

2023 Colorado Fall Home Show

September 15 - 17

EXHIBITING & SHOW DETAILS

SHOW DATES: September 15 -17, 2023

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

SHOW HOURS:

Friday, September 15th:	10:00 a.m. - 6:00 p.m.
Saturday, September 16th:	10:00 a.m. - 6:00 p.m.
Sunday, September 17th:	10:00 a.m. - 3:00 p.m.

PUBLIC ADMISSION RATES:

Adults	\$10.00
Seniors	\$8.00
12 & Under	FREE

*Additional Event tickets are available to exhibitors at a discounted rate.
See the order form in this kit for further instructions.

CONTACT INFORMATION

SHOW MANAGEMENT / PRODUCER

Colorado Garden Foundation
959 S. Kipling Parkway, Suite 100
Lakewood, CO 80226
Phone: (303) 932-8100
Jim Fricke, *Executive Director*
Taylor Boerstler, *Show Manager*, Taylor@coloradogardenfoundation.org
Website: ColoradoGardenFoundation.org

CONVENTION CENTER UTILITIES (electricity & water)

Colorado Convention Center
700 14th Street
Denver, CO 80202
Phone (303) 228-8027 • <http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/>

INTERNET

Smart City
Phone (303) 228-8056 • <http://denverconvention.com/exhibit-at-an-event/order-internet/>

SERVICE CONTRACTOR / DECORATOR (booth furniture, carpet, signage, etc.)

Freeman
4493 Florence St.
Denver, CO 80238
Phone (303) 329-3442

IMPORTANT SHOW INFORMATION

INSURANCE

Each exhibiting company is expected to carry its own insurance and is responsible for its own exhibit material and merchandise. Show Management has general liability insurance covering the Show, but this does not cover the exhibitor's exhibit contents, personnel, or visitors within the confines of the leased space. Exhibitors must provide, on demand, a certificate of insurance to Show Management. If your company cannot get liability insurance from your provider, the show's provider offers it at a cost of \$40.00.

You can order it online at: <https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=862d9b2d3d4d>

SECURITY

Exhibitor badges must be worn at all times (i.e. move-in, move-out and during the show)! This includes drivers making deliveries and personnel working the booth.

EXHIBIT SPACE

Each in-line exhibit booth includes: *(Does not include bulk/island spaces)*

3' side drape

8" back drape

7" x 44" company ID sign

SHIPPING/FREIGHT

All shipments must be prepaid - **COLLECT SHIPMENTS WILL NOT BE ACCEPTED. If you have any questions call Freeman Exhibit Services (303) 329-3442.**

For more information on shipping/freight details please visit: <https://www.freeman.com/event-services/>

SALES TAX LICENSES

To sell merchandise from your booth, you **MUST** have a Sales Tax License from BOTH the State of Colorado and the City & County of Denver. Treasury Division Inspectors will be checking during move-in and the Show itself that exhibitors have the licenses displayed. Order forms are in this packet. If you need additional forms or information, please contact the Department of Treasury at 720-865-7046.

SHOW RULES AND REGULATIONS

All rules and regulations must be followed, or the exhibitor may be barred from participating. **Note that exhibit booths must be manned during ALL show hours.** Booths that are left unmanned during show hours will not be allowed to participate next year.

Exhibit decorations must be flameproof and electrical wiring and displays must conform to the National Electric Code Safety Rules. Open flames, torches, gasoline, or flammable materials are not allowed in the exhibit. City and State fire regulations must be complied with. **ALL TABLES MUST HAVE FREEMAN DECORATING OR EQUIVALENT FIREPROOF DRAPING.**

EXHIBITOR BADGES

Each 10' x 10' – 10' x 20' exhibit space receives 5 free exhibitor badges (limit 10 for 20'x20' spaces), which will be mailed in August. Exhibitors are responsible for their own badges once received. Lost badges can be replaced for a fee of \$8.00 each. For additional badges, please complete the Badges / Additional Tickets Order Form located in this kit and return it to Colorado Garden Foundation by **August 30, 2023**. Time permitting the additional badges requested will be mailed before the Show. Additional badges can also be purchased on-site during the show.

COMPLIMENTARY EVENT TICKETS

Each exhibitor also receives ten (10) complimentary tickets for each 10'x 10' booth rented. Badges and event tickets will be mailed to your office in August. Additional tickets may be purchased for \$5.00 each. For additional event tickets, please complete the Badges / Additional Tickets Order Form located in this kit and return it to Colorado Garden Foundation by **August 30, 2023**. Time permitting, all additional tickets ordered will be mailed before the Show. Event tickets can also be purchased on-site during the show.

PARKING

There is no designated, reserved, or exhibitor parking. The convention center has a parking garage. For more information about parking in the building please visit: <http://denverconvention.com/attend-an-event/parking/>. There are also numerous parking lots and garages located around the Colorado Convention Center.

ACCESSING THE SHOW FROM THE CONVENTION CENTER PARKING GARAGE

The show will take place in Halls A & B at the Colorado Convention Center (14th Street Side). There will not be any elevator access for move-in. Everyone must move in through the loading dock located at 12th & Welton Street side of the convention center. If you park in the Convention Center parking garage, Elevator XY provides access to the upper lobby access during the event only. You will need to have your exhibitor badge to access the show floor.

WILL CALL

During move-in and during the show, the Will Call desk will be located on the show floor by the show entrance.

ON-SITE SHOW OFFICE

We are always at the show. The onsite show management office will be in A-Mezzanine. The onsite office phone number is 303-228-8419.
