round Bar Table	Black Top	\$ 234	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 282		30BEBB		30" Round Bar Table	Blue Top	\$ 234	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 282		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 234	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 273		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 234	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 273		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 234	
ADETWH		Adelaide End Table	White Top, Silver	\$ 273		VTA		30" Round Bar Table	Gray Acajou Top	\$ 234	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 342		30GSBB		30" Round Bar Table	Green Top	\$ 234	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 342		VTK		30" Round Bar Table	Maple Top	\$ 234	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 273		30OSBB		30" Round Bar Table	Orange Top	\$ 234	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 273		VTB		30" Round Bar Table	Red Top	\$ 234	
AURA		Aura Round Table	White Metal	\$ 152		30WH42		30" Round Bar Table	White Top	\$ 234	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 282		30WDBB		30" Round Bar Table	Barnwood Top	\$ 234	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 282		36BKSB		36" Round Bar Table	Black Top	\$ 243	
E1C		Geo End Table	Glass Top, Chrome	\$ 221		VTP		36" Round Bar Table	Maple Top	\$ 243	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 221		VTW		36" Round Bar Table	White Top	\$ 243	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 282		BAR TABLES W/ HYDRAULIC CHROME BASE					
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 282		30BKHB		30" Round Bar Table	Black Top	\$ 290	
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 282		30BEHB		30" Round Bar Table	Blue Top	\$ 290	
MESETB		Mesa End Table	Black Top, Bronze	\$ 221		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 290	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 221		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 290	

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2026	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES					
30GSHB		30" Round Bar Table	Green Top	\$ 290		36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 273	
30MTHB		30" Round Bar Table	Maple Top	\$ 290		42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 273	
30OSHB		30" Round Bar Table	Orange Top	\$ 290		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 411	
30BRHB		30" Round Bar Table	Red Top	\$ 290		CONF42		42" Round Table	White Top	\$ 411	
30WHHB		30" Round Bar Table	White Top	\$ 290		42BKCT		42" Round Table	Black Top, Black	\$ 411	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 290		BKCT5N		5' Table	Black Top, Silver	\$ 513	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 290		CONF5		5' Table	White Top, Silver	\$ 513	
36BKHB		36" Round Bar Table	Black Top	\$ 340		BKCT8N		8' Table	Black Top, Silver	\$ 942	
36MTHB		36" Round Bar Table	Maple Top	\$ 340		CONF8		8' Table	White Top, Silver	\$ 942	
36WTHB		36" Round Bar Table	White Top	\$ 340		BKCT10N		10' Table	Black Top, Silver	\$ 942	
BAR TABLE						CONFERENCE TABLES					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 324		CONF10		10' Table	White Top, Silver	\$ 942	
BARSTOOLS						EXECUTIVE CHAIRS					
BSS		Banana Barstool	Black, Chrome	\$ 267		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 513	
BST		Banana Barstool	White, Chrome	\$ 267		CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 308	
BLDBBK		Blade Barstool	Black	\$ 122		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 513	
BLDBRD		Blade Barstool	Red	\$ 122		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 942	
BLDBSB		Blade Barstool	Sky Blue	\$ 122		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 942	
BLDBWH		Blade Barstool	White	\$ 122		WD3		Work Table	White Top, White	\$ 316	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 186		OFFICE & PRODUCT DISPLAY					
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 186		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 187	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 186		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 617	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 186		TECH		Tech Desk, Powered	Black Laminate, Black Metal w/ Power Hub	\$ 403	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 186		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Laminate, Black Metal w/ Power Hub	\$ 608	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 186		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 478	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 209		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 394	
KABSWH		Kamden Barstool	White Vinyl, Chrome	\$ 247		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 547	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 186		PDL36W		Powered Locking Pedestal, 36"	White	\$ 547	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 209		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 644	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 209		PDL42W		Powered Locking Pedestal, 42"	White	\$ 644	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 209		LAMPS					
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 209		LA15		Mason Floor Lamp	Brushed Silver	\$ 273	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 267		LA14		Mason Table Lamp	Brushed Silver	\$ 146	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 267		BARS & COUNTERS					
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 267		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,311	
MARBGY		Marina Barstool	Gray Fabric, Brushed Metal	\$ 267		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1,157	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 267		MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1,312	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 267		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1,157	
RSTSTL		Rustique Barstool	Gunmetal	\$ 122		GREENERY					
BS001		Shark Barstool	White, Chrome	\$ 290		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 598	
SRBSCR		Sorrento Barstool	Charcoal Vinyl, Black	\$ 281		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 942	
BSR		Syntax Barstool	Black, Chrome	\$ 209		DIVIDERS					
ZENBAR		Zenith Barstool	White, Chrome	\$ 186		DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 342	
BS002		Zoey Barstool	White, Chrome	\$ 267		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 682	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						DIVIDERS					
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 797		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 342	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 797		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 461	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 797		MIRWHT		Miramar Divider, White	Molded Plastic	\$ 496	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 598		STNSGN		Stanchion Sign Holder	Chrome	\$ 68	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 598		STNCHT		Stanchion w/ Retractable Belt	Black, Chrome	\$ 76	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 598		COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME					
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 797		VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 797	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 598		VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 598	



15550 W 72nd Ave.
 Arvada, CO 80007
 Phone: 303.422.3336
 Fax:303.423.4145
www.littleeden.com

Terry Rennolds, President
 Email: Littleeden@mac.com

Little Eden Plantscaping Plant Rental Agreement

Show Name & Date of Show: _____

Delivery Time & Location: _____

FLORAL ARRANGEMENTS

_____ Round or Oblong @ \$65, \$75, \$85 and up. _____
 _____ One-sided @ \$65, \$75, \$85 and up. _____

Floral Specifications: _____

Tropical and Blooming Plants:

_____ 2 Feet High @ \$35	Totals: _____
_____ 3 Feet High @ \$40	_____
_____ 4 Feet High @ \$50	_____
_____ 5 Feet High @ \$60	_____
_____ 6 Feet High @ \$70	_____
_____ 7 Feet High @ \$80	_____
_____ 8 Feet High @ \$90	_____
_____ Potted Bushy & Fern like plants SMALL @ \$30 LARGE @ \$35	_____
_____ Tabletop Potted Blooming Plants @ \$30 (Best of what's available - species vary)	_____

****LARGER PLANTS AVAILABLE, PLEASE CALL FOR SPECIFICS****

Pot Color: _____ Black _____ White

Rental Price includes: Product, decorative pot cover, and maintenance. Delivery extra.

Tax (9.15% + \$0.29 CO Delivery Fee) = _____
 Sub-Total = _____
 TOTAL = _____

Payment Policy: ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 7 DAYS PRIOR TO SHOW OPENING TO RECEIVE A REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. ANY PLANTS STOLEN OR DAMAGED WILL BE CONSIDERED SOLD AND BILLED AT REGULAR RETAIL PRICE.

Payment forms accepted: CASH, COMPANY CHECK, VISA, MASTERCARD, AND AMEX.

Account# _____ Exp. Date _____ CVC _____

I HAVE READ AND UNDERSTAND THE PAYMENT AND TERMS LISTED ABOVE
 (Signature of cardholder/authorized company personnel _____)

Company Name: _____

Address _____ City/State _____ Zip Code _____

Phone # _____ FAX _____ Email _____

Booth # _____ On-site Representative Phone # _____

PLEASE SEND COMPLETED FORM VIA FAX, EMAIL OR MAIL TO ADDRESS LISTED ABOVE.

Thank you for choosing Little Eden Plantscaping!



PROUDLY MANAGED BY LEGENDS GLOBAL

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:**

In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual 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/Legends 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**, 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

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/Legends Global** 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 staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **CCC** 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** 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** electricians will compute a rating for the minimum electrical service required.
4. **CCC** 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		\$155.00	
10 AMPS OR 1000 WATTS		\$175.00	
20 AMPS OR 2000 WATTS		\$195.00	
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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed.** 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 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	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$230.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$250.00	
20 AMPS OR 2000 WATTS (Quad box)		\$290.00	
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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- **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:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed.** 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.

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- 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

				BACK				
				FRONT				

Note adjacent booth # to left side of your booth

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
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:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed.** 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.

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- 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



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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					

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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.
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- 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.

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- O**— Indicates overhead drop (Include height information)

Telephone Services:

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

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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

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TELEPHONE 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 _____ 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			

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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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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

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

SERVICE LOCATOR PLAN

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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 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 Sodexo 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.

RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. For the safety and security of all guests and staff, all ballroom rigging equipment, labor operation, and scissor lift use are to be exclusively managed by Image Audiovisuals (Image AV). Image AV agrees to adhere to all industry and equipment related safety regulations and venue-specific safety protocols. Image AV will exclusively provide all truss, motors, motor control, cable picks and all associated hardware. All equipment is certified, tested and inspected each year.
2. **The ballroom exclusivity applies to the Mile High Ballroom, the Four Seasons Ballroom, the Bluebird Ballroom, and the Bluebird Pre-function space. Image Audiovisuals is able to provide rigging support and services in Exhibit Halls but is not required as part of the exclusivity.**
3. All rigging and production must maintain an 18" clearance in all directions for sprinkler heads and other fire suppression systems
4. Rigging using airwall tracks or any other method besides certified, permanent rigging points are not allowed.
5. Existing house lighting positions in Ballrooms are not rated for additional side loading or forces; therefore, prohibiting any use, including cable picks.
6. We will not "dead-hang" items over 100lbs or 10' in any dimension with a scissor lift. A chain hoist or other material lift must be used.
7. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by CCC or general service contractor personnel.
8. 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.
9. 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).
10. 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, options become limited.

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

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** 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.
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 Operations Manager at bhudson@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 the Operations Manager at bhudson@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

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:

INTERNET

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

SHARED SERVICE	INCENTIVE **	BASE	ON-SITE
Light Wired 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!**

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **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 (Light Wired 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. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

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							
STREAMING							
BANDWIDTH ALLOCATION	SD or HD or UHD			INCENTIVE *	BASE	ON-SITE	
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 



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 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

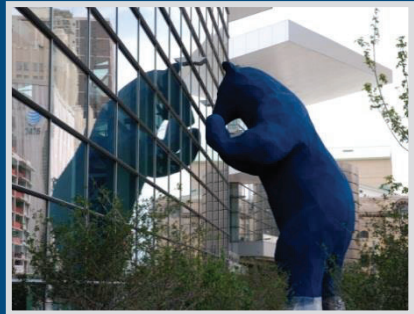
Our Promise ★★★★★

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.”



2025 EXHIBITOR BOOTH SERVICES MENU



PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

As the Colorado Convention Center's exclusive caterer, Sodexo Live! is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Sodexo Live!'s expert culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals.

EXCLUSIVITY

Sodexo Live! is the exclusive caterer for the Colorado Convention Center and the preferred caterer for the Denver Performing Arts Complex, Sodexo Live! holds the liquor license to the Colorado Convention Center and Denver Performing Arts Complex. All alcoholic beverages must be purchased through Sodexo Live! and served by Sodexo Live! staff. Please note that no food or beverages (including alcoholic beverages) of any kind may be brought into or out of the Colorado Convention Center.

FOOD AND BEVERAGE PRICING

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. Pricing for banquet meals are based on round tables of 10. Any change in the standard guest seating may result in additional labor charges.

ADMINISTRATIVE CHARGES AND TAX

A service charge shall apply to all food and beverage charges. Current 4% State of Colorado Sales Tax and 4% City and County of Denver Sales Tax apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations. The Service Charge is added to your bill for this catered event/function (or comparable service). A portion of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. *It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests.*

TAX EXEMPTION POLICY

Sodexo Live! requires any entity claiming exemption from any form of taxation, provide satisfactory evidence of such exemption from such sales tax a minimum of (30) days prior to the Event in order to be relived of its obligation to pay such sales tax. Please see your Catering Sales Salesperson for additional information.

PAYMENT POLICY

A 90% deposit and signed Food and Beverage contract is due 30 days prior to your event, or upon receipt of the preliminary invoice. Sodexo Live! requires full payment (100%) of the total estimated charges 14 days in advance of the first scheduled service. A company check, ACH and credit card are all acceptable forms of payment. If paying by check or ACH, a credit card must be provided to make any changes on site. Any additional amounts due to Sodexo Live! will be based on the actual number of persons/items served and any on site servers requested and approved during the event. Onsite charges will be reconciled daily. You have withing (10) business days from the invoice date to advise Sodexo Live! in writing of any discrepancies in the invoice so that Sodexo Live! may review and, if necessary, make any proper adjustments.

CANCELATION POLICY

Cancelation by customer shall be in writing. If customer cancels five (5) or fewer days prior to the event, customer shall be responsible for 100% of the payment due hereunder. If customer cancels between six (6) days and thirty (30) days prior to the event, customer shall be responsible for fifty percent (50%) of the payment due hereunder and all amounts over and above this amount, if any, shall be refunded to customer. If customer cancels the Event outside of thirty (30) days, Customer shall be responsible for (i) any specialty items or perishable items that have been purchased or ordered by Sodexo Live! for the Event; (ii) any services that have been purchased or ordered by Sodexo Live! for the Event; (iii) any equipment that has been rented by Sodexo Live! for the event; and/or; (iv) a reasonable administrative fee calculated to compensate Sodexo Live! for its expense leading up to the event.

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 9.16.24*

DEADLINES AND GUARANTEES

The customer shall provide Sodexo Live! with initial catering orders and specifications thirty (30) days prior to your event, in writing. Catering orders should be as detailed as possible and include: date, time, location of service, initial guest count and menu item(s).

The customer shall notify Sodexo Live!, no less than ten (10) business days (excluding holidays and weekends) for minimum number of persons the customer guarantees. Additionally, the customer shall notify Sodexo Live! no less than five (5) business days (excluding holidays and weekends) prior to the event, the final number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

- If customer fails to notify Sodexo Live! of the "Guaranteed Attendance" within the time required, (a) Sodexo Live! shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the "Guaranteed Attendance".
- Sodexo Live! will be prepared to serve three percent (3%) above the "Guaranteed Attendance", up to a maximum of 30 meals (the overage). If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the "Guaranteed Attendance" plus the overage, Sodexo Live! will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the "Guaranteed Attendance" increase or decrease by twenty (20%) or more from the original contracted number of guests, an additional charge of twenty (20%) per guaranteed guest may apply, at Sodexo Live!'s discretion.
- The "Guaranteed Attendance" shall not exceed the maximum capacity of the areas within the facility in which the event will be held. Please see your Event Manager for maximum capacities within the Colorado Convention Center.

The customer shall review all final Banquet Event Orders (BEOs), final guarantees, and any other necessary changes or arrangements no later than (5) business days before the start of the event. All changes shall be provided to Sodexo Live! in writing.

GENERAL SERVICES

LABOR FEES

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, providing the guaranteed minimum sales requirements are met. For plated lunches and dinners, the provision of this labor at no added cost is based on a 1 to 30 staff to patron ratio and 10 persons per table. Please note any additional tables will require additional labor. When you request additional staffing—over and above what are normally provided—the following hourly rates will apply.

Please note that a four (4) hour minimum per staff member applies.

- Chef - \$40 per hour
- Carver - \$40 per hour
- Bartender - \$40 per hour
- Server - \$40 per hour

CATERING SERVICES SALES MINIMUM

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

BEVERAGE (BAR) SERVICES SALES MINIMUM

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per four (4) hour period. A \$160 fee will be applied to each bar failing to meet the \$500 minimum sales figure for the 4-hour period.

Drink tickets must at least be the size of a business card (3.5 inches by 2 inches). A copy of the drink tickets must be submitted to your Sodexo Live! Catering Salesperson for approval before mass producing.

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 9.16.24*

EXHIBITOR BOOTH CATERING

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Should a "Drop Off" only service be requested, the fee will be \$50 per delivery.

ALLERGIES & DIETARY RESTRICTIONS

Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space.

Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

DELAYED OR EXTENDED SERVICE

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply. Should your event require extended pre or post service or stand by time, often necessitated by high-security functions, an additional labor charge may apply.

More Menu Items to Choose From!

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Rev 9.16.24*

EXHIBITOR BOOTH SERVICES MENU 2025

Welcome to the Colorado Convention Center and Sodexo Live!
On this menu you'll find just a sampling of some of our most popular items,
available at your booth or for your hospitality suite.

Deadline for Ordering is 2 Weeks Prior to the Start of the Event

BEVERAGES

Freshly Brewed Starbucks Coffee	\$89.50 per gallon
Freshly Brewed House Blend Coffee,	\$77.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$100.00 per gallon

Starbucks Coffee featuring these specialty items:

*Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices,
Whipped Cream, Cinnamon Sticks and Chocolate Shavings*

Lemonade or Iced tea	\$52.50 per gallon
Orange, Cranberry, & Grapefruit Juice	\$59.50 per gallon
Bottled Water	\$6.00 each
Assorted Soft Drinks	\$5.00 each
Water Cooler (Cold)*	\$125.00 each

**120 volt, 10 amps required*

Water Replenishments	\$35.00 each
Infused Water	\$55.00 per gallon

*Assorted Flavors to Include: Strawberry, Mint and Dragon Fruit, Mango and Orange,
Lemon and Pineapple Hibiscus, Orange and Black Berry Fruit Punch
(2 gallon minimum order per flavor, includes disposable cups)*

BOX LUNCH SELECTIONS

Boxed Sandwich	\$29.00 each
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*Served with Individual Bag of Potato Chips and a Gourmet
Chocolate Chip Cookie. Beverages sold separately
Choice of the following:*

- ~Turkey & Swiss
- ~Roast Beef & Cheddar
- ~Ham & Cheddar
- ~Garden Grilled Vegetable Wrap

(Minimum of 6 per type)

Boxed Salad	\$32.50 each
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*Served with a freshly baked roll, gourmet chocolate chip cookie,
whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper -
beverage not included
Choice of the following:*

- ~Chicken Caesar Salad
- ~Greek Chicken Salad
- ~Quinoa Salad (GF, Vegan, DF)

(Minimum of 6 per type)

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 48.00 per dozen
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Served with Mustard and Hot Cheese Dip

Assorted Bagels with Cream Cheese	\$ 53.00 per dozen
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Accompanied by a Toaster – 120 volt, 10 amps required

Assorted Local Freshly Baked Danish	\$ 60.00 per dozen
Assorted Local Freshly Made Donuts	\$ 62.00 per dozen
Local Freshly Baked Muffins	\$ 63.00 per dozen
Homemade Brownies or Blondies	\$ 48.00 per dozen
Assorted Freshly Baked Cookies	\$ 56.50 per dozen

*Chocolate Chip, Oatmeal Raisin, and Sugar
Assorted Homemade Cupcakes* \$ 59.00 per dozen

Red Velvet, Oreo, Vanilla, and Lemon

SNACKS

Whole Fresh Fruit	\$ 5.50 each
Nature Valley Granola Bar	\$ 6.50 each
Assorted Candy Bars	\$ 4.50 each
Assorted Lays Potato Chips	\$ 4.50 each
Snack Mix	\$ 21.50 pound
Mixed Nuts with Peanuts	\$ 35.50 pound
Potato Chips & French Onion Dip	\$ 7.50 per person
Pretzel Twists	\$ 10.50 pound
Sliced Seasonal Fresh Fruit Platter	\$ 8.50 per person
Imported and Domestic Cheese Display	\$10.50 per person
Signature Homemade Granola Bar	\$ 53.00 per dozen

TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!

More Menu Items to Choose From!

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Rev 9.16.24*

KEURIG MACHINE COFFEE KIT

\$ 195.00

- One time set up fee of \$195.00 includes 27 K-Cups (Assorted regular, decaf and hot tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged \$3.25++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:

- (1) 120 volt, 20amps
- Approximate cost for power will be an additional \$ 155.00

ANTIQUE POPCORN CART

\$ 450.00

- Include (250) Individual Servings
- Additional Servings @ \$240.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:

- (1) 120 volt, 20amps
- Direct power source required (no extension cords or power strips allowed)
- Approximate cost for power will be an additional \$ 155.00

HOT PRETZEL WARMER

\$ 430.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 53.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:

- (1) 120 volt, 20 amps
- Approximate cost for power will be an additional \$ 155.00

ICE CREAM NOVELTIES

\$ 950.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Haagen Dazs, Cookiewich, Drumstick , Strawberry Shortcake and Chocolate Éclair Bars
- Additional Servings @ \$ 9.50++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per attendant

➤ Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:

- (1) 120 volt, 10 amps
- Approximate cost for power will be an additional \$ 115.00

More Menu Items to Choose From!

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HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1,795.00

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Cappuccino, Café Latte, Café Mocha
 - Includes 4 hours of service with 1 trained/professional barista
 - Includes (300) 8oz beverages
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond, Oat & Soy Milk
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table/counter from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2,895.00

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
 - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond, Oat & Soy Milk
 - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
 - Includes custom logo/branded coffee sleeves (logo is required 14 business days prior to service; rush orders are subject to a \$125 fee)
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

EXPRESS KAFEH COLD BREW STATION

\$1,795.00

- Includes (250) 10oz Cold Brew servings
 - Includes Whole, Skim, Almond & Soy Milk
 - Includes: Vanilla, Caramel, Hazelnut and Sugar Free Syrups
 - Includes 4 hours of service with 1 trained/professional server
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' Area required
- Please note that you will need to order a table from your Decorator.
- No Power required

EXPRESS KAFEH COFFEE BAR ADD-ONS

- Cold Brew* (in combo with espresso bar) **\$995.00**
- Nitro Bar* (250 cups) **\$1,995.00**
*Includes barista attendant for 4 hours
- Branded Cup Sleeves **\$250.00/day**
- Branded Beverage Toppers **\$250.00/day**
- Branded Bar **\$500.00/day**
- Ripple Maker (Custom Foam Branding) **\$500/day**

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

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“MAD BERRY’S” SMOOTHIES TIKI BAR

\$700.00

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
 - Includes (100) 12oz Tropical Fruit Smoothies
 - Additional 12oz Smoothies @ \$7.00++ each
 - Dimensions: 2’x2’ cart or 4’x8’ full size smoothie cart
 - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (2) 110 volt, 10amps
 - Approximate cost for power will be an additional \$155.00

SIMPLY NUTS

\$750.00

- Gourmet Flavored Nut Machine creating on site the following treats:
Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
 - Includes (100) 1/2 lb Individual Bags
 - Additional Servings @ \$7.50++ each
 - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20amps
 - Approximate cost for power will be an additional \$155.00

SIMPLY NUTS ADD-ONS

- Frozen Chocolate Dipped Cheesecake (Minimum Order of 100 each) **\$7.00 each**
- Frozen Cheesecake Bites on a stick (Minimum Order of 200 each) **\$7.00 each**

More Menu Items to Choose From!

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HOSTED BAR SERVICES

DELUXE LIQUORS: **\$10.50 PER DRINK**

Jim Beam Bourbon, New Amsterdam Vodka, Bacardi Rum,
Dewar's White Label Scotch, New Amsterdam Gin, Cuervo Blanco Tequila

PREMIUM LIQUORS: **\$11.50 PER DRINK**

Bulleit Bourbon, Absolute Vodka, Captain Morgan Rum,
Glenlivet 12yr Scotch, Bombay Sapphire Gin, Familia Camarena Tequila

ULTRA-PREMIUM LIQUORS: **\$12.50 PER DRINK**

Crown Royal Whiskey, Grey Goose Vodka, Bacardi 8 Rum,
Hendrick's Gin, Johnnie Walker Black, Altos Anejo Tequila

DELUXE WINE: **\$10.50 PER GLASS**

14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

PREMIUM WINE: **\$11.50 PER GLASS**

14 Hands Sauvignon Blanc, Mimi St Michelle Chardonnay,
Chateau St Michelle Cabernet Sauvignon, Alamos Malbec

ULTRA-PREMIUM WINE: **\$12.50 PER GLASS**

Napa Cellars Chardonnay, Whitehaven Sauvignon Blanc,
Erath Resplendent Pinot Noir, Unshackled by Prisoner (Red Blend)
Lunetta Prosecco and Mumm Napa Brut

***DOMESTIC BEER (16 oz)** **\$9.50 PER BOTTLE**

Coors Banquet, Coors Light, Heineken 0.0 N/A and Topo Chico
**Please select (2) for your service*

***IMPORTED/CRAFT BEER (12 oz)** **\$9.50 PER BOTTLE**

Sam Adam's, Voodoo Ranger IPA, Blue Moon and Modelo
**Please select (2) for your service*

HOUSE COCKTAILS:

House Mimosa
\$ 13.00 CASH
\$ 12.50 HOSTED

House Bloody Mary
Celery Stick, Lime and Olive
\$ 12.00 CASH
\$ 11.00 HOSTED

House Margarita
\$ 12.00 CASH
\$ 11.00 HOSTED

Moscow Mule
(minimum order of 50)
\$ 12.00 CASH
\$ 11.50 HOSTED

DRAFT BEER – KEG

DOMESTIC Coors Banquet, Coors Light and Miller Light **\$680.00 PER KEG**
LOCAL CRAFT Colorado Native, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA **\$780.00 PER KEG**
IMPORT/PREMIUM Corona, Heineken, Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier and Kolsch **\$1,020.00 PER KEG**

Customization of all liquor, beer, and wine available upon request.

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$160.00 Bartender Labor Fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$40 per bartender, per hour, applies regardless of the sales achieved. **Sodexo Live! recommends and requires one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

More Menu Items to Choose From!

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Rev 9.16.24*



Ordering is Simple...

Deadline for Ordering is 2 Weeks Prior to Start of the Event

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Contact Phone Number: _____
On-site Contact Name: _____	On-site Contact Cell Number: _____
Street Address: _____	Fax Number: _____
City, State, Zip: _____	Email Address: _____

Would you like Sodexo Live! to provide a table your catering services? YES NO

*Minimum labor charges associated with booth delivery or catering services apply.
 ++ All items subject to a 24% service charge and 8% tax.*

<i>Date of Service</i>	<i>Start Time</i>	<i>End Time</i>	<i>Quantity</i>	<i>Item</i>

Full payment is required in advance of any service rendered. In order to ensure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone)

More Menu Items to Choose From!

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