



2019 Colorado Garden & Home Show Move-In Information

Staggered Move-In

Move-in is staggered according to your location on the exhibit floor. This is necessary because there are only two (2) drive-in doors. See move in floorplan for your specific move-in time.

Move-in Schedule

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

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

If you do not have to drive to your booth

There is an attached **parking garage** to the convention center. Exhibitors delivering booth materials in cars are welcome to park and move-in from the parking garage to avoid the traffic lines. **Since this is a public lot there is a charge for parking.**

Walking material in through the front door

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

Move-In Passes

A move-in pass will be mailed to your company in January. The pass must be displayed on your dashboard with the company name visible when you arrive at the dock.

Dock Access

When you arrive during your scheduled time, dock personnel will meet you at the bottom of the loading ramp, at Welton & Colfax, to check you in. From there, you will proceed up the ramp. Once at the top of the ramp another dock person will meet you to direct you to one of the large move-in doors which will put you on the exhibit hall floor. We will try to get you as close to your booth as possible. Once your vehicle is empty please remove it from the show floor.

Loading Docks

There is no parking on the loading docks. Unattended vehicles in the dock area will be towed.

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

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

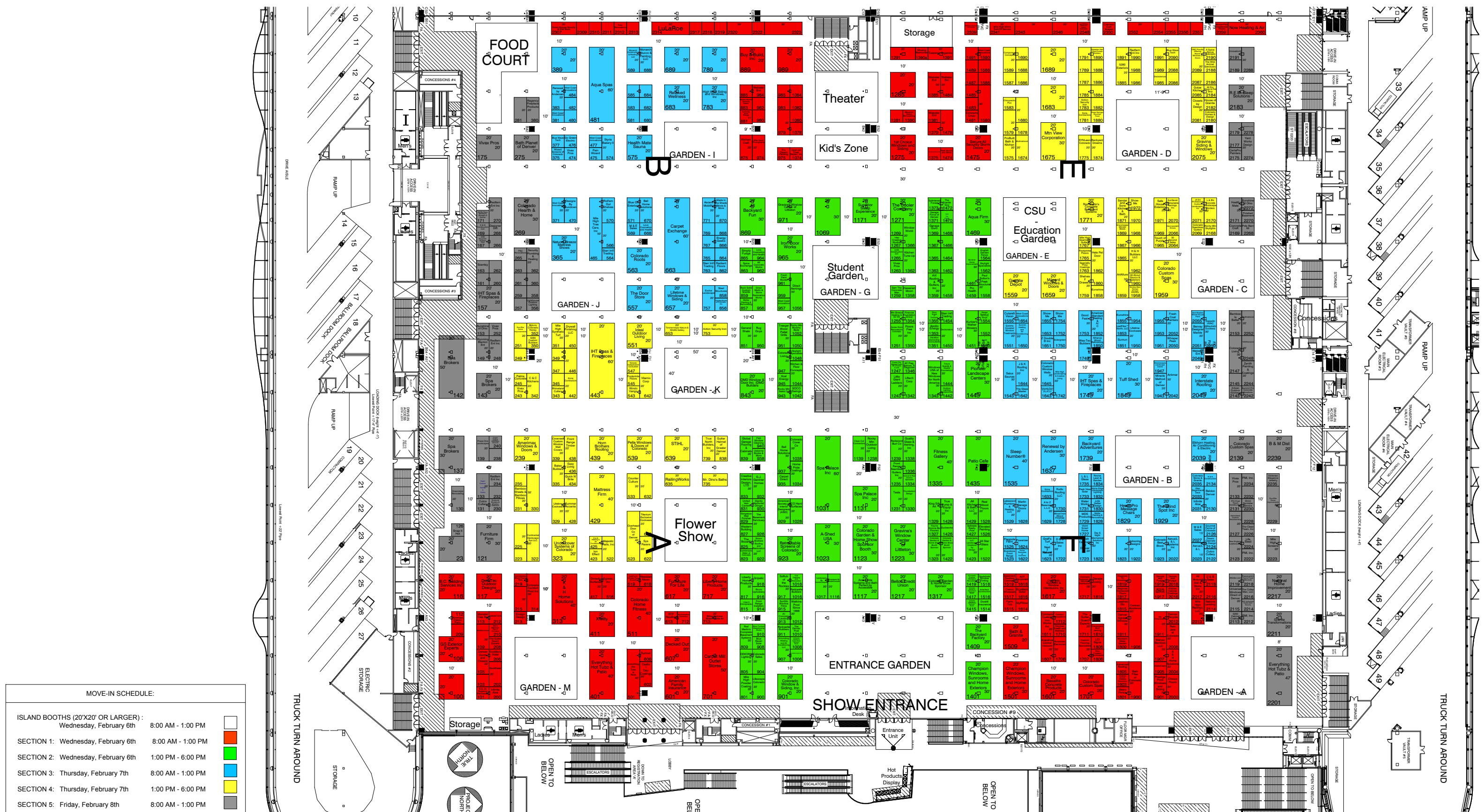
Move-in for Island (Bulk) booths begins Wednesday, February 6th from 8:00 a.m. to 1:00 p.m. Wednesday will be the only day you will be allowed to drive on the exhibit floor.

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

Below is the move-in schedule for in-line booths. Please refer to the floor plan for section locations.

This schedule is for inline booths only →	Section 1:	Wednesday, February 6, 2018	8:00 a.m. – 1:00 p.m.
	Section 2:	Wednesday February 6, 2018	1:00 p.m. – 6:00 p.m.
	Section 3:	Thursday, February 7, 2018	8:00 a.m. – 1:00 p.m.
	Section 4:	Thursday February 7, 2018	1:00 p.m. - 6:00 p.m.
	Section 5:	Friday, February 8, 2018	8:00 a.m. – 1:00p.m.

Exhibitors in Section 5, please be advised that NO VEHICLES WILL BE ALLOWED ON THE EXHIBIT FLOOR AFTER 6 p.m. ON FRIDAY, February 8th, 2019.



MOVE-IN SCHEDULE:

ISLAND BOOTHS (20'X20' OR LARGER) : Wednesday, February 6th	8:00 AM - 1:00 PM	White
SECTION 1: Wednesday, February 6th	8:00 AM - 1:00 PM	Red
SECTION 2: Wednesday, February 6th	1:00 PM - 6:00 PM	Green
SECTION 3: Thursday, February 7th	8:00 AM - 1:00 PM	Blue
SECTION 4: Thursday, February 7th	1:00 PM - 6:00 PM	Yellow
SECTION 5: Friday, February 8th	8:00 AM - 1:00 PM	Grey

Colorado Garden & Home Show 2019 - FEBRUARY 9TH-17TH, 2019

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



2019 Colorado Garden & Home Show

Move-Out Information

Per the contract, exhibitors CANNOT start breaking down their exhibit until the show closes at 6:00 p.m. on Sunday, February 17th.

If you need to drive to your booth:

- Vehicles will not be permitted to start lining up at the dock entrance at Welton & Colfax before 5:30 p.m. on Sunday, February 17th. PLEASE NOTE: **Booths MUST be staffed until 6 p.m.** After 6 p.m. you will be permitted on the loading dock area and permitted to drive to your exhibit on a space available basis.
- There are no scheduled sections or times for move-out. No pass is needed for move-out.

If you can hand carry your items to your vehicle:

- At 6:00 p.m. exhibitors may hand carry items out through the front doors of the Colorado Convention Center. Please be aware, you will not be allowed to use dollies or carts of any kind when taking items out of the front doors (main entrance on street level) of the Convention Center. These items must be hand carried only to protect the lobby flooring.
- You **are allowed** to use a 2-wheeled luggage cart if you are transporting items to the Convention Center Parking Garage via the freight elevator, Elevator U.

Important Move-Out Information:

- Do not try to access the loading dock before 5:30 p.m. on Sunday. Any vehicles parked on the dock will be towed away so that the docks are clear for move-out. Your complete cooperation will ensure that this move-out runs as smoothly as possible.
- All in-line booths (10' x 10' to 10' x 50') must clear the hall **completely** by Sunday evening because all pipe and drape will be removed that night.
- Move-out runs until 11:00 p.m. If we have your total cooperation, the exhibit hall should be relatively clean within a few hours.
- Move-out continues Monday, February 18th, from 8:00 a.m. - noon for Island Booths.
- DO NOT LEAVE VALUABLES SUCH AS COMPUTERS, TELEVISIONS, ETC. UNATTENDED IN THE EXHIBIT HALL SUNDAY NIGHT DURING MOVE-OUT.