

Exhibitor Action Checklist

What to do and when to do it

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

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

To do	Do before this date (discounts may apply)	Return Form and/or Payment to:	For details or order form	Can I order or purchase this at the show?	Completed
Complete the Signed Contract & 'Category Listing' form for the show program and website	December 15, 2018	n/a	Please call 303-932-8100	n/a	<input type="checkbox"/>
Send in Certificate of Liability Insurance	January 15 th	Colorado Garden & Home Show	https://securevendorinsurance.com/HenryHam/ApplicantInformation?GroupEventKey=9614ab8c98ea (For questions please call 303.932.8100)	n/a	<input type="checkbox"/>
Order Electricity (if needed)	January 20th (order online to receive discount)	Colorado Convention Center	Order online at: http://denverconvention.com/exhibit-at-an-event (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
Order Water (if needed)	January 20th (order online to receive discount)	Colorado Convention Center	Order online at: http://denverconvention.com/exhibit-at-an-event (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
Order Telephone (if needed)	January 20th (order online to receive discount)	Colorado Convention Center	Order online at: http://denverconvention.com/exhibit-at-an-event (For questions call 303-228-8027)	Yes, but you will not receive a discount	<input type="checkbox"/>
Order Internet (if needed)	January 20th (order online to receive discount)	Smart City	Order online at: http://denverconvention.com/exhibit-at-an-event (For questions call 303-228-8056)	Yes, but you will not receive a discount	<input type="checkbox"/>
Order Furnishings (if needed)	January 15th (in order to receive discount)	Freeman	Order online at: https://www.freemanco.com/store/show/landing.jsp?nav=02&review=true&showID=481712 (For questions call 303-320-5100 <i>Exhibitor Services</i>)	Yes, but you will not receive a discount	<input type="checkbox"/>
Order Carpeting (if needed)	January 15th (in order to receive discount)	Freeman	Order online at: https://www.freemanco.com/store/show/landing.jsp?nav=02&review=true&showID=481712 (For questions call 303-320-5100 <i>Exhibitor Services</i>)	Yes, but you will not receive a discount	<input type="checkbox"/>
Additional Exhibitor B adges (if needed)	Order any time	Colorado Garden & Home Show	Order online at: (for questions call 303-932-8100) www.ColoradoGardenFoundation.org/2019badgestickets	Yes	<input type="checkbox"/>
Additional VIP Tickets (if needed)	Order any time	Colorado Garden & Home Show	Order online at: (for questions call 303-932-8100) www.ColoradoGardenFoundation.org/2019badgestickets	Yes	<input type="checkbox"/>