
EXHIBITOR INFORMATION GUIDE

If you have questions, please contact us via
phone, fax, email, or regular mail:

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Sponsorship & Accessory Sales
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197 First Avenue Suite 150
Needham, MA 02494
(781) 237-5533
FAX (781) 237-0407
www.paragonexpo.com



COLORADO CONVENTION CENTER
March 20-24, 2013

This guide is intended to aid those whose responsibility it is to arrange the shipping, set-up, and/or display details of your company's exhibit. If this responsibility belongs, in whole or in part, to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s). Management strongly suggests that all services and/or furnishings that you require should be ordered by **MARCH 4, 2013** to obtain discount prices. All orders placed on-site will be subject to the standard published prices. On-site orders will not be processed until all advance orders have been completed. There may be instances where floor orders cannot be filled, so make sure you order early. Please pay particular attention to order dates and insurance deadlines.

Show Office Telephone Number:
303-228-8325 will be in effect from
March 18-25, 2013

PRESENTED BY:
Colorado Automobile Dealers Association

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CONTRACTOR ORDER FORMS INCLUDED IN THIS MANUAL:

AUDIO VISUAL
DRAYAGE
HOTEL
SIGNAGE

ELECTRICAL
PREPAID TICKETS
TELEPHONE/COMPUTER
DECORATOR

TIMELINE: BY MARCH 14 YOU SHOULD HAVE:

- MAILED YOUR INSURANCE TO PARAGON
- MAILED YOUR ELECTRICAL REQUIREMENTS TO CCC
- COORDINATED WITH BREDE FOR SERVICES
- ORDERED TELEPHONE SERVICE
- SCHED. DETAILING SERVICE
- ORDERED FLORAL
- ORDERED DISCOUNT TICKETS
- ADVISED PARAGON OF CONCEPTS/PROMOTIONS ETC.

GENERAL INFORMATION

SHOW DATES AND HOURS: Wednesday, March 20 5:00 PM – 10:00 PM
Thursday, March 21 12:00 PM – 10:00 PM
Friday, March 22 12:00 PM – 10:00 PM
Saturday, March 23 10:00 AM – 10:00 PM
Sunday, March 24 10:00 AM – 6:00 PM

SHOW ACTIVITIES: **Tuesday, March 19**
Charity Preview 7:00 PM – 10:00 PM
Wednesday, March 20
Press Day 1:00 PM - 4:00 PM

EXHIBIT MOVE IN: Sat., Mar. 16 Freight Only See schedule pg 12
Sun., Mar. 17-Tue., Mar. 19
Exhibitor Set Up

VEHICLE MOVE IN: Mon., Mar. 18 starting at 11:00 AM See Schedule, Pg. 13
(Note: Platform Vehicles move in with freight.)

EXHIBIT COMPLETION: Tue., Mar. 19 12 noon
All exhibits must be completed by this time.

VEHICLE MOVE OUT: Sunday, March 24 6:15 PM
All vehicles must be removed Sunday night.

EXHIBIT MOVE OUT: Mon., March 25 & Tue., March 26.
Exhibit Hall Move Out All exhibit properties must be crated by 1:00 PM on Tuesday. Please make every effort to be crated as early as possible. Please advise Brede of any special move out circumstances.

SHOW LOCATION AND DENVER AUTO SHOW
MAILING ADDRESS: COLORADO CONVENTION CENTER
700 14th STREET, DENVER, CO 80202
Tel: 303-228-8000 (Main CCC Office) Fax: 303-228-8104

PARKING/ TRANSPORTATION: The Colorado Convention Center provides onsite parking in a 1,000 space parking garage. You will find plenty of parking on private lots near the convention center.

HOTELS: There are a number of good hotels within a short walk from the Convention Center. We recommend the official Show Hotel, the Embassy Suites.

OFF PREMISE PERMIT APPLICATION: Dealership sales staff working the Show must comply with the State's guidelines for showing products and discussing pricing. An Off-Premise Permit must be obtained. The following link may be used to download the application .
<http://www.colorado.gov/cs/Satellite/Rev-Enforcement/RE/1214473775553>

SHOW SERVICES INFORMATION

ELECTRICAL: The electrical services form in the kit along with an electrical floor plan of your required outlets or services must be returned to Colorado Convention Center Operations Department by Friday, **March 8**. Electrical is installed prior to carpet being installed. **If the CCC does not have an electrical plan, carpet will not be pre laid in your booth.**

TELEPHONE/CABLE TV: Exhibitors may order telephone and internet services through the Colorado Convention Center Exhibitor Services. Call the CCC for special requirements such as computer lines. See Page 6. Cellular phones may be used.

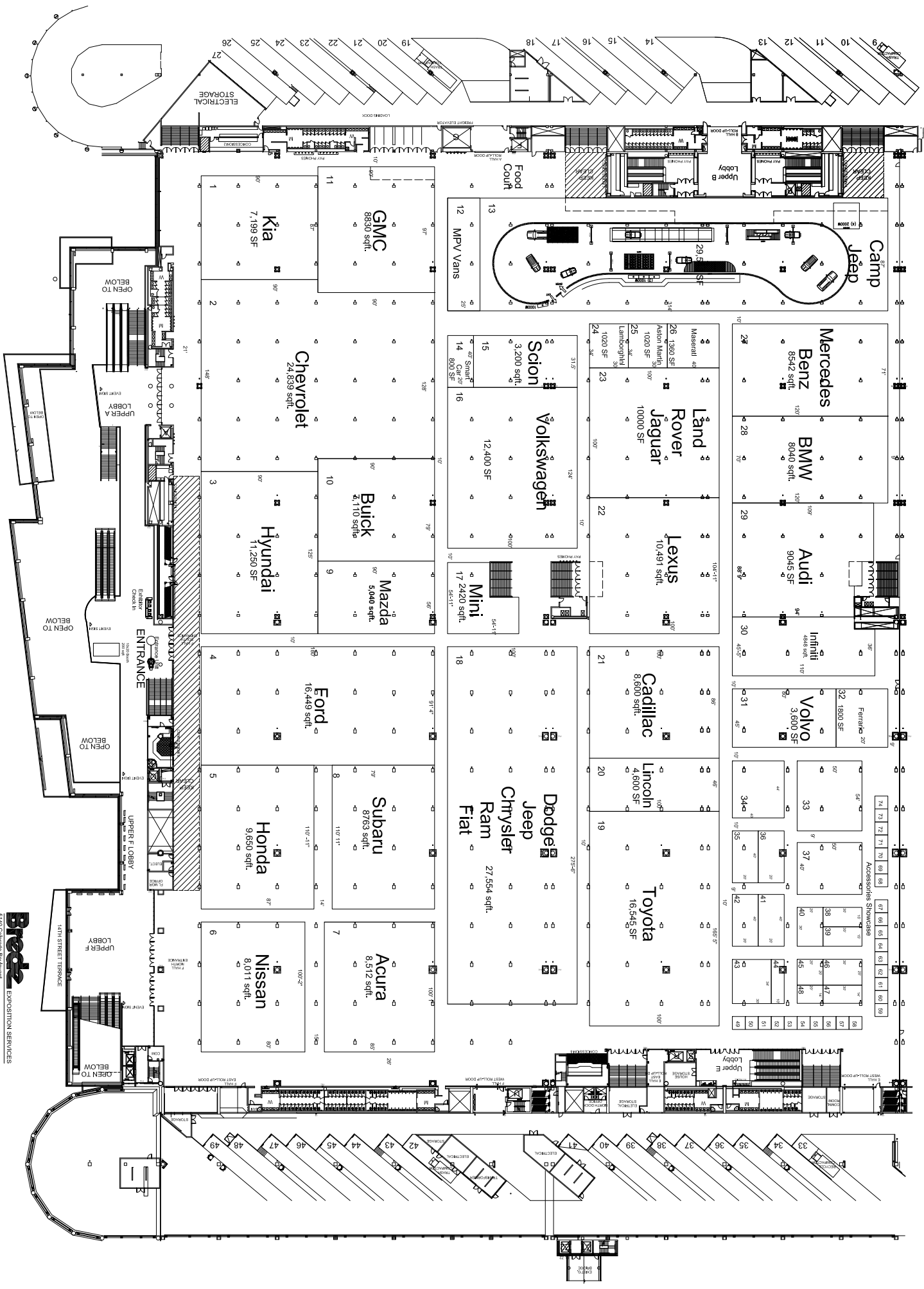
LITERATURE: Brede will establish a holding area for literature and will service all exhibitors on an as needed basis. Please contact the Brede Service Desk prior to 4:00 PM daily for a restock the following morning. Please check your booth inventory each morning prior to opening. Literature left over at the end of the Show should be placed in the trunks or beds of vehicles and taken to dealerships.

The final disposition of remaining costly literature should be arranged with Brede prior to Sunday move-out. Unless otherwise designated, all remaining literature and/or bags will be trashed and you will be charged **on the decorator invoice** for disposal if excessive. The responsibility is that of the exhibitor regarding final disposition.

MEETING ROOMS: A limited number of meeting rooms are available. Please contact David Whitmore at (802) 446-3245 for pricing and availability.

DISCOUNTED TICKET PURCHASES: Discounted ticket purchases available by contacting Peg Rose at (781)237-5533 x 103. Discounted tickets are \$8.00, a savings of \$2.00 per ticket and can be purchased in packs of 20. *See page 17 for order form.*

SHOW HOTELS: **Embassy Suites**
1420 Stout St., Denver, CO 80202
Tel: 303-592-1000
Rate: \$169.00
Reservation Deadline: February 26th, 2013
Guest may call 1-800-HILTONS toll free or the hotel direct at 303-592-1000 to book and reference the **Denver Auto Show**. Reservations can be made via the hotel website, www.denverdowntown.embassysuites.com and enter the Group Code **DAS** in the group code field under *Add Special Rate Codes* from the left side of the reservation screen.



2013 Denver Auto Show

March 20 - 24, 2013

Colorado Convention Center - Denver, CO

Halls A, B, E, & F

Breda EXPOSITION SERVICES
5100 Colorado Boulevard
Denver, CO 80231
Tel: (303) 733-1200
Fax: (303) 731-4864
www.breda.com

Initial Date: 10-5-12
Revision: 1-29-13
AE: BK
Drafter: dno



DIRECTORY

OF CONTRACTORS

Order Forms Enclosed

AUDIO VISUAL: **Image Audiovisuals**
700 14th St, Denver, CO 80202
Tel: 303-228-8047
Cell: 303-961-2093
www.imageav.com

DECORATOR/DRAYAGE/SIGNS: **Brede - Colorado, Inc.**
5140 Colorado Blvd, Denver, CO 80216
Tel: 303-399-8600 – *Marlena Hargrove or Pam Mather*
Fax: 303-321-8694
cscolorado@brede.com

ELECTRICIAN/TELEPHONE
/CABLE TV: Exhibitors may order electrical, telephone or cable TV services
through Exhibitor Services at the CCC by calling 303-228-8027, fax to
303-228-8101 or online at www.denverconvention.com.

FLORAL: **Little Eden Landscaping**
15550 W. 72nd Ave
Arvada, CO 80007
Tel: 303-422-3336
Fax: 303-423-4145
www.littleeden.com

FOOD/BEVERAGE: **Centerplate Catering**
Colorado Convention Center
700 14th Street, Denver, CO 80202
Tel: 303-228-8050 or www.explanit.com to order online.

PHOTOGRAPHY: **Convention Photo**
3217 North Verdugo Road, Suite 1, Glendale, CA 91208
Tel: 818-957-2204 - *Mr. Joe Orlando*

PUBLICITY/ADVERTISING: **Paragon Group, Inc.**
197 First Ave., Suite 150, Needham, MA 02494
Tel: 781-237-5533 - *Ms. Barbara Pudney*
Fax: 781-237-0407

INTERNET/NETWORKING
SERVICES: **Smart City**
5795 W. Badura Ave Ste 110
Las Vegas, NV 89118
Tel: 888-446-6911
Fax: 702-943-6001
Complimentary WIFI is available but cannot be guaranteed. If
connectivity is essential a wired solution is suggested.

GENERAL GUIDELINES

Brede-Colorado, Inc.(Brede) is the General Contractor for the Show reporting to Show Management. Brede has jurisdiction for the handling of freight, scheduling of labor, installation of carpet, and in the area of providing materials.

Special arrangements have been made to provide you with all the services you could conceivably need from freight to furniture. Almost anything you could require to enhance your exhibit such as furniture or signage can be rented from Brede.

This rental option is offered as a service to our exhibitors. However, you may certainly bring equipment such as desks, computers, etc. from your dealership or a local rental company. **SEE PAGE 6 FOR ADDRESS & CONTACT.**

SHIPPING/FREIGHT RECEIPT

Please refer to the address below for shipment of exhibits and properties. SEE BREDE FORMS FOR SPECIFICS. NO FREIGHT WILL BE ACCEPTED BY THE CCC.

ADVANCE FREIGHT SHIPMENTS BEGINNING FEBRUARY 12: UNTIL March 12:	NAME OF EXHIBITING COMPANY & BOOTH NUMBER HOLD FOR: DENVER AUTO SHOW 2013 Brede Exposition Services c/o YRC 15950 Smith Rd, Aurora, CO 80011 Tel: 303-399-8600 (Brede Service Desk)
ARRIVAL BEGINNING MARCH 18:	EXHIBITING COMPANY & BOOTH NUMBER DENVER AUTO SHOW 2013 c/oBrede Exposition Services Colorado Convention Center, Halls A B, E & F 700 14 th Street via Welton St. Loading Dock, Denver, CO 80202 Tel: 303-399-8600 (Brede Service Desk)

UNION JURISDICTION: Specific unions have jurisdiction at the Colorado Convention Center and provide important services. Union personnel report to the General Contractor (Brede) who in turn reports to Show Management (Paragon Group Inc.). If there are commendations for work well done or dissatisfaction or criticism, please contact Bill Kuhnlein of Brede or David Whitmore of the Paragon Group specifically. Please refer to the Brede section of the exhibitor guide for further information.

LABOR: Brede-Colorado, Inc. is the exclusive Drayage and Decorating Contractor on the Show. Exhibitors may hand carry their materials into the Convention Center. Brede's hand trucks, dollies and/or power equipment are restricted to usage by Union personnel only. All exhibitors are allowed to set-up and dismantle their own exhibits in Colorado without charge or interference, provided that such work is performed by your own full-time employees if work can be completed in less than 60 minutes and without the use of mechanized tools. If you need assistance with your display, union labor is available. Please make sure to order your labor in advance to assure prompt service. Exhibitors who do not order labor in advance will be taken in turn after advance orders are filled.

ADVANCE FREIGHT INSTRUCTIONS

For arrival prior to March 12th:

If you have specific questions regarding freight handling (drayage), please contact Brede Customer Service. Exhibitors are reminded that transportation carriers will be required to submit certified weight receipts when delivering shipments for unloading. YRC reserves the right of refusal to unload such shipments until a “certified weight of receipt” is presented. In the event no weight tickets are presented, drivers will be required to go to the nearest scale location for proper documentation. If actual scale weight tickets are not submitted, YRC shall estimate the weight. The estimated weight will be final and binding and used for billing purposes.

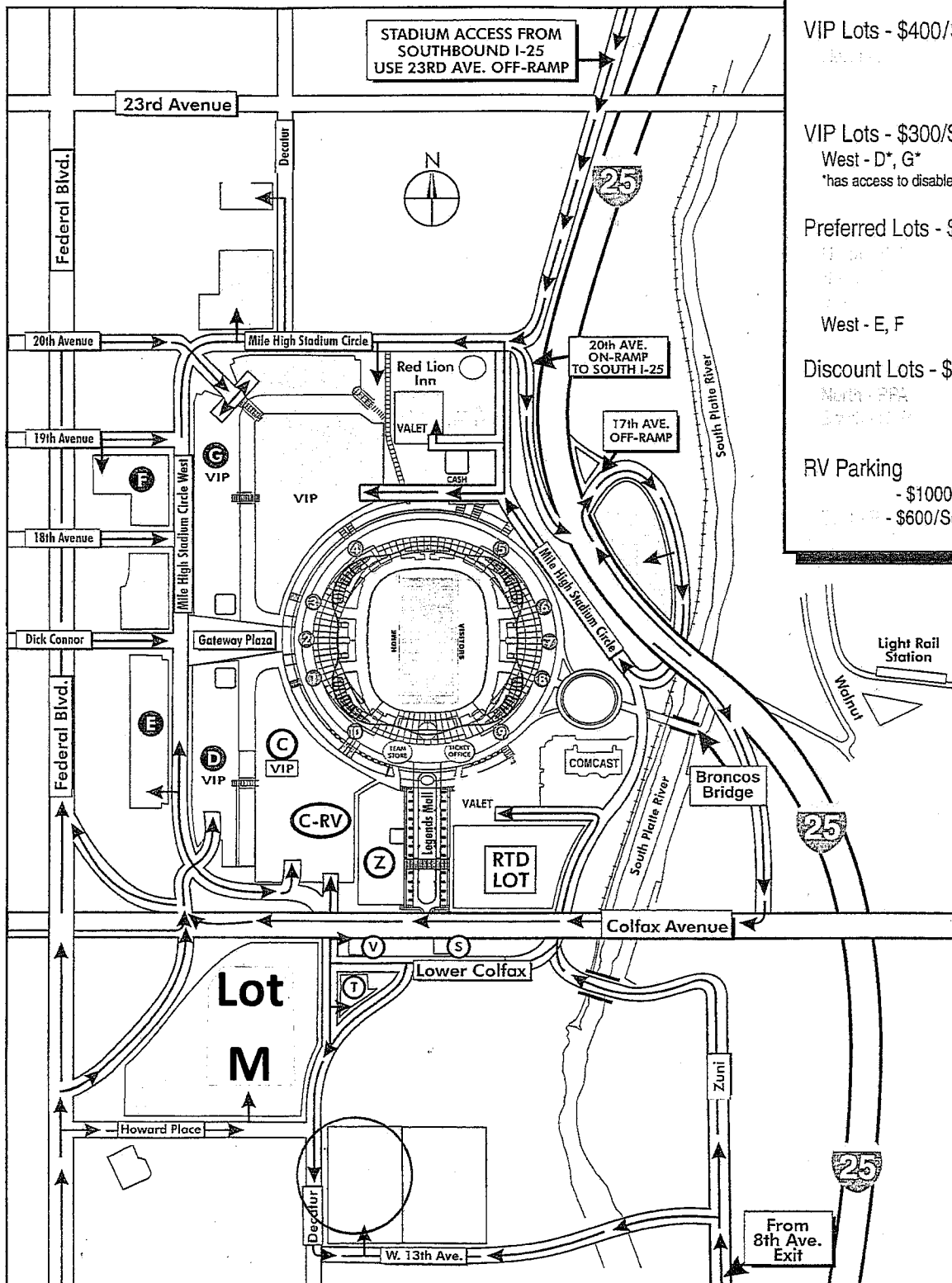
All shipments received at the warehouse and show site are subject to reweigh.

TRUCKING DIRECTIONS/ADVANCE FREIGHT RECEIVING

For driving instructions to the
YRC Terminal please contact
Brede at
303-399-8600
YRC Terminal
15950 Smith Rd
Aurora, CO 80011



Season Permit Parking



2006 Prices:

Valet Lots - \$500/Season

VIP Lots - \$400/Season

VIP Lots - \$300/Season

West - D*, G*

*has access to disabled parking

Preferred Lots - \$300/Season

West - E, F

Discount Lots - \$200/Season

North - BPA

RV Parking

- \$1000/Season

- \$600/Season

SHOW SITE FREIGHT ARRIVAL PROCEDURE

ARRIVALS BEGINNING MARCH 15th after noon:

Sports Authority Field at Mile
High
Downtown Denver
Marshalling Yard
Lot M

PLEASE NOTE: ALL VEHICLES MUST USE THE LOT M MARSHALLING YARD. THERE WILL BE NO EXCEPTIONS! A SPEED LINE WILL BE SET UP FOR PERSONAL VEHICLES AND QUICK DELIVERIES BY AIRFREIGHT AND PARCEL DELIVERIES.

Any vehicle reporting directly to the Colorado Convention Center will be re-routed to the Lot M Marshalling Yard.

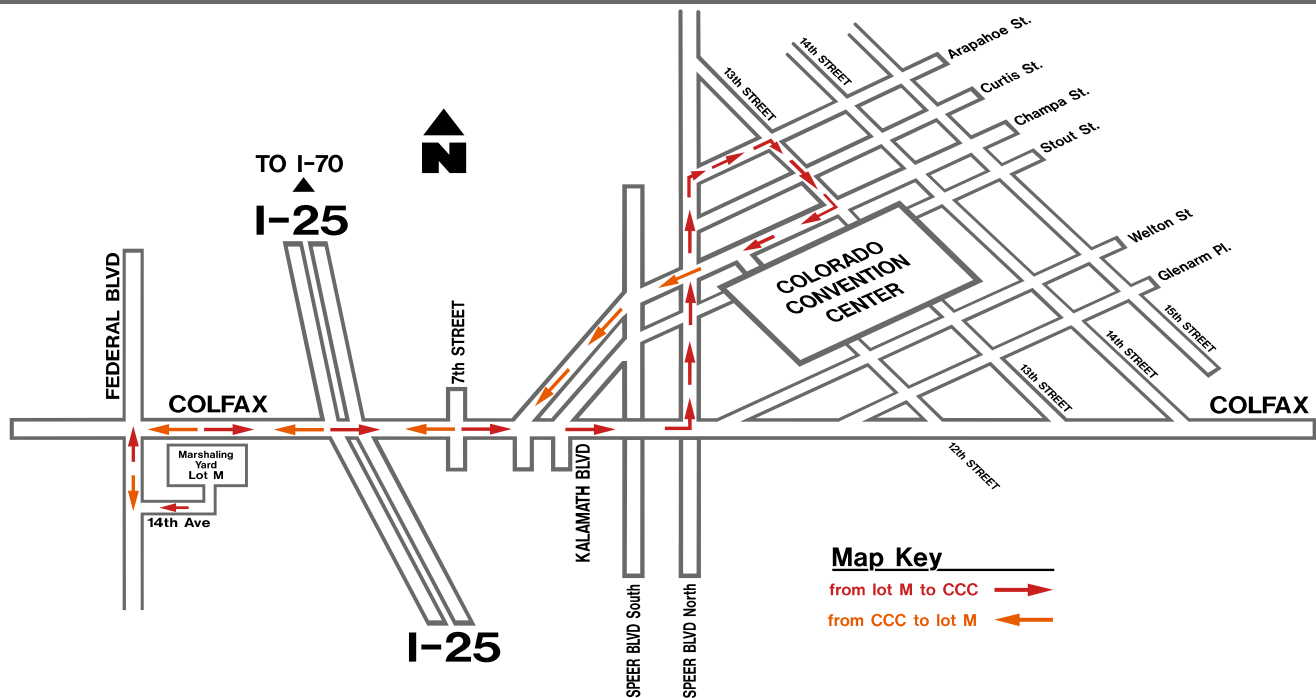
Please advise your traffic manager, van line or common carrier regarding the routes to be taken from all major interstates leading to the Lot M Marshalling Yard.

TRUCKING DIRECTIONS/LOT M MARSHALLING YARD

TO MARSHALLING YARD FROM I-25
From I-25 take Colfax East
Go south on Federal Blvd (Rte 88)
Immediately get in the left lane
At 1st stoplight go left on 14th Avenue
Follow the signs to the Marshalling Yard in Lot M

COLORADO CONVENTION CENTER Marshaling Yard Directions

To and from Halls D,E,& F



To and from Halls A,B & C

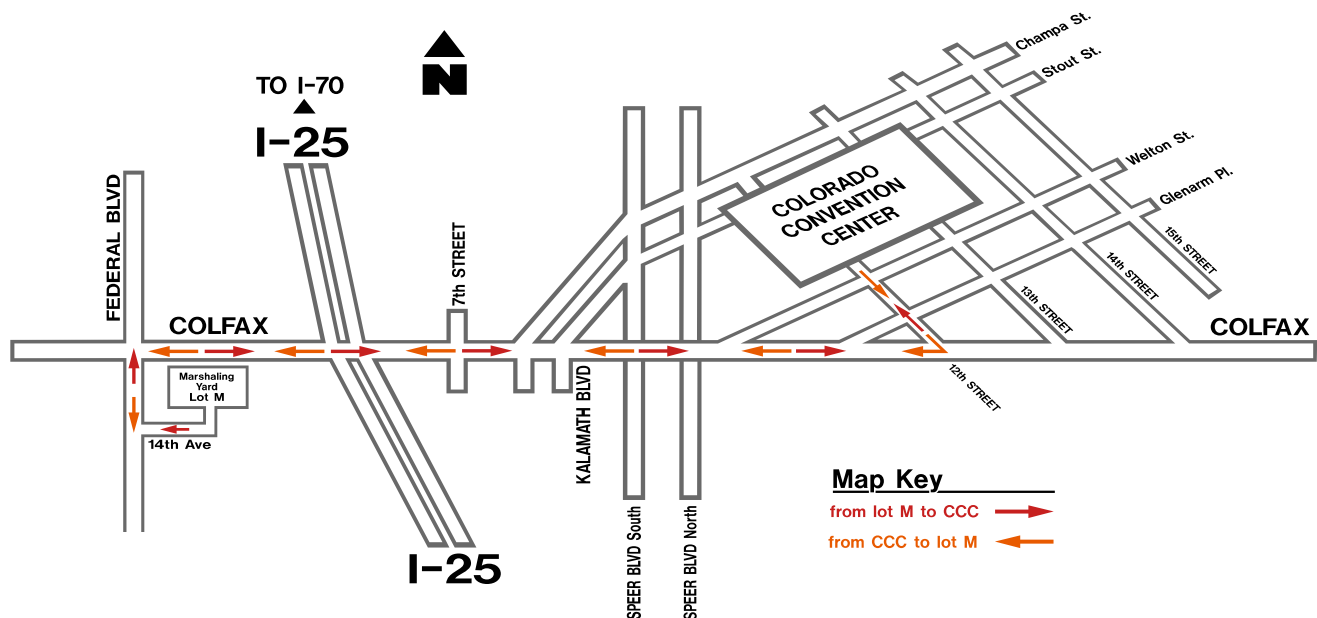


EXHIBIT MATERIALS ONLY

A move-in schedule has been developed in order to coordinate display unloading and vehicle move-in. All exhibitors must adhere to this schedule. Please consult Show Management for any questions regarding this schedule.

Please have your drivers report to the marshall yard. See Page 11.

Turntable/Platform Vehicles/Cutaways are allowed in with exhibits.

SATURDAY, March 16, 2013 - EXHIBIT MATERIAL ONLY

By 7:00 AM	<u>Check in at Lot M</u> Infiniti Cadillac Audi Lexus	Chrysler Dodge MINI Mazda	Ford Volvo Hyundai Buick	Honda Subaru
9:00 AM	<u>Move in on Champa Docks</u> Infiniti Cadillac	Chrysler Dodge	Ford Volvo	Honda Subaru
9:00AM	<u>Move in on Welton St Docks</u> Audi Lexus	MINI Mazda	Hyundai Buick	
By 8:00 AM	<u>Check in at Lot M</u> Lincoln Ram Volkswagen Chevrolet	Fiat Jeep Mercedes-Benz Maserati	Acura Aston Martin Lamborghini	BMW Land Rover Jaguar
10:30 AM	Move in on Champa Docks Lincoln Ram	Fiat Jeep	Acura	
10:30 AM	Move in on Welton Docks BMW Land Rover Jaguar	Volkswagen Chevrolet	Mercedes-Benz Maserati	Aston Martin Lamborghini
By 11:00 AM	Check in at Lot M Toyota Balance of Chrysler Toyota	Nissan Camp Jeep Scion	GMC Kia	
1:00 PM	Move in on Champa Docks Toyota Balance of Chrysler	Nissan		
1:00 PM	Move in on Welton Docks Camp Jeep	GMC	Kia	Scion

CRATE REMOVAL

Please be sure to have your set up supervisor obtain an ample supply of "empty" labels from the Brede Service Desk to expedite the removal of your empty display crates. Crates will not be moved unless so designated. No display trucks or trailers may be stored on convention grounds.

DISPLAY VEHICLES ONLY

The following schedule is for display vehicles only. Platform or turntable vehicles may be brought in when the display is ready. All vehicles should adhere to this schedule, however, early move-in requests are very possible **if all crates have been removed from your exhibit area** and your vehicles will not block another carline from moving in. If there are any questions, please consult Show Management.

Vehicles may not be placed in Exhibit Space until all crates have been removed.

It is highly recommended that all vehicles be completely detailed prior to delivery in case there is any delay in placement. A simple wipe down and final detail will make the vehicles "show ready". Visqueen should be removed and placed in the aisles as soon as the vehicles are in place.

MONDAY, MARCH 18, 2013 - VEHICLES ONLY

11:00 AM – 1:00 PM

Ford	Chevrolet	Lincoln	GMC
Subaru	Chrysler	Infiniti	Land Rover
Infiniti	Smart	MINI	Scion
BMW	Dodge	Smart	

1:00 PM - 3:00 PM

Honda	Jeep/Ram/Fiat	Volkswagen	Lexus
Volvo	Mercedes-Benz	Audi	Toyota
Cadillac	Buick	Rolls Royce	Ferrari
Bentley	Lotus		

3:00 PM – 5:00 PM

Hyundai	Mazda	Acura	Kia
Nissan	Aston Martin	Lamborghini	Maserati

ALL SCHEDULES ARE SUBJECT TO REVISION

All exhibits must be completed by 12:00 noon, Tuesday March 19, 2013.

Important Final Check

- Gas tanks must contain less than 1/8 of a tank. All vehicle fuel gauges will be checked by security to insure that they meet the fire regulations before the vehicle can enter the building.
- Filler tank doors or gas caps must be of a locking type or taped.
- Vehicles must have a 5 foot clearance when adjacent doors are open on each other. Consider positioning vehicles slightly ahead or behind each other if space is tight.

MOVE-OUT DATES & TIMES

EXHIBITORS ARE REQUIRED TO MAINTAIN THEIR EXHIBITS
INTACT UNTIL THE SHOW IS OFFICIALLY CLOSED.

Sunday, March 24, 2013
6:15 PM move-out begins and
continues all night if
necessary

ALL VEHICLES MUST BE REMOVED FROM THE EXHIBIT HALL AT THIS TIME. This will help avoid damage to vehicles by forklifts that will be returning display crates to your exhibit area during the night. Exhibit dismantling may begin at this time. *The move out is extremely tight, so please have enough drivers to remove all vehicles as quickly as possible.*

Monday, March 25, 2013
8:00 AM to 5:00 PM

Move out continues.

Tuesday, March 26, 2013

All exhibit hall properties must be crated by 1:00 PM Tuesday.

UNTIL MOVE-OUT ANNOUNCEMENT, ABSOLUTELY NO VEHICLES MAY BE STARTED OR MOVED
UNTIL SHOW MANAGEMENT AUTHORIZES SUCH ACTIVITY.

SPECIAL MOVE OUT PASSES WILL BE ISSUED AND EACH VEHICLE DRIVER MUST SUBMIT
THE PASS TO SECURITY OFFICERS ON EXIT.

MERCHANDISE REMOVAL

1. All merchandise including automobiles, hand carried merchandise, such as computers etc. must have a Vehicle or Property Release Pass, which can be obtained in the Show Office.
2. Do not leave your exhibit material on the floor without proper identification, forwarding address or arrangements in place to have it removed. The responsibility is yours.
3. All outbound freight must be accompanied by a bill-of-lading. A representative of Brede-Colorado, Inc. will be at the service desk to assist you.

ANY MERCHANDISE LEFT ON THE FLOOR AFTER 3:00 PM ON TUESDAY, March 26TH, 2013
WILL BE REMOVED AT THE EXHIBITOR'S EXPENSE.

CONTRACT GUIDELINES & LIMITATIONS

- CONTRACT GUIDELINES & LIMITATIONS: Space is contracted to the specific car line, dealer or exhibitor, therefore, no outside companies, vendors, or suppliers may be incorporated into the space. Outside companies such as resort travel, van conversion companies, or accessory suppliers will not be allowed. Appropriate signage for a supplier of bicycles, motorcycles, boats, or watercraft is allowed, if these units are incorporated as part of the display. If there are any questions, please call David Whitmore at 802-446-3245.
- EXCLUSIONS: Absolutely no outside companies, such as time share/resort companies, will be allowed to collect names for list building without Show Management approval. All surveys or collection of names for contests or list building must be approved 30 days prior to the Show by contacting Show Management at 802-446-3245. Any entry forms used must comply with state regulations. Actual date that contest prize(s) will be awarded must be posted within display.
- SOUND LEVEL: Sound level of presentations must be maintained at a reasonable level and must not interfere with neighboring exhibits. Show Management reserves the right to determine the acceptable sound level in all such instances.
- NON EXHIBITOR RESTRICTIONS: Distribution of any samples, literature, or other materials from a non-exhibiting company (one without a contract to exhibit) is expressly prohibited.
- LIABILITY: The exhibitor is entirely responsible for the space that is occupied by him and agrees to reimburse the Colorado Convention Center for any damages caused to the floors, walls, or columns which have occurred in his area.
- SECURITY: Items that are vulnerable to theft should be locked up in the trunk of a display vehicle. Please consult the Security Advisory on Pages 22 and 23 for more precautions on exhibiting in a "trouble-free" Show. Allied 10 x 10 booths should take extra precaution
- INSURANCE: If you elect to utilize any non-official contractors, you must provide the Paragon Group, Inc. with proper Certificates of Insurance holding harmless, Paragon Group, Inc., its' agents and employees; Colorado Automobile Dealers Association, its officers and members. See pages 19 & 20.

CREDENTIALS/TICKET INFORMATION

EXHIBITOR ENTRANCE/DRESS: Sales personnel, product presenters, manufacturer reps as well as all exhibitors will be required to pick up working credentials. Sales personnel and exhibitors are required to pick up new badges daily.

- During move in and open show hours at the registration counter.
- Business attire, a business card and a means of identification are required for admittance. Exhibitor badges do not allow entrance to friends and family.

All exhibitors must be dressed in professional business attire to be admitted. This means suits, sport coats, or **factory authorized** logoed shirts or sweaters and dress slacks.

Dealer personnel who are **not** working at the display, family members or friends **will not** be admitted on exhibitor badges and will not be admitted without a ticket. Tickets can be purchased at the Show, so please plan accordingly.

The show office **will not** hold tickets as a "will call".

TICKET DISTRIBUTION: Gold VIP and Guest of Exhibitor tickets will be forwarded to all participating dealers for arrival 2 weeks prior to the Show from the Colorado Automobile Dealers Association. Tickets are required for admittance.

MESSAGES: All exhibitors are advised to contract for phone service. Incoming calls will be transferred to the exhibitor booth or cellular numbers given to the caller as appropriate. Please advise show office of cellular numbers. **THERE WILL BE NO PAGING.**

PARTICIPATING DEALER LIST: It is important for all communications that Show Management is provided with an accurate list of participants prior to the Show. Tickets, posters, information etc. will be provided based on this list and Management assumes no liability for missed communication if such a list is not provided. Please forward a list of participating dealers to Paragon Group at address on page 1.

ADDITIONAL TICKETS: **Dealers, factories, zones or other exhibitors desiring tickets in bulk for special promotions or distribution to employees, office personnel, special groups, etc. may purchase tickets at reduced prices by contacting Peg Rose at 781/237-5533, ext 103. See page 17. Tickets are priced at \$8.00, a savings of \$2.00 off the regular admission price of \$10.00.**

SPECIAL NOTE: Tickets are required for entrance. Sales personnel are cautioned not to advise friends and prospects that they will be admitted by the presentation of a salespersons business card.

DISCOUNT TICKET INFORMATION

Save \$2.00 Each

CREATE GOODWILL FOR YOUR DEALERSHIP, INDIVIDUAL DEPARTMENTS, CUSTOMERS!!
DEVELOP PROMOTIONAL PROGRAMS FOR CURRENT OWNERS!

Discount tickets are available when ordered prior to the Show. We recommend you use them to invite your customers, business associates, and others as your guests to your Show.

These tickets are \$8.00 each and will be sold in packs of 20 only. Regular adult admission is \$10.00.

To order, fill in the order form. All orders for tickets must be paid by a check or credit card. These tickets will not be available once the Show opens. Unused tickets are not returnable. All orders must be received by March 14, 2012 .

Clip here and return

(Please print)

Please send me ____ pack(s) of discount tickets at \$160.00 per pack.

Packs Ordered: _____ @\$140.00 Per Pack = \$ _____

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail _____

☐ Check Enclosed (Payable to: **Denver Auto Show**)

☐ Please charge to ____MC ____Visa Card Number: _____

Name on Card: _____ Expiration Date: __/__/__

Please make checks payable to: **DENVER AUTO SHOW**

Minimum order is one pack of 20 tickets.

All orders received after March 16 will be returned. Make checks payable to Denver Auto Show
Mail this order form and check to:

***Paragon Group, Inc.
Denver Auto Show
197 First Ave, Suite 150, Needham, MA 02494***



VEHICLE DETAILING PERSONNEL

- VEHICLE DETAILING PERSONNEL: Personnel detailing vehicles prior to the Show and during show hours are seen as an extension of Show Management and are expected to act accordingly. Detailing personnel should be particularly attentive and courteous during show hours as relates to booth personnel and attendees alike.
- IMPORTANT: A headquarters location for the detailing company management must be established prior to the start of work. This location must be given to Show Management for future communication. Please check in at the Show Office.
- HOURS: Detailing personnel will be allowed on the floor two (2) hours prior to the opening of the Show daily. All personnel must enter through the main entrance.
- IDENTIFICATION: Personnel will be required to provide Show identification and a matching vehicle operator's license to enter the exhibit halls. **BOTH WILL BE REQUIRED.** Detailers must have show badges or signifying apparel.
- DRESS CODE: Detailing personnel must be attired in long pants and company logoed shirts. **NO SHORTS ARE ALLOWED ON THE FLOOR DURING PUBLIC SHOW HOURS, HOWEVER, MAY BE WORN DURING SET UP.** Management recommends clean jeans or slacks along with clean "T " shirts or logoed golf type shirts. Coveralls are acceptable as well. **DIRTY OR TORN APPAREL WILL NOT BE TOLERATED.**
- BREAK AREAS: Detailing personnel should not take breaks or eat meals in public view except in designated food court areas.
- LOCAL DEALER REPRESENTATION: Dealers or Line Groups may employ their own personnel if desired. Dealership employees must be in company uniform and abide by the same procedures as listed above. Dealers or zones should provide a letter of authorization to Show Management.
- INSURANCE: Detail organizations are deemed to be Designated Contractors and must furnish insurance as detailed on Pages 19 & 20.

INSURANCE REQUIREMENTS

In order to participate in the Denver Auto Show, all exhibitors must sign and submit the exhibitor contract furnished with the invoice for space. This serves as the entire agreement between exhibitor and Paragon Group, Inc., and indemnifies the Paragon Group, Inc. from any further claims which may arise as a result of the booth license. No further documentation is required.

Exhibitor Designated Contractors (EDC's) must provide proof of a comprehensive general liability insurance policy. This includes I&D companies, lighting and AV companies, florist and survey, or test drive companies, auto detailing companies and any other companies supplying services or equipment. Please call Paragon Group, Inc. at 781-237-5533, if you need further information.

The additional insured and policy limitations are listed on the attachment "Certificate of Liability Insurance". **Certificates must be completed correctly and for the inclusive dates (Move in through move out).**

Insurance certificates must be in Show Management's hands 30 days prior to any services rendered.

Access in any way to the Convention Center will be denied until the exhibitor or supplier has provided an accepted policy to Show Management. **THERE WILL BE NO EXCEPTIONS.**

APPLICATION FOR SHOW LIABILITY INSURANCE

SHOW NAME: Denver Auto Show

LOCATION: Colorado Convention Center
700 14th Street
Denver, CO 80202

INCLUSIVE DATES: March 16 –March 27, 2013

MOVE-IN DATES: March 16 –March 20, 2013

SHOW DATES: March 20-March 24, 2013

MOVE-OUT DATES: March 24-March 26, 2013

ADDITIONAL INSURED: ***Certificates must list all additional insureds. Insurance coverage paperwork should be sent only to Paragon Group, Inc. None should be forwarded to additional insured.*** (Please list) Colorado Automobile Dealers Association; City and County of Denver, SMG, it's officers, agents and employees and Paragon Group, Inc.,

NOTE: Please note limits of liability coverage on the **enclosed Certificate of Insurance**. Your certificate should include limits of not less than **Two Million** Dollars (with combined single limit for bodily injury and property damage) and must cover the above as additional insured. Receipt by Paragon must be no later than 30 days prior to the Show.

If you have any questions, please call Peg Rose at 781-237-5533 or toll free at 800-258-8912.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/14/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER YOUR INSURANCE AGENT'S NAME & ADDRESS	CONTACT NAME:		
	PHONE (A/C, No Ext):	FAX (A/C, No):	
INSURED YOUR COMPANY NAME & ADDRESS	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: YOUR INSURANCE COMPANY		
	INSURER B: YOUR INSURANCE COMPANY		
	INSURER C: YOUR INSURANCE COMPANY		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- ECT <input type="checkbox"/> LOC	Y		XXXXXX0149	1/1/13	1/1/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			XXXXXX6437	1/1/13	1/1/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$ \$
	DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	XXXXXX2011	1/1/13	1/1/14	WC STATU- TORY LIMITS <input checked="" type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: DENVER AUTO SHOW, MARCH 16, 2013 THROUGH MARCH 27 2013. COLORADO AUTOMOBILE DEALERS ASSOCIATION, CITY & COUNTY OF DENVER, SMG, IT'S OFFICERS, AGENTS, AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED, ATIMA

CERTIFICATE HOLDER

CANCELLATION

PARAGON GROUP, INC
197 FIRST AVENUE, SUITE 150
NEEDHAM, MA 02494

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Phone:

Fax:

E-Mail:

BASIC CAR INSTRUCTIONS

STRICT FIRE REGULATIONS MANDATE THAT:

- Fuel tanks must contain **LESS THAN 1/8 OF A TANK OF FUEL**.
- Management has no way to drain fuel so please pay special attention to the ¼ tank maximum.
- All vehicle batteries must be disconnected and cables very securely taped.
- All vehicles must have locking gas caps, locking fuel filler doors or gas caps sealed with tape.
- Exit doors or fire safety equipment must remain unobstructed.
- Keys - Management requires a key and description of the location where you will be storing your car keys after Show hours. A vehicle trunk is recommended. During Show hours ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicle from the building in the event of an emergency. (Please supply only one key to Show Management Office for the after hours key storage location. A key copy is preferred.)
- No automobiles or exhibits can be removed during Show hours.
- Cars using electrical converters to power radios, lights, etc. must have alarm system fuses disconnected to prevent any system activation during the Show.
- Horns must be disconnected.
- Vehicles may be cleaned two hours prior to the opening of the Show each day.
- Minor wiping and dusting during Show is permitted and encouraged.

VEHICLE PRICING & IDENTIFICATION

It is the responsibility of the exhibitor to insure that all required window (Monroney) labels are securely affixed in compliance with Federal, State and Local laws. If you have any questions, please contact your Dealer Association office. Labels on tire stands are permitted in lieu of window labels. Labels must have the name of the factory or dealer and an accurate detail of the final Monroney price.

No dealership identification is permitted on vehicles, license plates, or license plate holders. Signs indicating the name and address of all participating line group dealers are permitted but must be professional in appearance and in good taste.

SECURITY ADVISORY

Paragon Group, Inc. and the Colorado Automobile Dealers Association will in no way be held responsible for theft of any display items or exhibitor equipment.

The purpose of this advisory is to direct you through all phases of security as a guide to a trouble-free Show.

- ARRIVAL OF EXHIBIT MATERIAL AT SHOW:
1. It is recommended that adequate personnel be present at the booth to receive shipment and log inventory.

Remember that merchandise shipped in advance to the official drayage contractor will be delivered on the first (1st) day of installation. There are additional storage charges if pre-shipped to the warehouse.

2. Any discrepancy in merchandise received should be reported to the Show Contractor and Show Management immediately.

Allied Exhibitors and 10'x10' Exhibitors are cautioned to keep valuable merchandise secure **especially during non show hours**. While there is guard service 24 hours daily, there are simply too many entrances/exits to be covered at all times. **SHOW MANAGEMENT ACCEPTS NO RESPONSIBILITY FOR DAMAGE OR THEFT OF MERCHANDISE.**

- INSTALLATION:
1. While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made i.e., chaining of items, showcases, covering with tarps, and locked containers.
 2. Private Guards are also available on a for hire basis from the Service Contractor.
 3. **DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNED FOR "EMPTY STORAGE".**

- OPEN SHOW PERIOD:
1. Booth personnel will not be allowed in before one (1) hour prior to official opening and should remain during all Show hours. Early entrance may be approved by request to Show Management.
 2. If for any reason you must leave your booth, provision for coverage should be made.
 3. Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats, and attaché cases. Show Management under no circumstances can be responsible for said items.
 4. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening.
 5. Exhibitors, who wish to remove any merchandise from the Exhibit Hall during, or at the conclusion of the Show, must obtain a "VEHICLE OR PROPERTY RELEASE PASS" form from Show Management and must surrender this form to the Security Guard at the point of exit from the building.

SECURITY ADVISORY

(continued)

- DISMANTLING PERIOD:
1. If you are hand carrying your merchandise out of the building, you must do so through the main entrance, and you must have proper exhibitor identification. Dismantling and/or merchandise removal cannot begin prior to the official closing hour of the Show.
 2. It must be stressed that exhibitor personnel should remain with display merchandise and materials until they are removed from the exhibit floor or properly crated for drayage personnel to remove.
 3. Each outbound carton or crate must be properly labeled or tagged for shipment and should not be left unattended in your exhibit booth until arrangements have been made for removal.
 4. While adequate guard service will be provided by the Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.
 5. **Paragon Group, Inc. assumes no liability or responsibility for any loss, damage or theft. Therefore, it is incumbent upon exhibitors to provide their own insurance coverage.**

FIRE REGULATIONS

Colorado Convention Center

Denver, CO

- 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, 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 have the following:
 - a) Battery cables disconnected.
 - b) Fuel level in gas tank is less than 1/8 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 CC 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.
- 14) Storage in meeting room and ballroom corridors is not permitted.
- 15) Multi-level exhibits have special requirements in order to obtain approval from the Fire Prevention Bureau. Contact CCC Operations at 303-228-8013 for clarification and specifics.

BUILDING REGULATIONS

Colorado Convention Center

Denver, CO

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 and 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) Centerplate Catering has exclusive catering, concession and liquor privileges at CCC. It is not permissible to bring food and beverage 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 contract your Centerplate Catering representative at (303) 228-8050 for more detailed information.

SECURITY:

- 1) The CCC maintains twenty-four (24) hours security for building perimeter and internal patrols.
- 2) Hall Security and Individual booth security is 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.

PERFORMANCE OF MUSIC AT THE DENVER AUTO SHOW

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. No license is required for original music owned by the exhibitor.

The licensing requirements include the playing of live as well as recorded music, (records, tapes, compact discs, etc.), and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of American Society of Composers, Authors & Publishers (ASCAP) and Broadcast Music Inc. (BMI).

We advise you to contact these agencies listed below to acquire the proper licenses:

ASCAP
2690 Cumberland Parkway
Suite 490
Atlanta, GA 30339
800/505-4052

BMI
10 Music Square East
Nashville, TN 37203
615/401-2000

Adherence to these federally mandated copyright licensing laws is critical. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the Portland International Auto Show.

Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses.

If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.



SUITE. AND SWANKY.

Our gorgeous new hotel offers you everything you already love about Embassy Suites, plus plenty of awesome surprises. Like 25,000 square feet of stunning meeting space, jaw-dropping décor and amazing bar areas, breakout rooms and ballrooms.

All perfectly located across the street from the Colorado Convention Center!

SUITE FEATURES

- ◆ 403 non-smoking, one-bedroom suites
- ◆ Separate living room with queen sofa sleeper, large work desk with built-in audio visual ports
- ◆ Wet bar, microwave, refrigerator & coffeemaker
- ◆ Wired & wireless high speed internet (nominal fee)
- ◆ Two 37" HDTV's

MEETINGS & EVENTS

- ◆ 16 event rooms to accommodate 10-650 people
- ◆ 4 ballrooms, each with their own pre-function space
- ◆ 14' floor-to-ceiling windows in most of event space
- ◆ Comprehensive catering; on-site audio visual services
- ◆ Cat 5E, switched Ethernet network; dedicated speeds up to 100Mbps/s in meeting space

DINING & ENTERTAINMENT

- ◆ Complimentary cooked-to-order breakfast daily
- ◆ Complimentary Manager's Reception* each evening featuring your favorite beverages & light snacks
- ◆ Elements Restaurant and Bar for lunch and dinner
- ◆ Full service Starbucks™ on-site

elements
RESTAURANT AND BAR

ADDITIONAL FEATURES

- ◆ Precor™ equipped fitness room & indoor saline pool
- ◆ Business Center with complimentary internet access
- ◆ Laundry/valet service; Guest laundry facilities
- ◆ Gift shop; ATM; Valet parking only
- ◆ Hilton HHonors™ Points & Miles™
- ◆ Awarded LEED Silver certification by U.S. Green Building Council



LOCAL ATTRACTIONS

Walk or shuttle via the complimentary 16th Street shuttle to:

- ◆ Colorado Convention Center
- ◆ Denver Performing Arts Complex, Denver Art Museum, Museum of Contemporary Art
- ◆ Denver Pavilions, Larimer Square, & Writers Square
- ◆ U.S. Mint; Colorado State Capitol Building
- ◆ Financial, Business and Judicial Districts
- ◆ Coors Field, Pepsi Center
- ◆ 16th Street Pedestrian Mall

*Subject to state and local laws. Must be of legal drinking age.

Hilton HHonors™ membership, earning Points & Miles™, and redemption of points are subject to HHonors Terms and Conditions.



EMBASSY SUITES®

Denver — Downtown Convention Center

1420 Stout Street, Denver, CO 80202
303-592-1000 or 800-Embassy

www.denverdowntown.embassysuites.com

Brede

EXPOSITION SERVICES



Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Denver Auto Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Denver Auto Show Customer Service Representative at cscolorado@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013

Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Paragon Group
- 781.237.5533
- www.paragonexpo.com

Carpet Options

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, standard grey carpet will be installed at the exhibitor's expense.
Carpet Order Discount Deadline is February 14, 2013.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **March 12, 2013**

TO: Exhibiting Company Name and Booth #

FOR: Denver Auto Show

Brede Exposition Services

c/o YRC

15950 Smith Road

Aurora, CO 80011

Direct to Show Site

Do not deliver prior to: **March 16, 2013**

TO: Exhibiting Company Name and Booth #

FOR: Denver Auto Show

c/o Brede Exposition Services

Colorado Convention Center- Halls A, B, E & F

700 14th St via Welton Street Loading Dock

Denver, CO 80202

Exhibitor Schedule

Freight Move-in:	Saturday	March 16, 2013	Per Scheduled Target Times	<ul style="list-style-type: none"> • No I&D allowed on Saturday • All labor on Saturday must go through the general contractor
Exhibitor Move-in:	Sunday	March 17, 2013	8:00 AM — 8:00 PM	<ul style="list-style-type: none"> • No earlier for I&D Houses
	Monday	March 18, 2013	8:00 AM — 8:00 PM	
	Tuesday	March 19, 2013	8:00 AM — 8:00 PM	
Show Hours:	Wednesday	March 20, 2013	5:00 PM — 10:00 PM	<ul style="list-style-type: none"> • I&D not allowed on floor prior to 6:00pm
	Thursday	March 21, 2013	12:00 PM — 10:00 PM	
	Friday	March 22, 2013	12:00 PM — 10:00 PM	
	Saturday	March 23, 2013	10:00 AM — 10:00 PM	
	Sunday	March 24, 2013	10:00 AM — 6:00 PM	
Vehicles Move-Out:	Sunday	March 24, 2013	6:15 PM — 10:00 PM	
Exhibitor Move-out:	Monday	March 25, 2013	8:00 AM — 8:00 PM	
	Tuesday	March 26, 2013	8:00 AM — 5:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **12:00 PM on Tuesday, March 26, 2013.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



Find more on Brede.com



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

Show Details



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Please make your show site representative aware of the following policies.

**Important
Deadlines**

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet	February 14, 2013
Furnishings rentals	March 4, 2013
Custom exhibits rentals	March 4, 2013
Labor orders	March 4, 2013



[Add to my
calendar](#)

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by: March 12, 2013

Shipments to show site to arrive no sooner than: March 16, 2013

**Payment
Policies**

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

**Cancellations
&
Adjustments**

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

**Tax
Exemption**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

**Third Party
Payment
Billing**

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



[Find more on Brede.com](#)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Required
Form**

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

Orders received without full payment or credit card information will not be processed.



[Add to my calendar](#)

Advance Order Discount Deadline: March 4, 2013

**Order
Summary**

<i>Carpet (Order Discount Deadline is February 14, 2013)</i>	\$	_____
<i>Tables & Accessories</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Graphics</i>	\$	_____
Total Due	\$	_____

**Payment
Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
84-1182654

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$35.00.
- Please include **Denver Auto Show** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

**Exhibiting
Company**

Company: _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA *by fax* 303.321.8694

Order Summary / Payment Method



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Required Form

*This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.*

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP

--	--	--	--

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA **by fax** 303.321.8694

Credit Card Authorization



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order
Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 14, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Carpet Requirement



The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, standard grey carpet will be installed at the exhibitor's expense.

Standard Carpeting:

- Approximately 17 oz.
- Price includes carpet, to install, labor, visqueen and cleaning

Standard Carpet _____ x _____ = _____ sq. ft. x \$ 1.05 = \$ _____
Carpet Padding _____ x _____ = _____ sq. ft. x \$.65 = \$ _____
per sq. ft.

Select from Custom Colors

☐ Beige ☐ Black ☐ Blue ☐ Burgundy ☐ Forest Green ☐ Grey
☐ Purple ☐ Red ☐ Teal

Plush Carpeting:

- Approximately 32 oz.
- Price includes carpet, to install, labor, visqueen and cleaning

Full Coverage Plush _____ x _____ = _____ sq. ft. x \$ 1.95 = \$ _____
Carpet Padding _____ x _____ = _____ sq. ft. x \$.65 = \$ _____
per sq. ft.

Select from Custom Colors

☐ Charcoal ☐ White ☐ Blue Mist ☐ Jade ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

Exhibitor Providing Carpeting:

- If you are not ordering carpet with Brede, please notify Brede of your intention to provide your own carpet by February 14, 2013.
- Exhibitors will be charged by Brede for labor, to install, visqueen and daily cleaning.
- Carpet will be shipped: ☐ Advance Warehouse ☐ Direct to Show Site

Visqueen _____ x _____ = _____ sq. ft. x \$.55 = \$ _____
Carpet Padding _____ x _____ = _____ sq. ft. x \$.65 = \$ _____
Cleaning _____ x _____ = _____ sq. ft. x 5 days \$.08 = \$ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
7.62% CO Tax \$ _____
Carpet Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

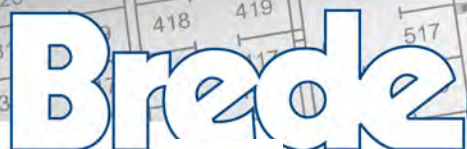
Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet Requirement



**Order
Form**

EXPOSITION SERVICES

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013

Advance Order Discount Deadline: March 4, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	2' x 2' draped table	\$ 88.00	\$ 114.50	\$ _____
_____	4' x 2' draped table	\$ 98.25	\$ 129.00	\$ _____
_____	6' x 2' draped table	\$ 110.25	\$ 143.50	\$ _____
_____	8' x 2' draped table	\$ 122.25	\$ 159.25	\$ _____
_____	4th side drape	\$ 40.50	\$ 52.00	\$ _____
_____	2' x 2' undraped table	\$ 53.50	\$ 69.75	\$ _____
_____	4' x 2' undraped table	\$ 64.50	\$ 85.25	\$ _____
_____	6' x 2' undraped table	\$ 76.00	\$ 99.25	\$ _____
_____	8' x 2' undraped table	\$ 88.50	\$ 114.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	2' x 2' draped table	\$ 110.25	\$ 143.50	\$ _____
_____	4' x 2' draped table	\$ 122.25	\$ 159.25	\$ _____
_____	6' x 2' draped table	\$ 133.25	\$ 173.25	\$ _____
_____	8' x 2' draped table	\$ 146.75	\$ 188.75	\$ _____
_____	4th side drape	\$ 40.50	\$ 52.00	\$ _____
_____	2' x 2' undraped table	\$ 75.50	\$ 99.25	\$ _____
_____	4' x 2' undraped table	\$ 88.50	\$ 114.50	\$ _____
_____	6' x 2' undraped table	\$ 99.50	\$ 129.00	\$ _____
_____	8' x 2' undraped table	\$ 110.25	\$ 143.50	\$ _____
5" & 10" Tabletop High Risers - (includes white vinyl top)				
_____	4' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 60.25	\$ 78.00	\$ _____
_____	6' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 65.50	\$ 87.00	\$ _____
_____	8' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 84.75	\$ 109.25	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Burgundy ☐ Plum ☐ Grey
☐ Purple ☐ Red ☐ Forest Green ☐ Teal ☐ White

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 57.25	\$ 72.75	\$ _____
_____	Padded Arm Chair - Grey	\$ 68.75	\$ 88.50	\$ _____
_____	Custom Swivel Chair - Grey	\$ 104.00	\$ 135.25	\$ _____
_____	Counter Stool with Back - Grey	\$ 76.00	\$ 97.75	\$ _____
_____	Banana Counter Stool - Black	\$ 140.00	\$ 182.00	\$ _____
_____	Pedestal Table - White 30"d			
_____	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 78.00	\$ 103.00	\$ _____
_____	Pedestal Table - White 36"d			
_____	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 82.25	\$ 106.00	\$ _____
_____	Pedestal Table - Black 30"d			
_____	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 163.25	\$ 213.25	\$ _____
_____	Waste basket	\$ 18.25	\$ 24.00	\$ _____
_____	Floor Easel	\$ 38.50	\$ 50.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 74.00	\$ 97.75	\$ _____
_____	Bag Rack	\$ 56.00	\$ 73.50	\$ _____
_____	Waterfall Rack <input type="checkbox"/> Double <input type="checkbox"/> Quad	\$ 101.00	\$ 131.00	\$ _____
_____	Literature Rack	\$ 95.75	\$ 124.75	\$ _____
_____	Tensa Stanchions - retractable	\$ 65.00	\$ 85.00	\$ _____
_____	Upright Base <input type="checkbox"/> 3' <input type="checkbox"/> 8'	\$ 26.75	\$ 35.00	\$ _____
_____	Crossbar/Slider	\$ 26.75	\$ 35.00	\$ _____
_____	3' high drapery (per ft)	\$ 19.50	\$ 24.75	\$ _____
_____	8' high drapery (per ft)	\$ 21.75	\$ 27.75	\$ _____
_____	12' high drapery (per ft)	\$ 29.00	\$ 37.00	\$ _____
_____	16' high drapery (per ft)	\$ 37.25	\$ 49.50	\$ _____
_____	Column Wrap - 8' x 40'			
_____	<input type="checkbox"/> Grey <input type="checkbox"/> Black	\$ 201.00	\$ 257.50	\$ _____
_____	Cover Base with Carpet	\$ 61.75	\$ 70.00	\$ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.62% CO Tax \$ _____

Table Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Tables & Accessories



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Information
Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



Find more on Brede.com



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

Limits of Liability



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 12, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).



[Find more on Brede.com](http://www.brede.com)



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e-mail cscolorado@brede.com



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

**Deadlines
and Info**

- Do not ship to the facility prior to **March 16, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

**Rates
Include**

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

**Crated or
Skidded**

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special
Handling**

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

**Uncrated,
Unskidded, or
Wrapped**

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



[Find more on Brede.com](http://www.brede.com)



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EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

**Inbound
Bill of Lading**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Advance
Warehouse
Shipping
Address**

TO: Exhibiting Company Name and Booth #
FOR: Denver Auto Show
Brede Exposition Services
c/o YRC
15950 Smith Road
Aurora, CO 80011

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 12, 2013 to avoid late charges.**

**Direct to
Show site
Shipping
Address**

TO: Exhibiting Company Name and Booth #
FOR: Denver Auto Show
c/o Brede Exposition Services
Colorado Convention Center
Halls A, B, E & F
700 14th St
via Welton Street Loading Dock
Denver, CO 80202

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 16, 2013 during move-in hours.**

**Empty
Containers,
Labels**

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

**Outbound
Bill of Lading**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://www.brede.com)



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e-mail cscolorado@brede.com



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order
Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Material Handling Rate

Rates below include any
applicable OT charges
per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse by March 12, 2013	\$43.75
On Target Direct to Show site	\$43.75
Late to warehouse, early to show site or off target	25% surcharge
Vehicle Spotting	\$125.00
Marshaling Yard	\$47.00

Additional Services

Vehicle spotting Fee. For vehicles requiring: special handling or attention, into the hall early, off target, late into the hall or requiring the use of a platform or turntable. Additional transportation charges may apply.

Marshaling Yard Fee. This is a one-time fee for both move-in and move-out. Fee is per each tractor and trailer. Trailers hauled by one driver will incur a fee \$47.00 for each.

Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

Certified Weight Ticket. If certified weight tickets are forged, manipulated, fraudulent, invalid dates or if the dates are not within one week of move in, a 25% surcharge of the total weight ticket will be accessed.

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Material Handling Rates



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$43.75 per CWT = \$87.50
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$43.75 per CWT = \$87.50
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$43.75 per CWT = \$87.50

TOTAL cost of three shipments arriving separately: \$262.50

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$43.75 per CWT = \$87.50

TOTAL cost of one consolidated shipment: \$87.50 Savings of \$175.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

15950 Smith Road

Aurora, CO 80011

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

March 12, 2013

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

15950 Smith Road

Aurora, CO 80011

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

March 12, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Colorado Convention Center- Halls A, B, E & F
700 14th St via Welton Street Loading Dock
Denver, CO 80202

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F
Denver, CO
March 20-24, 2013

Exhibitor

Booth

Do not deliver prior to:
March 16, 2013

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Colorado Convention Center- Halls A, B, E & F
700 14th St via Welton Street Loading Dock
Denver, CO 80202

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F
Denver, CO
March 20-24, 2013

Exhibitor

Booth

Do not deliver prior to:
March 16, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: March 4, 2013

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____
Consigned to (Ship to:) _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ Platinum Cargo ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Bill of Lading & Labels Request



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





Platinum Expo and Trade Show Service

"Synchronizing the Many Facets of Trade Show and Event Planning"

Platinum Cargo Logistics is a specialist in providing a specialized services in transport and logistics. Platinum is your partner when it comes to synchronizing the many components and demands of getting your trade show booth and equipment to and from show.On time Every time!

When it comes to coordinating the logistics and transportation planning in to or out of the show site, convention center, hotels, advanced receiving sites, our commitment to customer support is unparalleled in our industry. We combine an extensive network of resources and in depth understanding of the entire process. Platinum will ensure that your product arrives and departs in a timely manner, because we know that the trade show business is urgent and time specific.

Platinum also provides full web tracking solutions which are available with an assigned user name and password. The Platinum Ship system provides the ability to create bills of lading on line, dispatch pickups, print labels and real time updates and the milestones of the shipment through to proof of delivery.

SERVICES:

- Show Site Shipping Coordination
- Door to Door Air and Ground Expedite Services throughout North America
- Full Truck Load Services / Exclusive Use Vehicle
- Less than Truck Load Services
- Door To Door International Air Expedited Services Worldwide
- Ocean Full Container and Less Than Container Load Services
- Crating and Packaging Services
- Warehousing and Distribution

Please contact our centralized customer service team in Denver today to request a quote and learn more about how we can assist with your Trade Show and Expo transportation and logistics needs.

Platinum Cargo Logistics
Available 24/7 - Weekends, Holidays, and After Hours

Office: 866-260-5587 /Fax: 720-374-3099 /Mobile: 303-257-7947 /Email: denops@platinumcargo.com





UNION LABOR REQUIREMENTS

Convention, Display, Trade Show Labor Conditions:

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No. 7.

Display and Exhibit Work - Installation, Dismantling and Decorating:

Full time employees of an exhibiting firm may install and dismantle their own respective company display*, if such work can be completed in less than sixty minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of the General Service Contractor and all related work is to be performed under their contract with IATSE, Local 7 members.

(*Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Show/Job Site Drayage:

Exhibitors may handle their own hand-carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through the General Service Contractor.

Dock Space:

Dock space is limited at the Colorado Convention Center, and it is under the control and authority of the General Service Contractor.

Denver Theatrical Stage Employee's Union

IATSE, Local No. 7

1475 Curtis Street

Denver, CO 80202

Business Agent

Office: (303) 534-2423

Fax: (303) 534-0216



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

All material handling, other than exhibitor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your exhibitor service kit for rates and liability information. This is a chargeable service.

Exhibitors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Exhibitors may not borrow or rent their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic are under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within the 15 minutes. A time dock pass will be issued. Unattended vehicles will be towed at the owner's expense. The above will be strictly enforced.

Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the *Labor Order* form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://www.brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 4, 2013



[Add to my calendar](#)

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
☐ Show site

Blueprints/Instructions:

- ☐ Attached
☐ with Display-Crate # _____

Shipment :

- ☐ Crates
☐ Boxes
☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
☐ Shipped
☐ None

Delivery Date:

Special Equipment Required:

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact:

Phone #: _____

Labor Notes:

Straight Time

\$59.00

Monday-Friday 8:00 a.m. - 4:30 p.m.

per person per hour

Overtime

\$88.50

Monday-Friday 4:30 p.m. - Midnight

per person per hour

Saturday, Sunday and observed union holidays
8:00 a.m. - Midnight

Double Time

\$118.00

Monday-Sunday Midnight - 8:00 a.m.

per person per hour

- One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.
- Will Call Labor that does not specify a specific time and date will incur a 30% surcharge.
- All standby labor must be provided by Brede.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal x .30)	Estimated Cost
Installation	_____	X	=	X		= \$	+ \$	= \$
Installation	_____	X	=	X		= \$	+ \$	= \$
Dismantle	_____	X	=	X		= \$	+ \$	= \$
Dismantle	_____	X	=	X		= \$	+ \$	= \$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order
Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 4, 2013



[Add to my calendar](#)

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	4 Stage Up to 5,000 lbs. capacity	Up to 10,000 lbs. capacity forklift & operator per hour	Scissor Lift lift & operator per hour	Helper per person per hour
Straight Time Monday-Friday 8:00 a.m.- 4:30 p.m.	\$147.50	\$209.00	\$271.00	\$281.00	\$71.00
Overtime Monday-Friday 4:30 p.m.- Midnight Saturday, Sunday and observed union holidays 8:00 a.m.- Midnight	\$213.00	\$262.00	\$341.00	\$352.00	\$106.50
Double Time Monday-Sunday Midnight - 8:00 a.m.	\$277.00	\$315.00	\$409.50	\$420.00	\$142.00

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	X	X	\$ _____	= \$ _____
Dismantle	_____	_____	X	X	\$ _____	= \$ _____

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Forklift



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 4, 2013



[Add to my calendar](#)

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

	Rate for Lift & Crew Per Hour
Straight Time Monday-Friday 8:00 a.m.- 4:30 p.m.	\$403.00
Overtime Monday-Friday 4:30 p.m.- Midnight Saturday, Sunday and observed union holidays 8:00 a.m.- Midnight	\$534.00
Double Time Monday-Sunday Midnight - 8:00 a.m.	\$677.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs)	Height (ft)	Length (ft)	Assembly Required
Type	Shape	Electrical	
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Chain Motor	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	

ft from top aisle
(booth # _____)

ft from left side
(booth # _____)

ft from right side
(booth # _____)

ft from bottom aisle
(booth # _____)

ft from top of sign to the floor

Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Hanging Sign



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of \$100.00.

**Storage
Rates**

Pallet / Literature / Misc	\$ 156.00 each
Ramp	\$ 240.00 each
Special Handling Gang Box and Crates (to be returned first thing Sunday night)	\$ 239.00 each

**Access
Rates**

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Note

Exhibitors requiring products from the Accessible Storage must go to the Brede Service Desk.

**Access
Return**

At close of show no job boxes, ramps or crates will be brought onto the floor at the close of the show on Sunday, March 24th until all of the public has left the show floor - approximately 6:30 pm.



Find more on Brede.com



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

Accessible Storage



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order
Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



Order
Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 4, 2013



[Add to my calendar](#)

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
<input type="text"/>	11" X 14"	\$ 58.00	\$ 76.50	\$ <input type="text"/>
<input type="text"/>	14" X 22"	\$ 73.50	\$ 96.00	\$ <input type="text"/>
<input type="text"/>	22" X 28"	\$ 94.00	\$ 122.00	\$ <input type="text"/>
<input type="text"/>	28" X 44"	\$ 139.00	\$ 180.00	\$ <input type="text"/>

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
<input type="text"/>	X <input type="text"/>	= <input type="text"/>	\$17.25 per sq. ft.	\$24.00 per sq. ft.	= \$ <input type="text"/>

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ PVC

☐ Plexi

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

7.62% CO Tax \$

Graphics Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Graphics



EXPOSITION SERVICES

Denver Auto Show

Colorado Convention Center- Halls A, B, E & F

Denver, CO

March 20-24, 2013



**Information
Form**

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



15550 W. 72nd AVE.
ARVADA, CO 80007
303.422.3336
303.423.4145 Fax
www.littleeden.com
TERRY RENNOLDS
PRESIDENT
Email, Littleeden@mac.com

SHOW NAME:

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

FLORAL ARRANGEMENTS

____ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP

____ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP

SPECIFICATIONS: _____

TROPICAL AND BLOOMING PLANTS

____ 2 FEET HIGH @ \$30.00 \$ _____

____ 3 FEET HIGH @ \$35.00 _____

____ 4 FEET HIGH @ \$45.00 _____

____ 5 FEET HIGH @ \$60.00 _____

____ 6 FEET HIGH @ \$70.00 _____

____ POTTED FERNS Small @ \$25.00, Large @ \$30. _____

____ POTTED BLOOMING MUMS @ \$20.00 _____

COLORS: ____ WHITE ____ YELLOW ____ LAVENDER ____ BRONZE

____ POTTED BLOOMING ANTHURIUM @ \$26.00 _____

- PLANT CONTAINER: ____ WHITE ____ BLACK

- RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total _____

- PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) _____

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 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# _____ EX. DATE _____

[] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE
SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

PHONE _____ FAX _____ EMAIL _____

BOOTH # _____ ON-SITE REPRESENTATIVE _____

PLEASE RETURN COPY TO ABOVE ADDRESS!

Cronin Photography

FAX - (303) 458-1070

E-MAIL – bill@croninphoto.com

Exhibitor ** Order Form

PHONE - (303) 4580883

2543 Xavier St. Denver, CO 80212

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BOOTH AND EXHIBIT PHOTOGRAPHS		RATE	QUANTITY	TOTAL
COLOR VIEWS	EACH VIEW...INCLUDES 8 X 10	\$100.00		\$
	Additional 8 X 10's Same View	\$20.00		\$
	12 X 18 Display Print	\$40.00		\$
	CD of Each View	\$40.00		\$
DIGITAL CANDID PHOTOGRAPHY	10-25 Candid Photos on CD Action Shots (10-15 Minute Shoot During Show)	\$125.00		\$
Shipping and Handling...Add \$10.00		\$10.00	1	\$10.00
Please Add Sales Tax If Applicable (Colorado)		7.60%		\$
Total				\$

Payment Information: Fax to 303-458-1070 or E-mail to: bill@croninphoto.com				
Check enclosed or Invoice#		(Invoiced on requested)		
Credit Card#	Exp:	Visa	MC	AE

Special Instructions	Empty Booth	w/Staff	w/Crowd
Publicity, Awards, Banquets, Portraits on location-Please call for more information			

Convention Name:	
Location:	Dates:
Exhibitor Name:	Booth #:
Billing Company:	
Attention:	E-mail
City, State, Zip	
Show Contact	Cell #

AUDIO VISUAL EQUIPMENT GUIDE



PROJECTION PACKAGES

Standard Data Projection Package **\$350.00**
 4000 ANSI LCD Data Projector (WXGA/720p),
 Projector Stand and an 8' Draped Tripod Screen

High-Brightness Data Projection Package **\$750.00**
 7000 ANSI Data Projector, Projector Stand and
 up to a 9'x12' Screen

Projection Support Package **\$100.00**
 8' Tripod Screen, VGA, power cables and set-up
 of client-owned projector and computer

COMPUTER DISPLAY

17" Flat Panel LCD Computer Monitor **\$ 75.00**
22" Flat Panel LCD Computer Monitor **\$125.00**
40" Flat Panel HDTV LED LCD Flat-Panel **\$300.00**
 with stand
55" Flat Panel HDTV LED LCD Flat Panel **\$450.00**
 with stand
Laptop Computer **\$125.00**
Wireless Computer Mouse **\$ 40.00**
Professional PowerPoint® Advancing System **\$100.00**
1 X 2 VGA Distribution Amplifier **\$ 40.00**

SCREENS

8' Tripod	w/bottom skirt	\$ 50.00
6'x10'/7.5'x10'	Includes full dress kit	\$200.00
7'x12'/9'x12'	Includes full dress kit	\$225.00
9'x16'/12'x16'	Includes full dress kit	\$325.00
15'x20'/15'x26'		\$450.00

(most screens can be configured as either 4:3 or 16:9 aspect ratios)



MEETING PACKAGES

40" LCD FlatPanel/DVD Package **\$325.00**
 40" LED backlit LCD flat panel monitor (1080p)
 Blu-ray DVD Player and 72" mobile stand

55" LCD FlatPanel/DVD Package **\$475.00**
 55" LED backlit LCD flatpanel monitor (1080p)
 Blu-ray DVD Player and 72" mobile stand

Flipchart Package **\$40.00**
 Flipchart stand with cover, paper pad and four markers

Adhesive-Backed Flipchart Package **\$50.00**

VIDEO AND DISPLAY EQUIPMENT

4000 ANSI WXGA(720p) Video/Data Projector	\$300.00
7000 ANSI Video/Data Projector	\$600.00
12000 ANSI Video/Data Projector	\$1000.00
40" Video/Computer Flat-Panel HDTV	\$225.00
55" Video/Computer Flat-Panel HDTV	\$375.00
Mobile Stand for Flat-Panel HDTV	\$75.00
1 Screen Universal Seamless Switcher	\$250.00
3 Screen Universal Seamless Switcher	\$1200.00
DVCAM Deck or DVD Video Recorder	\$200.00
3CCD HDTV Broadcast Camera and Tripod	\$500.00
Blu-ray DVD Player	\$75.00
VHS Player/Recorder	\$50.00
HDTV Digital Camcorder w/Tripod	\$150.00
Video Production Services	CALL
Image Magnification Packages	CALL
Videoconferencing Systems	CALL

AUDIO VISUAL EQUIPMENT GUIDE



SOUND SYSTEM PACKAGE

Please note that microphones are not included in packages

Small Package (Up to 50 people) \$150.00
(2) 10" Speakers, (2) Speaker stands and 4-Channel Mixer

Medium Package (Up to 100 people) \$200.00
(2) 15" Speakers, (2) Speaker Stands and 4-Channel Mixer

Large Package (Up to 300 people) \$375.00
(4) 15" Speakers (4) Speaker stands, 12-Channel Mixer

Large Venue Sound Package CALL

Basic Audio Processing Package \$150.00
Stereo EQ, stereo compressor and CD player

Advanced Audio Processing Package \$300.00
Driverack PA, 2 stereo EQ's, 2 stereo compressors and CD player

MEETING AIDS

Flipchart Pad	\$20.00
Adhesive-Backed Flipchart Pad	\$30.00
Flipchart Stand	\$20.00
Poster Easel	\$15.00
4'x6' Rolling Whiteboard	\$50.00
4'x6' Rolling Corkboard	\$45.00
42" , 48" or 54" Rolling Cart, Draped	\$30.00
56" Safe-Lock Projection Stand	\$20.00
High-Brightness Green Laser Pointer	\$30.00
2 Way Radio (ea.)	\$20.00
Plexiglass Lectern	\$100.00
Digital Speaker Timer	\$75.00
16' High Pipe & Drape (per foot)*	\$13.00

LIGHTING

Follow Spot	\$95.00
Stage Wash Packages	CALL
LED Color Wash Instruments	CALL
Intelligent Lighting Packages	CALL

AUDIO

Hand Held Wired Microphone	\$25.00
Laptop Audio patch (does not include mixer)	\$15.00
UHF Wireless Microphone Package (hand held or lavalier)	\$125.00
Desktop Gooseneck Microphone	\$35.00
PZM Plate Microphone	\$30.00
Compact Disc Player	\$35.00
5 Disc Compact Disc Player	\$60.00
4-Channel Microphone Mixer	\$25.00
12-Channel Mic/Audio Mixer	\$75.00
16-Channel Mic/Audio Mixer	\$100.00
24-Channel Mic/Audio Console	\$150.00
48-Channel Digital Audio Console	\$350.00
Hard-Disk Audio Recorder w/ CD Burner	\$150.00
Portable Compact-Flash Audio Recorder	\$75.00
CD Recorder	\$100.00
Digital Background Music Package	CALL
Professional Cassette Recorder	\$50.00
Instant Replay Audio Playback System	\$200.00
Executive Speakerphone	\$100.00
Digital Telephone Conferencing System	\$250.00
10" Amplified Speaker w/Tripod Stand	\$75.00
15" Amplified Speaker w/Tripod Stand	\$100.00
Press Mutlt-Box Audio Distribution	\$100.00

Set-up, strike and general operation labor is governed by union regulations. Please call for rates. Engineering and Technical positions, Video Directors, PowerPoint®, ARS technicians and other specialized skill positions are billed at the following rates:

Monday- Friday

7:00a.m. to 5:00p.m.	\$50.00
5:00p.m. to Midnight	\$60.00
Midnight to 7:00a.m.	\$80.00

Saturday, Sunday & Holidays

7:00a.m. to Midnight	\$75.00
Midnight to 7:00a.m.	\$100.00

*Labor is based on a four-hour minimum charge.

The prices listed are rental rates for each day used. Cancellation must be received 48 hours prior to the start of your meeting to avoid any charge

IMAGE AUDIOVISUALS

Colorado Convention Center

700 14th Street

Denver, CO 80202

303 - 228 - 8047 Direct

303 - 758 - 1818 Corporate

303 - 961 - 2093 Cell

www.imageav.com





Image Audiovisuals

Denver, CO 80222

www.ImageAV.com

(800) 818-1857

FAX (303)758-5722

Exhibitor Rental Form

Any Questions Please Call 303 228 8047 or email Matt Krumholz: mkrumholz@imageav.com or Scott Cornelius: scornelius@imageav.com

Company Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Contact: _____
 Phone Number: _____
 Show Name: _____
 Booth Number: _____
 Booth Name: _____

Order Date: _____
 Delivery Date: _____ Drop Time: _____
 Show Dates: _____ To: _____
 Pick-up Date: _____ Pick up Time: _____

Presentation Aids

Qty	Item	Qty	Total
_____	Projection Cart or Safe Lock Stand w/ Drape	\$25 x _____ Days = _____	\$0
_____	Flipchart Stand with Paper Pad w/ Makers	\$40 x _____ Days = _____	\$0
_____	Poster/ Sign Easel	\$15 x _____ Days = _____	\$0
_____	4' x 6' White Board	\$50 x _____ Days = _____	\$0
_____	Speaker Phone	\$100 x _____ Days = _____	\$0
_____	Standing Podium	\$100 x _____ Days = _____	\$0
_____	Wireless Handheld or Lapel Microphone	\$125 x _____ Days = _____	\$0
_____	Wired Handheld Microphone	\$25 x _____ Days = _____	\$0
_____	Wireless Lapel Microphone	\$125 x _____ Days = _____	\$0
_____	Microphone Mixer (4 Channel)	\$25 x _____ Days = _____	\$0
_____	Small PA System w/ 2 speakers	\$150 x _____ Days = _____	\$0
_____	Large PA System w/ 2 to 4 speakers	\$375 x _____ Days = _____	\$0
_____	Hot Spot Powered Speakers	\$50 x _____ Days = _____	\$0
_____	CD Player	\$35 x _____ Days = _____	\$0
_____	Overhead Projector	\$35 x _____ Days = _____	\$0
_____	Tripod Projector Screen 5'	\$50 x _____ Days = _____	\$0

Video Equipment

Qty	Item	Qty	Total
_____	DVD or Blu-ray Player	\$75 x _____ Days = _____	\$0
_____	VHS Auto Repeat	\$50 x _____ Days = _____	\$0
_____	DVCAM Deck	\$200 x _____ Days = _____	\$0
_____	Betacam SP Edit Recorder	\$350 x _____ Days = _____	\$0
Monitors			
_____	19" Flat Panel LCD Monitor	\$105 x _____ Days = _____	\$0
_____	23" Flat Panel LCD Monitor	\$140 x _____ Days = _____	\$0
_____	32" Flat Panel LCD Monitor	\$200 x _____ Days = _____	\$0
_____			\$0
Cameras / Camcorders			
_____	HDTV Camcorder w/Tripod	\$150 x _____ Days = _____	\$0
_____	3CCD Camera w/Studio Pack	\$650 x _____ Days = _____	\$0
Video Equipment Accessories			
_____	Small Fluid Head Tripod	\$25 x _____ Days = _____	\$0
_____	Professional Fluid Head Tripod	\$50 x _____ Days = _____	\$0

Labor / Delivery Charges

Labor to be billed at \$50 / hour / technician

Please fax completed form to 303-758-5722 or email at dkreutz@imageav.com

Upon receipt, an order confirmation will be sent back to you.

E-Mail Address: _____

Fax #: _____

A Credit Card Authorization Form will be sent with your order confirmation.

Computer Data Equipment

Data Monitors / Projectors

_____	40" LED Monitor w/ stand	\$300 x _____ Days = _____	\$0
_____	55" LED Monitor w/ stand	\$450 x _____ Days = _____	\$0

_____	4000 ANSI Lumen LCD Projector	\$300 x _____ Days = _____	\$0
_____	7000 ANSI Lumen LCD Projector	\$600 x _____ Days = _____	\$0

_____	Laptop Computer	\$125 x _____ Days = _____	\$0

Please contact us for additional equipment needed that is not listed on this form.

*A 3% Administration Fee will be added to each order.

*Prices subject to change without notice for orders received within 5 days of event.

*Additional Labor may apply in some cases.

*Payment must be received 48Hrs prior to event.

*All applicable Denver and Colorado Sales Taxes will apply

Total Rentals*:	\$0.00
Sales Tax @ 7.62%	\$0.00
Administration Fee @ 3%	\$0.00
Total Rental Charges	\$0.00





Exhibitor Services Order Forms

Save time and money by ordering online only at
www.denverconvention.com to receive 20% discount
*****applies to many prices in this kit*****



In this kit, you will find orders for

- ☐ Electrical services
- ☐ Telephone services
- ☐ Air/Water/Drain and Natural Gas services
- ☐ Internet services
- ☐ Audio Visual Services
- ☐ Business Center services
- ☐ 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. **Orders in this packet should be faxed, emailed or mailed *directly to the CCC, not to show management or the Decorator.***
2. **Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.**
3. 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**.
4. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
5. 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.
6. The **CCC** reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save even more money, order on-line at www.denverconvention.com. These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements:

- ☐ Properly oriented Service Locator Form or Map – Specifies adjacent booth numbers, surrounding your booth, to ensure proper orientation and clarifies the locations of where each utility service is needed to be installed, prior to your arrival. Any on-site changes will be charged additional labor.
- ☐ 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.

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 **SMG/CCC** 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 **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. There is a \$25.00 service charge for all returned payments.
4. 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.
5. 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 SMG/CCC employees at the close of the show.
6. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
7. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
8. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
9. Credit will not be given for service or equipment installed and not used.
10. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

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 \$100 will be added to individual orders for each occurrence.***
4. **SMG/CCC** 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 SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

CONDITIONS AND REGULATIONS

ELECTRICAL

1. **SMG/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. **SMG/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, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/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.

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. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.

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.

GENERAL OPERATING POLICIES AND PROCEDURES

ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



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) Centerplate 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 Centerplate 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.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



RIGGING/SUSPENSION OF LOADS:

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

- 1) All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
- 2) 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.
- 3) 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.
- 4) Call 303-228-8126 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC**.

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 **SMG/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.
- 14) Storage in meeting room and ballroom corridors is not permitted.
- 15) Multi-level exhibits have special requirements in order to obtain approval from the Fire Prevention Bureau. Contact **CCC** Operations at 303-228-8013 for clarification and specifics.

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

(303) 228-8027

(303) 228-8101 FAX

STANDARD 120V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online 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 _____

Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

*****See Special 120V order form for 24-hour power and overhead drop pricing and ordering.*****

ADDITIONAL ITEMS (Electrical Service must first be ordered)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
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:

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- Standard placement of 10x10 and in-line booth power is the back center of the space. For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services. To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Orders received without maps will be placed most convenient and charged time and materials for any relocation.
- Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute.
- All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr.
- FOR 120V SERVICE LARGER THAN 20A or special needs **PLEASE CALL 303-228-8027.**

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

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

Internet Services:

I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

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

SPECIAL 120V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online 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 _____

Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

ELECTRICAL SERVICES	QTY	24-hour Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	Overhead Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-hour Overhead	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
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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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- Standard placement of 10x10 and in-line booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, **include adjacent booth numbers**, surrounding your booth. Orders received without maps will be placed most convenient and charged time and materials for any relocation.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute if desired.
- All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303-228-8027.**

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

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T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Internet Services:

I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

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

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online 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 _____
Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1100.00	
100 AMPS OR 28,800 WATTS		\$1615.00	
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
LABOR <small>Special placement, changes or repairs charged in 1 hour minimums.</small>		\$75.00	
TOTAL PAYMENT			
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <i>SHOW</i> MOVE-IN DAY.			
CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa		EXPIRATION DATE:	
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PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:	

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage call Exhibitor Services at 303-228-8027 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. All changes made after services are placed will be charged time and materials.
- Standard placement of 10x10 and in-line booth power is the back center of the space. For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services. To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Services ordered without maps will be placed most convenient and charged time and materials for any relocation.

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

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Company Name:	Booth Number:

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Electrical Services:

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Indicate by writing Air/Water/Drain

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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

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

(303) 228-8027 Ph

(303) 228-8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	\$560.00	\$700.00	
30 AMPS OR 4,900 WATTS		\$490.00	\$650.00	\$815.00	
40 AMPS OR 6,500 WATTS		\$865.00	\$1150.00	\$1140.00	
50 AMPS OR 8,300 WATTS		\$1135.00	\$1510.00	\$1890.00	
60 AMPS OR 10,000 WATTS		\$1335.00	\$1780.00	\$2225.00	
100 AMPS OR 16,600 WATTS		\$2055.00	\$2740.00	\$3425.00	
THREE-PHASE SERVICE	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 5,700 WATTS		\$560.00	\$750.00	\$940.00	
30 AMPS OR 8,600 WATTS		\$655.00	\$870.00	\$1090.00	
40 AMPS OR 11,500 WATTS		\$1065.00	\$1420.00	\$1775.00	
50 AMPS OR 14,400 WATTS		\$1350.00	\$1800.00	\$2250.00	
60 AMPS OR 17,200 WATTS		\$1650.00	\$2200.00	\$2750.00	
100 AMPS OR 28,800 WATTS		\$2425.00	\$3230.00	\$4040.00	

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 AND ALL CONDITIONS AND REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- *Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.*
- For higher voltage **call Exhibitor Services at 303-228-8027 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. All changes made after services are placed will be charged time and materials.
- Standard placement of 10x10 and inline booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Orders without maps will be placed most convenient and charged time and materials for any relocation.
- CCC electricians **will not split/branch** service to achieve multiple locations.

INTERNAL USE ONLY

CHECK NO. _____

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

Internet Services:

I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

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

TELEPHONE & CABLE T.V. ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

(303) 228-8027 Ph

(303) 228-8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

TELEPHONE SERVICE—dial 9 for all outside calls	QTY	RACK RATE	TOTAL
STANDARD PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
MULTI-BUTTON PHONE (6 call Capability)		\$450.00	
ADDITIONAL LINE (Multi-Button Phone)		\$250.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines)		\$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	RACK 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 charged in 1 hour minimums.		\$75.00	
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CABLE TV SERVICES—(Provided By Comcast)	QTY	RACK RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade)		\$250.00	
• 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>			
DIGITAL/HDTV SERVICE (Set top box upgrade)		\$300.00	
• 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>			

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 AND ALL CONDITIONS AND REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG 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.
- **Standard placement for 10x10 and inline booth is center back of space. For booth spaces with multiple services and drop locations, exact placements must be indicated on the Service Locator Plan. To ensure proper orientation, include surrounding booth and aisle numbers, adjacent to your booth. Orders received without maps will be placed most convenient and charged time and materials for relocation.**
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable T.V. Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

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Internet Services:

I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

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

COMPRESSED AIR, WATER, & DRAIN ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

(303) 228-8027 Ph

(303) 228-8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
DRAIN SERVICES — Gravity Flow-1 ½" Max outlet	QTY	RACK RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
Jacuzzi/Hot Tubs (Includes (1) 50A electrical service)	QTY	RACK RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	

Other Fill and Drain Services call 303-228-8027 for quote and requirements.

LABOR Connections, changes and repairs charged in 1 hour minimums		\$75.00	
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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CARDHOLDERS SIGNATURE:

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- Natural Gas Service available in Exhibit Halls A & B only. PLEASE CALL 303-228-8027 with any questions.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Internet Services:

I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

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



Customer Focused [TECHNOLOGY & SERVICE](#)



Smart City is pleased to provide a reliable Wireless Network at the Colorado Convention Center to help keep you connected while in Denver.

Complimentary WIFI

This service is for attendees who wish to perform light web browsing.

Service available in all common spaces of the center which is inclusive of Street Level Public Spaces and Prefunction space of Mile High and Four Seasons Ballrooms.

Exhibitor Internet

*Business class wireless 512kbps up/1.54mbps down throughout the facility including exhibit halls**

\$99.00 per day

Instant Internet

*Basic wireless 256kbps up/512kbps down available in all concourse and lobby areas at street level**

\$12.95 per day

To purchase the above paid services while visiting us, please connect your wireless device to Exhibitor Internet or Instant Internet Wireless Network.

For more information on other internet products and services available to you during your event, please contact our Customer Service and Sales department at (720) 641-8116.

**Wireless coverage cannot be guaranteed. Due to the nature of this product, users may experience times when the service may be interrupted. A wired solution is suggested for all mission-critical applications to ensure success. Please call for more details.*



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5/IP addresses/Devices) - No addl allowed	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses/Devices)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 051 -	

ORDER ON LINE: <https://www.smartcity.com/order/center.asp?center=051>

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Terms and Conditions / Payment Options

<ol style="list-style-type: none"> Smart City is the exclusive provider and installer of all Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. Wireless Specific: (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). Network Security Declaration: The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer. 	<ol style="list-style-type: none"> Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. Internet Security Disclaimer: Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits. Use of Network Connection: (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. Equipment Management: (a) Customers should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed. Prices are based upon current rates and are subject to change without notice. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request. There will be a \$25 service charge for all returned checks. Any unpaid balance after close of show will incur a 1.5% / month service charge.
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p> <ol style="list-style-type: none"> A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. 	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

ORDER ON LINE: <https://www.smartcity.com/order/center.asp?center=051>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Colorado CC - (051) - CO
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2011 - 051 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 051 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Business Services at the Colorado Convention Center

My Office Business Center

The In-House Business Center of the Colorado Convention Center

Exhibitors: Customize Your Message to this Target Audience!

For only \$295, we'll print
500 full color show
special flyers.

Please call about other quantities
and print services.

No additional shipping charges or
taxes. No worry about lost items.


Simply pick up your materials
when you arrive.


Master Account form on
reverse side, please sign
and fax back to set up
account.


Out-of-the-Office Services ©

Located off Lobby A-Street Level

- Copy – Fax – Print
- Laptop Data Ports
- Workstations - Internet
- Overnight Delivery
- Display Supplies
- Office Supplies
- Packaging Supplies
- Laminating Services

 My Office

 Business Centers

 myofficeco.com

700 14th Street

Denver CO 80202

720.904.2300

Fax 720.904.0796

www.myofficeco.com

Order Form

Quantity	Item	Unit Price	Amount
_____	500 full color flyers*	295.00	_____
_____	1000 full color flyers*	490.00	_____
_____	Fax Machine Rental	125.00 **	_____
_____	Copier Rental 20 ppm	395.00 **	_____
_____	Copier Rental 45 ppm, staple, Sort, Duplex.	695.00 **	_____

*Send files via email to bborgerding@myofficeco.com

All equipment provided on a rental basis and must be returned in good condition. Fax machine rental does not include fax phone line. A credit card authorization is required. Prices include rentals up to 5 days. Orders received less than two weeks prior to the event are subject to availability.

Subtotal _____

**7.72 % Tax _____

Total _____

Name of Event _____

Company _____ Booth No. _____

Address _____

City, State, Zip _____

Tel. _____ Fax _____

Contact Person _____

Credit Card Number _____ Exp. _____

I authorize the above charges and any additional charges for
these services only to be charged to this credit card.

Signed _____ Date _____

Card Holder's Name _____

COLORADO
CONVENTION CENTER

EXHIBITOR BOOTH SERVICES MENU





Centerplate

EXHIBITOR BOOTH SERVICES MENU

Welcome to the Colorado Convention Center and Centerplate Catering.
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.
Contact Catering Sales at 303.228.8050

Refreshments for your staff or to encourage traffic to your booth...
we have a wide range of choices to meet your every need!

BEVERAGES

Freshly Brewed Lavazza Coffee	\$50.00 per gallon
Regular and Decaffeinated	\$25.00 per pot
Freshly Brewed House Blend Coffee,	\$45.00 per gallon
Decaffeinated Coffee and Herbal Tea	\$22.50 per pot
Fruit Punch, Lemonade or Iced tea	\$30.00 per gallon
	\$15.00 per pitcher
Fresh Squeezed Orange Juice	\$30.00 per gallon
Apple or Cranberry Juice	\$30.00 per gallon
Individual Bottled Juices	\$4.25 each
Chilled Whole, Low-fat and Non-fat Milk	\$2.00 each
Non-carbonated Bottled Water	\$ 3.50 each
Assorted Soft Drinks	\$3.00 each
Water Cooler (Hot and Cold)	\$ 85.00 each
Water Replenishments	\$ 35.00 each

BAKE SHOP SPECIALTIES

Soft Pretzels Served Warm	\$ 40.00 per dozen
Pecan Sticky Buns	\$ 40.00 per dozen
Cinnamon Rolls	\$ 40.00 per dozen
Assorted Croissants	\$ 40.00 per dozen
Assorted Bagels with Cream Cheese	\$ 35.00 per dozen
Assorted Danish Pastries	\$ 38.00 per dozen
Assorted Donuts	\$ 28.00 per dozen
Tea Breads	\$ 35.00 per loaf
<i>(One loaf serves approximately 12 guests)</i>	
Tuxedo Dipped Strawberries	\$30.00 per dozen
Double Fudge Brownies or Blondies	\$30.00 per dozen
Assorted Giant Homemade Cookies	\$29.00 per dozen
Sliced Seasonal Fresh Fruit Platter	\$5.00 per person

SNACKS

Bulk Candy with Candy Dish (call for prices)	\$/pound
Whole Fresh Fruit	\$ 2.00 each
Granola Bars	\$ 2.75 each
Assorted Candy Bars	\$ 2.50 each
Assorted Lays Potato Chips	\$ 4.00 each
Snack Mix	\$ 12.00 pound
Trail Mix	\$ 16.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & Dip	\$ 4.00 per person
<i>Romano Ranch & Classic Onion Dip</i>	
Pretzel Twists	\$ 7.00 pound
Tortilla Chips, Salsa & Guacamole	\$ 5.00 per person

BOX LUNCH SELECTIONS

*All Box Lunches Served with Individual Bag of Potato Chips,
Gourmet Chocolate Chip Cookie, Soda or Bottled Water*

Box Lunch Sandwich	\$19.00 each
<i>Choice of any of the following:</i>	

- ~Smoked Turkey & Swiss on a Fresh Roll
- ~Roast Beef & Cheddar on a Fresh Roll
- ~ Sliced Deli Ham & Cheddar on a Fresh Roll
- ~ Grilled Vegetables on a Fresh Roll

More Menu Items to Choose From!
Contact Catering Sales at 303.228.805

Tempting Treats That Attract Attention & Draw attendees to your booth!

Antique Popcorn Cart

\$375.00

- Includes (250) Individual Servings
- Additional Servings @ \$1.50++ each
- Dimensions: 42" x 68"
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Hot Pretzel Cart

\$350.00

- Includes (100) Pretzels served with your choice of Nacho Cheese or Yellow Mustard
- Additional Servings @ \$3.50++ each
- Dimensions: 31 ½" x 20" x 20" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Ice Cream Cart

\$400.00

- Includes (100) Ice Cream Bars:
Varieties to include: Snickers, Ice Cream Sandwiches, Cookiewiches & Drumsticks
- Additional Servings @ \$4.00++ each
- Dimensions: 31" x 45" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Host One of Our Specialty Subcontractors At Your Booth...

"Mad Berry's" Smoothies Tiki Bar

\$500.00

- "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 @ \$5.00++ each
- Dimensions: 2'x2' cart or 4'x8' full size smoothie cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Gourmet Coffee Bar by "Blue Bear"

\$625.00

- A Full Service Espresso Bar providing the following coffee drinks:
Cappuccino, Espresso, Latte, Americano & Hot Chocolate
- Includes (125) 12oz beverages
- Additional 12oz Beverages @ \$5.00++ea
- Dimensions: 3'x8' (with 2 foot clearance for Barista behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

"Go Nuts" Sweet and Roasted Nuts

\$500.00

- Gourmet Flavored Nut Machine creating on site the following treats:
Cinnamon Roasted Almonds, Cinnamon Roasted Pecans and Salted Cashews
- Includes (100) Individual Servings
- Additional Servings @ \$5.00++ each
- Dimensions: 3'x8' (with 2 foot clearance for attendants behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Observe Dippin' Dots Ice Cream

\$625.00

- An All Time Favorite with the Choice of (3) of the following flavors :
Liberty Ice, Mint Chocolate, Chocolate, Cookies & Cream or Banana Split
- Includes (125) 5oz Servings
- Additional 5oz Servings @ \$5.00++ each
- Dimensions: 3'x8' cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

The Donut Lady

\$500.00

- Fresh Made to Order Donuts in the following flavors :
Plain, Cinnamon and Sugar
- Includes (100) Bags with 10 Mini Donuts in Each
- Additional Serving of 10 donuts @ \$5.00++ each
- Dimensions: 3'x6' cart
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

DRAFT BEER – KEG

**DOMESTIC
IMPORTED**

**STARTING AT \$450.00 PER KEG
STARTING AT \$550.00 PER KEG**

*Customization of all liquor, beer and wine available upon request.
Please consult with your Catering Sales Representative for pricing.*

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends 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.

Appropriate electric service to operate the above equipment must be prearranged through your event manager.



Ordering is Simple...
Choose one of 2 options:
Call Catering Sales at 303.228.8050

or

**Fill Out the Order Form Below and Fax Your Order to
303.228.8212**

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

Order: *Minimum labor charges associated with booth delivery or catering services apply.*

Date of Delivery: _____ Time of Delivery: _____ a.m. / p.m. Ending Time / Time of Pickup: _____ a.m. / p.m.

1. Quantity: _____ Item: _____
2. Quantity: _____ Item: _____
3. Quantity: _____ Item: _____
4. Quantity: _____ Item: _____
5. Quantity: _____ Item: _____

Method of Payment: ☐ Check
☐ Credit Card: (circle one) Amex Visa Master Card

Credit Card Number: _____ Expiration: _____

Signature: _____ Name on Credit Card: _____

****To process your credit card you must include with your fax a photocopy of the front and back of the credit card****

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

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee of \$75 will be applied for the period or event of which the minimum is not met. 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) • 303-228-8212 (fax)