



EXPO
EVENT SERVICES

Exhibitor Services Manual

Denver Travel and Adventure Show
March 8-9, 2025
Colorado Convention Center
Denver, CO

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Denver Travel and Adventure Show

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March 8-9, 2025

Deadline Date: February 26th, 2025

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WELCOME TO ONLINE ORDERING



We are pleased that Expo Event Services has been selected as the official contractor.

New for 2024 - Expo Event Services Online Ordering Portal powered by Boomer Commerce is live.

[Click here to place your show orders.](#)

This area will provide you with the place to order all your booth furnishings, flooring, labor, sign hanging, and material handling needs for your upcoming show. If you need help shipping your materials, please contact TS Shipper at info@tsshopper.com or submit a request for a quote via the [QUICK QUOTE FORM — TSShipper](#). If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

If you have questions about the ordering process, please email us your show requirements and the EES Exhibitor Service Center will send you a quote for all your furniture and rental needs.

Upon approval of the quote, you will receive an official invoice from Expo Event Services to make your pre-event show payment via our online processing company.

Thank you.

Expo Event Services Show Team

orders@expoeventservices.com

Existing Users

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box on the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.



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Welcome to Denver and the **Denver Travel and Adventure Show**

We are pleased that Expo Event Services has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success!

As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

Please review our payment policy carefully. As a reminder, Expo Event Services requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling, not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Official General Contractor

Expo Event Services
1700 York Avenue Suite 2T
New York, NY 10128

Phone: (201) 300 - 2782
Fax: (917) 591 - 8316
Email: orders@expoeventservices.com

Standard Booth Information

Booth Size: 10' x 10'	1 - 6'x 30" Table w/Black Skirt and 2 Padded Chairs
Backwall Drape: 8' High Black Backwall Drape	1 - Wastebasket
Sidewall Drape: 3' High Black Siderail Drape	1 - 44" x 7" One Line ID Sign
1 - 10' x 10' Booth Carpet	

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 3/6/2025	8am-5pm
Exhibitor Move-In:	Friday 3/7/2025	9am-5pm
Event Open:	Saturday 3/8/2025	9:30am -5pm (Travel Advisors) 10am -5pm (Public)
Event Open:	Sunday 3/9/2025	11am-4pm
Exhibitor Move-Out:	Sunday 3/9/2025	4pm-8pm
Clear Floor:	Sunday 3/9/2025	By 11:59pm

*Should the event venue or the event move in and/or move out schedule change, Expo Event Services reserves the right to adjust pricing according to any cost increases associated with the respective change.

Expo Event Service will begin returning empty shipping containers at **4 p.m. on Sunday March 9th, 2025**; this process should take approximately **2 HOURS**.

Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 6 p.m. on Sunday March 9th, 2025



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Shipping Addresses

*Advance Receiving
/Shipments*

Denver Travel and Adventure Show

Advance Shipments are through TS Shipper, The Official Show Carrier ONLY.
Direct Contact: dtullo@tsshipper.com

Direct Shipments

to Show Site

Denver Travel and Adventure Show

Shipments Should Arrive on:
c/o Expo Event Services
Colorado Convention Center
700 14th Street
Denver, CO 80202

March 7th, 2025 1pm-5pm
March 8th, 2025 9am-5pm

State Tax 8.81% (Tax Rates Subject To Change)

Service Center

Expo Event Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling. Please contact us at (201) 300-2782

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

TEAMSTER UNION

The Teamsters Union has jurisdiction for the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own vehicles provided they do not use any material handling equipment (forklifts, flatbeds, dollies, pallet jacks, etc.).

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

FREIGHT HANDLING

Expo Event Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. EES will not be responsible for any material we do not handle.

WORK BREAKS & GRATUITIES

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any EES employee, as all are paid at an appropriate wage scale. Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given to each employee. Please attempt to work your people to conform to these mandatory break periods.

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the EES manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

EXHIBITOR FAQ'S



1 What Comes With My Booth?

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 6' x 30" black skirted table with white top
- 2 - side chairs
- 1 - wastebasket
- 1 - 44" x 7" Exhibitor ID sign
- 1 - 10' x 10' booth carpet

If you have an island booth, back drape and side drape are not standard furnishings and need to be ordered. Additional furniture can also be ordered. Please see Furnishings & Accessories Form in the applicable Show Exhibitor Kit.

2 What Expenses Should I Keep In Mind When Budgeting For The Show?

- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-aways, etc.
- Shipping & Material Handling Fees
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.

3 How Can I Cut Down On My Overall Costs?

- **ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT.**
- Avoid sending multiple shipments. Material handling rates are per shipment.
Refer to Shipping section in the Show Exhibitor Services Kit.
- Schedule (necessary) labor on straight time. Refer to the Display & Material Order Form from the Show Exhibitor Services Kit for the applicable show.
- Multiple pieces shipped together must be crated/palletted and shrink wrapped to be charged as one shipment.

4 What Is The Safest & Most Efficient Way To Get My Materials To The Show?

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Services Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Services Kit.
- Make company name, booth # and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrink wrapped.

5

Can I Set Up My Own Booth?

- Yes. Refer to Show Exhibitor Services Kit for exact union regulations, EAC form/insurance requirements/submission info.
- If you are hiring an Exhibitor Appointed Contractor (EAC) you MUST complete the Exhibitor Kit documents and submit with certificate of insurance. NO EXCEPTIONS.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am.
- Island/Pavilion booths. Exhibitor Move In, Friday 9am-5pm. Should you require Thursday Move In, approval is required from your Sales Representative in coordination with the General Service Contractor.
- Be advised the show opens at 9:00am.
- The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

6

What Are The Restrictions For My Booth Structure?

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors. **NOTE:** Island booths may extend 16’ high.
- No amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

7

Can I Tear Down My Booth Early?

- NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.
Please respect attendees & fellow exhibitors.

8

Am I Allowed To Bring My Booth Material In Myself?

- POV/ASSISTED CARTLOAD SERVICE will be offered through the decorator for a nominal fee. Please visit the Show Exhibitor Services Kit Table of Contents to locate the Material Handling & Shipping section for POV/Assisted Cartload Service Order Form.
 - POV is a personally owned vehicle, automobile, minivan, SUV, pick-up truck, or van.
- Any additional materials or shipped materials (whether it be booth elements or sales collateral brought in through the Loading Dock will be weighed and charged a Material Handling Fee.
 - *Pricing found in the Shipping section of the Show Exhibitor Services Kit.*
 - *Please refer to the Show Exhibitor Services Kit for best safety practices.*
- Convention Centers are governed by union labor. Therefore, show management is unable to control dock access during move in and move out. Mandatory labor guidelines apply.

9

Is Material Handling Mandatory?

- Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.
Pricing found in Shipping section of the Show Exhibitor Services Kit.
Please refer to the Show Exhibitor Services Kit for best safety practices.

10

Can I Leave Items In My Booth Overnight?

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

11***What Are My Ordering Options (such as electric, internet, booth rental, extra chairs/tables, cleaning, etc.)?***

- Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
 - *Expo Event Services can be contacted at info@expoeventservices.com or (201) 300-2782*
 - *RES can be contacted at customerservice@rosemontexpo.com or (847) 696-2208*

12***If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?***

- The Exhibitor Services Desk located on the Show Floor.

13***Where Can I Make Copies If I Run Out Of Sale Material At The Show?***

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

14***Are There Sponsorship & Promotional Opportunities To Enhance My Presence At The Show?***

- YES! Please see the Sponsorship & Promotional Opportunities available on our website and contact us for details.
- Email: success@unicomm.org

15***Where Can I Find Information On Health and Safety Regulations for the Event?***

- Navigate to the **Exhibitor Services** webpage for the applicable show on www.travelshows.com for information.



OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



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MUST READ

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all Exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and the exposition itself.
- d. See that the proper type and limits of insurance are in force.
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Expo Event Services of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Expo Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day. They must have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name. In addition to an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and Expo Event Services with evidence of compliance.
5. **The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and Expo Event Services with a certificate of insurance showing the coverages and amounts, and naming the sponsor, Expo Event Services and the Venue as co-insured.**
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of Expo Event Services.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

00/00/00

PRODUCER (000) 000-0000 FAX (000) 000-0000

Name of Insurance Agency
Street Address
City, State Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Exhibitor Appointed Contractor
Street Address
City, State Zip

INSURER A: Insurance Company A
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	ABC 12345		2025	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 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
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC 12345		2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
					DEDUCTIBLE \$
					RETENTION \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC 12345		2025	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

General Liability policy includes the interest of: <Exhibitor Name>, <Show Name>, <Show dates (including move-in and move-out)>, Expo Event Services, <Show Organizer Name>, <Venue>, and/or their respective agents as additional insureds.

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER _____

CANCELLATION

Expo Event Services
1700 York Ave Suite 2T
New York, NY 10128

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Name (First & Last)

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



Denver Travel and Adventure Show

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RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

Please complete and return this form by the Deadline above only if you are planning to use any company other than Expo Event Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the **VENUE AND STATE HERE** and have completed the following questions.

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third part billing information above and below is for use by Expo Event Services only, therefore if a service that you have ordered is being provided by someone other than Expo Event Services, you need NOT indicate that particular service below:

___ EXHIBIT FURNITURE RENTAL

___ DRAYAGE SERVICES

___ DISPLAY LABOR

___ MISC. - PLEASE LIST: _____

NOTE: Some order forms for furnishings and/or services listed above may be enclosed if a specific service or item is not offered for this Event. If you have any questions, please contact Expo Event Services.

*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced to third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to Expo Event Services by the above deadline date.

Authorized Contact Signature

Date

Authorized Contact (Print)

All orders are subject to the terms and conditions as outlined on the payment form.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of Expo Event Services in its sole discretion. Upon participation of any Expo Event Services' show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once Expo Event Services has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Expo Event Services or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. Expo Event Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Expo Event Services.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Expo Event Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Expo Event Services and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to Expo Event Services or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Expo Event Services and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to Expo Event Services in time to obtain the proper equipment.
4. Expo Event Services and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. Expo Event Services and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. Expo Event Services and its subcontractors are not insurers; i.e., Expo Event Services does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Event Services under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Expo Event Services, or from the negligence of Expo Event Services, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Expo Event Services and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. Expo Event Services and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. Expo Event Services will not be bound to honor any claim or action brought against Expo Event Services or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Expo Event Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Event Services or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Expo Event Services or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Event Services and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Event Services' Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Expo Event Services and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, Expo Event Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Expo Event Services and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Expo Event Services assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. Expo Event Services assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with Expo Event Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Event Services for freight handling services or any other services provided by Expo Event Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Event Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Event Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

FIRE DEPARTMENT REGULATIONS



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table covering must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited,
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one quarter tank, whichever is less. Garden tractors, chain saws, power plants and other gasoline powered equipment shall be safeguarded in a similar manner. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind the display.

OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on the floor plan. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen (15) amps. Multi-plug adapters must be UL approved and have a current (electric) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are illegal.

COMPRESSED CYLINDERS

Compressed cylinders must be attached to a stand that is upright or laid flat on the floor. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES

Cooking and/or warming devices shall be electric. Sternos may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g., UL, FM, etc. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼-inch thick across the front, and down both sides of the demonstrating area. Decorative candles are not permitted.

HELIUM BALLOONS

Helium balloons are not permitted inside some buildings. If you have any question regarding them, please contact the facility in which your event is located. If you need assistance in solving problems or have any questions, direct inquiries to the Fire Prevention Bureau servicing the area of your show location.

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL - ESPECIALLY YOU !

Expo Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Expo Event Services' supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Attached you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

POV/ASSISTED CART LOAD FORM



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Payment Policy: All invoices must be settled at our service desk prior to loading/unloading. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**SPECIAL CARTLOAD SERVICE
(FOR SMALL PASSENGER VEHICLES ONLY)
Maximum Materials Weight for this service: 250lbs.**



To facilitate the move-in and move-out of those exhibitors with smaller exhibit material shipments. Expo Event Services is making available one material handler and one push cart for one trip from the designated unloading area to your exhibit space OR from your exhibit space back to the designated loading area, The charge for this service is **\$175.00 per trip.**

A cartload will be construed as 8 pieces or less and / or weighing 250 lbs. or less.

Materials must fit on the 3' x 4' push cart.

There is one cartload allowed per exhibiting company per booth for both the move-in and the move-out.

Freight that is too large or heavy will be moved by Expo Event Services at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service, Below are examples of qualifying vehicles.



The vehicle must be unloaded at the designated dock of the exhibit hall. Pushcarts will not enter parking lots or structures. There must be two people with the vehicle being unloaded. One person to go with the materials to the exhibit space and one person to remove the vehicle from the receiving dock to a parking location.

To expedite this cartload service, it is strongly recommended that you pre-order this service prior to arriving to the showsite. To receive this service at showsite, please go to the Expo Event Services service desk in the exhibit hall prior to moving the vehicle to the receiving dock. Preferential service will be given to all pre-orders.

VEHICLE SPOTTING FORM



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

Payment Policy: All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express & Visa credit cards. Absolutely no credits will be issued after closing date of the show.

Important: To obtain discount prices, payment must be received in full by the published "order deadline date". All orders must be received no later than ten (10) working days prior to the show opening.

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall.



Vehicle Spotting Rate:
\$450.00 Per Vehicle
(Price includes both in & out of exhibit hall)

Vehicle Type:	_____	Qty:	_____
Vehicle Length:	_____		
Vehicle Width:	_____		
Vehicle Height:	_____		
Move-In Date:	_____	Time:	_____

Vehicle Spotting Rules & Regulations

All vehicles coming into the facility must have the following steps completed before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

TOTAL \$ _____

Please enter this amount on the "Payment/Charge Authorization" Form

Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

Payment for Services

Expo Event Services requires payment in full at the time services are ordered. Further, Expo Event Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

Expo Event Services accepts MasterCard, AMEX and Visa. Business Checks are only accepted 2 weeks before the show, **no checks accepted at show site**. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Expo Event Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Expo Event Services office for this show. Expo Event Services must receive your certificate by the deadline date on the order forms; or tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy,
please call Expo Event Services at (201) 300 - 2782
or visit our Service Center at the show.

****Exhibitors will be charged a \$25.00 fee for returned NSF checks.***

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY	
PHONE	FAX		PURCHASE ORDER NUMBER			
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT - PLEASE PRINT		DATE	

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

PLEASE SIGN

<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> VISA*		<input type="checkbox"/> American Express	
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)					
Account Number:					
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE	ZIP	COUNTRY
CARDHOLDER'S SIGNATURE			CARDHOLDER'S NAME - PRINT		

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

Our Credit Policy requires 100% Payment with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Expo Event Services in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. ALL orders received at the Service Desk will be charged at Standard Rates. A \$25.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%.

Exhibitors will be responsible for all fees connected with the collection of their accounts.

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessories Order Form	\$
Display Labor Service Order Form	\$
Specialty Furniture Order Form	\$
Shipping Information and Freight Service Order Form (Non Taxable)	\$
Cart Services	\$
Other Expo Event Services' Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

\$

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

THIRD PARTY BILLING REQUEST



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT
		DATE

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement: **WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.**

_____ (Exhibiting Firm) _____ (Display House/3rd Party)

By: _____ (Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

Third Party

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

Credit Charge Authorization (Information Must Be Provided)

	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">EXPIRATION DATE</div>	MASTERCARD VISA* American Express
	Corporate Personal	
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)		
Account Number	<div style="border: 1px solid black; background-color: yellow; width: 100px; height: 15px; margin: 0 auto;"></div>	
CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY
All Services I & D Labor Signs		Rental Furniture Material Handling In & Out Signs
Other (Please Specify) _____		

	X CARDHOLDER'S SIGNATURE
--	-----------------------------

Credit Charge Authorization (Information Must Be Provided)

	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">EXPIRATION DATE</div>	MASTERCARD VISA* American Express
	Corporate Personal	
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)		
Account Number	<div style="border: 1px solid black; background-color: yellow; width: 100px; height: 15px; margin: 0 auto;"></div>	
CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY
All Services I & D Labor Signs		Rental Furniture Material Handling In & Out Signs
Other (Please Specify) _____		

	X CARDHOLDER'S SIGNATURE
--	-----------------------------

SHIPPING INFORMATION



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

Cart Load

Freight that is too large or heavy will be moved by Expo Event Services at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service.

Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$450.00 per vehicle (price includes both in and out of hall).

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper, the official show carrier. Advance shipments/receiving is only available through the official carrier. Direct to showsite can be scheduled with TS Shipper or a carrier of your choice.

Rates are based on the incoming weight of shipments. For rates and arrival information, see the Material Handling Order Form. Expo Event Services must have payment before forwarding freight.

Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet Samples. **(ONLY IF TS SHIPPER IS USED)**

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments. Storing at the warehouse for up to 30 days.

Reloading onto trucks and delivery to the exhibit site. Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Denver Travel and Adventure Show

C/O:

Expo Event Services

TS Shipper Advance Freight Service

Direct Contact: dtullo@tshipper.com

Direct Shipments to Exhibit Site

Rates Include:

Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Denver Travel and Adventure Show

C/O:

Expo Event Services

700 14th Street

Denver, CO 80202

Please read the "Expo Event Services' Limits of Liabilities and Responsibility" for important information on freight handling.

Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

Shipping Guidelines

We recommend that you use TS Shipper, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Expo Event Services to assist you in planning your shipments.

Take advantage of the advance shipping and receiving services provided by TS Shipper.

Please read the "Expo Event Services' Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges Please prepay all shipping charges. Expo Event Services cannot accept or be responsible for collect shipments.

Bill of Lading All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Expo Event Services and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Expo Event Services will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Expo Event Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

Consignment All shipments must be consigned c/o Expo Event Services to enable us to accept them for handling.

Shipping Labels Please use the shipping labels provided to expedite handling.

Certified Weight Receipts The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Expo Event Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services' Service Desk. Exhibitors selecting non-official carriers will own arrangements for pickup.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

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Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

MATERIAL HANDLING ORDER FORM



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

MUST ARRIVE ON
THURSDAY MARCH 6TH 1PM - 5PM ONLY
FRIDAY MARCH 7TH 9AM-5PM ONLY

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Expo Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE RECEIVING/SHIPMENTS VIA TS SHIPPER OR DIRECT TO SHOW SITE VIA TS SHIPPER OR CARRIER OF YOUR CHOICE (100 lbs Minimum Per Shipment)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rate for this service is:

CRATED / SKIDDED / SPECIAL HANDLING		
	Per 100 lbs	100 lbs Minimum
ST/DT	\$203.00	\$203.00
OT/DT	\$240.00	\$240.00

Rates Do Not Include: TS Shipper Trucking from your facility to the advance receiving warehouse/ to show site

SMALL PACKAGES

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON	\$95.00	\$ 95.00	First Carton
EACH ADDITIONAL CARTON	\$25.00	\$ _____	Each Additional Carton

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping:	lbs. @	per 100 lbs., 100 lbs minimum per shipment	\$
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We will be shipping approximately	number of pieces.
-----------------------------------	-------------------

Our shipment will be sent to	Exhibit Site	Warehouse on:	via:
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1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

All orders are subject to the terms and conditions as outlined on the payment form.

KEY INFORMATION FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

Inbound Freight Information(TS Shipper Shipment(s) Only)

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Set-up Information for Expo Event Services' Installation

Set Up Drawings Attached _____
Set Up Drawings With Exhibit _____
Case/Crate Number _____
Number of Workers required for set up _____
Special Equipment Required _____
Own Carpet Color _____
Padding _____
Approximate time for set up _____

Did You Order —

Electrical	Yes	No	Electrical Under Carpet	Yes	No
Electrical Drawings	Attached		Sent to the Official Electrical Contractor	With the Exhibit	
Booth Cleaning	Yes	No	Other Items	_____	
Furniture	Yes	No		_____	
A/V Furniture	Yes	No		_____	
Telephone	Yes	No		_____	

Outbound Freight Information

Outbound Freight Charges _____
Prepaid Collect
Bill To _____
Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____
Method Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE
THURSDAY MARCH 6TH 1PM - 5PM ONLY
FRIDAY MARCH 7TH 9AM-5PM ONLY

TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE
THURSDAY MARCH 6TH 1PM - 5PM ONLY
FRIDAY MARCH 7TH 9AM-5PM ONLY

TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

SHOW SITE LABEL

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TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE
THURSDAY MARCH 6TH 1PM - 5PM ONLY
FRIDAY MARCH 7TH 9AM-5PM ONLY

TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

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THURSDAY MARCH 6TH 1PM - 5PM ONLY
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TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

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MUST ARRIVE
THURSDAY MARCH 6TH 1PM - 5PM ONLY
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TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE
THURSDAY MARCH 6TH 1PM - 5PM ONLY
FRIDAY MARCH 7TH 9AM-5PM ONLY

TO: _____
(EXHIBITOR'S NAME)



Colorado Convention Center
700 14th Street
Denver, CO 80202

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

CARAVAN ORDER FORM



Deadline Date: February 26th, 2025

COMPANY NAME: _____ BOOTH# : _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

SHIP TO	TRAVEL & ADVENTURE SHOW.
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NEXT SHOW BOOTH# _____

CONTACT NAME _____ PHONE _____

NUMBER OF PIECES / LABELS _____

SPECIAL DELIVERY INSTRUCTIONS: (Residential, Expedited Date Request, Lift Gate, Etc.) _____ _____ ** PLEASE CALL DANIELLE TULLO FOR CUSTOMIZED QUOTE. PLEASE TURN IN THIS FORM PRIOR TO THE SHOW FOR THE BEST RATES**
--

PAYMENT AUTHORIZATION

TERMS:

TS Shipper requires a credit card authorization prior to handling freight services. Final freight charges must be settled in advance of freight pick up/ delivery via credit card, company check or wire transfers. Services will be denied without complete payment. All adjustments to charge are to be made at show site.

NO CREDITS WILL BE MADE AFTER THE SHOW CLOSING - Payment made by check must be in US dollars from a US Bank.

Company Check: Make Payable to: TS Shipper LLC, reference Show Name on check. Return checks are subject to a \$25 bounced check fee. All checks require a credit card on file. Mail check to: TS Shipper LLC - 1700 York Avenue Ste 2T - New York, NY 10128

Wire Transfer: If paying by wire transfer for TS Shipper LLC, include a \$25 surcharge for bank fees. Call for wire transfer details.

Credit Card: For your convenience, TS Shipper LLC will use this authorization to charge your credit card account for your advance order, not paid by check or wire transfer, and any additional transportation orders placed by your show site representative.

**TS Shipper LLC is not associated with the show decorator and material handling charges incurred for the movement of your freight from the show dock to your booth is the sole responsibility for you, the exhibiting company.

Cardholder: _____ Email: _____

Account #: _____ Exp. Date: _____ Security Code: _____

Billing Address: _____ City/ST/Zip: _____

Signature: _____ Date: _____

Reserve Your
Shipment Today with
the
Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!

**TRAVEL &
ADVENTURE
SHOW.**



Don't wait for your freight, let your freight wait for you!

TS SHIPPER is the most comprehensive shipping company that directly services the trade show industry.
TS SHIPPER specializes in time sensitive trade show freight, across the country!

Freight Services

- Local Deliveries
- Ground Shipments
- Air Shipments
- Caravan Services
- Storage
- Full Truck Load Services

*** Personal presence at the shows to make sure everything goes smoothly
*** Special discounted Show Rates *** Pre-printed bills of lading and shipping labels

Requesting a shipping quote has never been easier – 3 ways to contact us



EMAIL US AT INFO@TSSHIPPER.COM



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM

TS SHIPPER LLC - INBOUND FORM



1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566 - 5953 Fax: (866) 728 - 3775

Show Name: Denver Travel and Adventure Show

Show Dates: March 8-9, 2025

Venue: Colorado Convention Center

CONTACT INFORMATION

Company Name:

Contact Name:

Address:

Phone:

Email:

PICK UP LOCATION

Company Name:

Contact Name:

Street Address:

City

State / Country

Zip / Postal Code:

Phone:

SHIPPING DESTINATION

Company Name:

Show Name:

Booth #:

Street Address:

City:

State / Country:

Zip / Postal Code:

Phone:

Onsite Contact:

TYPE OF SERVICE

Truck Load

Deferred

2nd Day Air

Overnight Air

Economy / Standard Group

3rd Day Air

ADDITIONAL SERVICE

Lift Gate

Residential

Inside Pick Up

Declared Value (\$):

Declared Value can not exceed \$10,000

Phone: 216-566-5953

Email: info@tsshippers.com

Quick Quote: www.tsshippers.com

TS SHIPPER LLC - INBOUND FORM



Show Name: Denver Travel and Adventure Show

Show Dates: March 8-9, 2025

1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566 - 5953 Fax: (866) 728 - 3775

Venue: Colorado Convention Center

SHIPPING INFORMATION

Pickup Date: Pick Up Time: (4 Hour Window)

Delivery Date: Delivery Time (4 Hour Window)

Number of Pieces	Length	Width	Height	Weight

Hazardous Materials: Yes No Total Weight:

ADDITIONAL INFORMATION OR INSTRUCTIONS

Empty box for additional information or instructions.

Send completed form to info@tsshipper.com or fax to 866-728-3775

Phone: 216-566-5953

Email: info@tsshippers.com

Quick Quote: www.tsshippers.com



1700 York Avenue, Suite 2T, New York, NY 10128
 Phone: (216) 566 - 5953 Fax: (866) 728 - 3775

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

YOUR SIGNATURE ON THIS PAYMENT AUTORIZATION DENOTES ACCEPTANCE ON ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Terms:

TS Shipper requires a credit card authorization prior to handling any freight. Final freight charges must be settled in advance off freight pick up / delivery via credit card, company check or wire transfers. Services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payment made by check must be in US Dollars from a US Bank

Company Check: Make Payable to TS Shipper LLC and reference the Show Name on the check. Return checks are subject to a \$25.00 bounced check fee. All Checks require a credit card on file. **Mail Check to:** TS Shipper LLC, 1700 York Avenue, Suite 2T, New York, NY 10128

Wire Transfer: If paying by wire transfer for TS Shipper LLC, include a \$25.00 surcharge for bank fees. **Call for wire transfer details.**

Credit Card: For your convenience, TS Shipper LLC will use this authorization to charge your credit card account for your advance order, not paid by check or wire transfer, and any additional transportation orders placed by your show site representative.

TS Shipper LLC is not associated with the show decorator and material handling charges incurred for the movement of your freight from the show dock to your booth is the sole responsibility of you / the exhibiting company.

Payment Information:

VISA

MasterCard

American Express

Credit Card Number: _____

Expiration Date: _____ / _____ VID Code: _____ Visa / Master Card (3 digits), Amex (4 digits)

Name (as it appears on the card): _____

 Cardholder's Signature _____ / _____ / _____
 Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ Country: (if not US) _____

Telephone: _____ Email: _____

The above cardholder named hereby authorizes TS Shipper LLC to charge my card.

As the credit card holder, I also authorize TS Shipper LLC to charge my credit card for future purchases verbally approved by me.

Authorization Valid Until: _____ / _____ Initials Here: _____



TS SHIPPER OUTBOUND FORM

1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775
Email: info@tsshipper.com

Show Name _____

Show Dates _____

Venue _____

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

Economy / Deferred (4 - 7 Business Days)

2nd Day

3rd Day

Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

UNICOMM TRAVEL & ADVENTURE SHOW 10' x 10' PACKAGE A



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Furnishing

- 10' x 8' Pop-Up (Includes print on front side)
 - 1 - 1M x .5M x 42" Counter *
 - 1 - 30" x 42"H Round Cocktail Table
 - 2 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied
30 days out rush charges will be quoted on specs.



EXPO
EVENT SERVICES

10' x 10' PACKAGE B



\$4,790.00

Furnishing

- 10' x 8' Tension Fabric (Includes print on front side)
 - 1 - 1M x .5M x 42" Counter *
 - 1 - 30" x 42"H Round Cocktail Table
 - 2 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied
30 days out rush charges will be quoted on specs.



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10' x 20' PACKAGE C



\$6,570.00

Furnishing

20' x 8' Tension Fabric (Includes print on front side)

1 - 1M x .5M x 42" Counter *

1 - Sofa, Single Chair & Coffee Table

1 - 30" x 42"H Round Cocktail Table

2 - Bar Stools

(200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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20' x 20' PACKAGE D (side 1)



\$8,250.00

Furnishing

- 20' x 8' Tension Fabric (Includes print on front side)
 - 2 - 1M x .5M x 42" Counter *
 - 1 - Sofa, Single Chair & Coffee Table
 - 1 - 30" x 42"H Round Cocktail Table
 - 4 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied
30 days out rush charges will be quoted on specs.



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20' x 20' PACKAGE D (side 2)



Furnishing

- 20' x 8' Tension Fabric (Includes print on front side)
 - 2 - 1M x .5M x 42" Counter *
 - 1 - Sofa, Single Chair & Coffee Table
 - 1 - 30" x 42"H Round Cocktail Table
 - 4 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

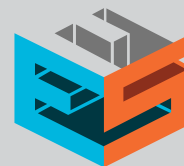
Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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20' x 20' PACKAGE E (side 1)

\$7,150.00



Furnishing

2M x 2M x 8'H Hardwall Storage Unit w/ Lockable Access Door
2 - 1M x .5M x 42" Counter *
2 - 30" x 42"H Round Cocktail Table
6 - Bar Stools
(200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

Safe Zone: 38.125"w x 90.5"h

Bleed Zone: 38.5"w x 95.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

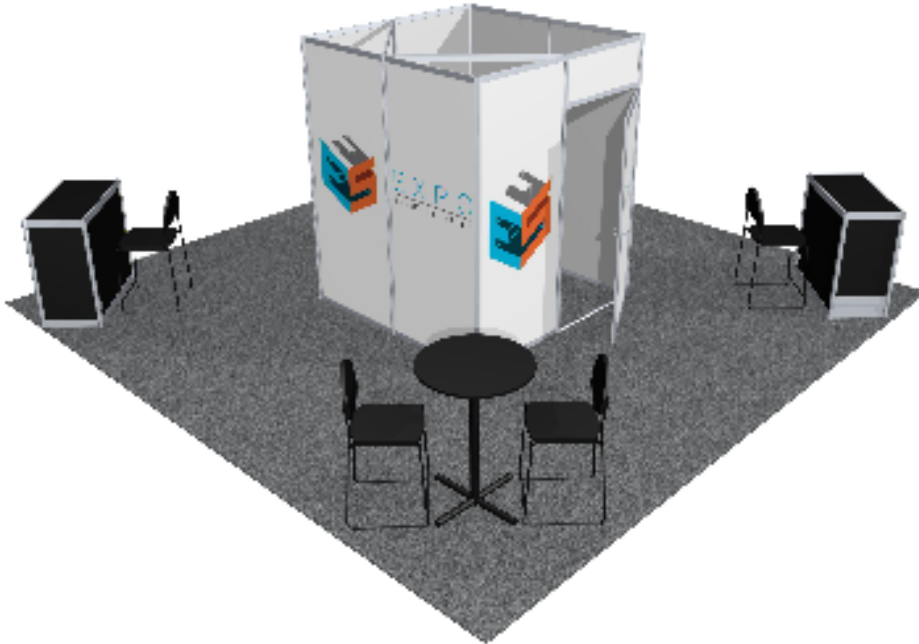
Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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20' x 20' PACKAGE E (side 2)



Furnishing

2M x 2M x 8'H Hardwall Storage Unit w/ Lockable Access Door
2 - 1M x .5M x 42" Counter *
2 - 30" x 42"H Round Cocktail Table
6 - Bar Stools
(200lbs of Material Handling at No Charge is included)

Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.

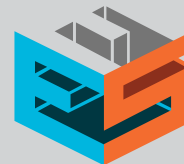
Safe Zone: 38.125"w x 90.5"h

Bleed Zone: 38.5"w x 95.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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SIGNAGE & GRAPHIC ORDER FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty	Item	Discount Price	Standard Price	Total Price
	8.5" x 11"	\$59.00	\$77.00	
	11" x 17"	\$70.00	\$91.00	
	14" x 22"	\$87.00	\$113.00	
	22" x 28"	\$106.00	\$138.00	
	24" x 36"	\$211.00	\$274.00	
	30" x 40"	\$229.00	\$297.00	
	Logo	Quote Upon Request	Quote Upon Request	
	Banner	Quote Upon Request	Quote Upon Request	

Background Color: _____ Copy Color: _____

Select Lay-out: Vertical Horizontal

Select Font Style: Corporate Jazzy

Expo Event Services, Inc., can meet any sign or graphic requirements you have. Please contact us at 201.994.1303 if you have any questions or need additional information. **Indicate sign copy Here (please attach additional sign copy if required)**

SUBTOTAL = _____ + TAX @ 8.81% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

GRAPHIC FILE SUBMISSION GUIDELINES



Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact Expo Event Services for details.

File Formats

Program	Preferred File (type)
Adobe Illustrator	ai, eps
Adobe Photoshop	tiff , psd, jpeg (high quality)
Adobe InDesign	indd (include links)
Adobe Acrobat	PDF (press quality setting)

File Transfer Options

Media	Note
Flash Drive	With attached fonts and links
E-mail Attachments	Limited to maximum size 5MB
FTP	zip or compression preferred
DropBox	File sharing

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly. Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



gif@400%



.ai / .eps@400%

Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference. If your artwork utilizes CMYK values, the printer will use those.



Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

HANGING SIGNS/BANNERS INFORMATION FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

*** NON - ELECTRICAL SIGNS & BANNERS ONLY

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

PLEASE PROVIDE THE FOLLOWING INFORMATION

Regardless of previous usage, an authorized signature is required on the Guarantee of Structural integrity Statement form and the following information is to be completed.

IMPORTANT NOTE

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead rigging/hanging must be assembled, installed and removed by Expo Event Services certified riggers.

Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

STRUCTURE DESCRIPTION

Include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type of Material:

Cloth Metal Wood Plastic Truss

Other: _____

Truss Only:

12" box 20" box Other: _____

Shape of Structure:

Circle Rectangle Square Triangle

Other: _____

Size (in feet):

_____ (H) x _____ (L) x _____ (W) x _____ (D)
height length width diameter

Additional Notes/Description:

STRUCTURE DESCRIPTION (continued)

Weight of Hanging Structure: _____ lbs

Any hanging structure that weighs in excess of 100 lbs will require the employment of chain motors.

Are you using chain motor(s)?

No

Yes (Quantity: _____)

Expo Events Provided

Exhibitor Provided

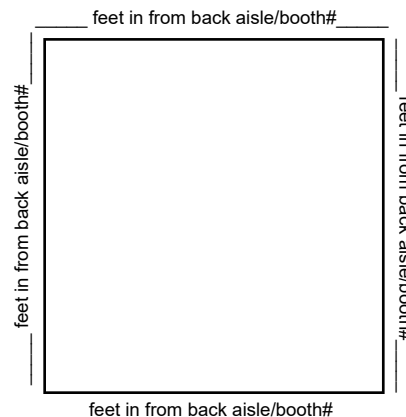
CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$707.00	\$919.00	
	1 Ton Chain Motor	\$884.00	\$1,150.00	

- If your hanging structure is 100 lbs or more, please submit a **CERTIFIED WEIGHT BILL** and a **CERTIFIED STRUCTURAL ENGINEERED DRAWING**.
- All truss structures require a **CERTIFIED WEIGHT BILL**.

PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the box below. Place booth dimensions/booth number in the lines provided.



Number of feet from floor to bottom of sign: _____ ft

Would you like your sign centered over your booth?

Yes No (I will provide an overhead sketch)

HANGING SIGNS/BANNERS ORDER FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

IMPORTANT NOTES

Expo Event Services certified riggers are required to assemble, install and remove all hanging signs to ensure structural integrity. Any signs that are not assembled by approved EES certified riggers are subject to an inspection fee. Expo Event Services riggers are required to install and remove all hanging truss to ensure structural integrity. Assembly/disassembly labor rates are per man, per hour with a one (1) hour minimum. Overhead sign hang rates are per lift and crew, per hour with a one (1) hour minimum. Expo Event Services will process requests for assembly and rigging in the order they are received and will make attempts to honor all requested start times. Should hanging signor supervision not be present at the time the crew arrives a one (1) hour minimum charge will apply. Additional charges will apply for any cables, connectors or other rquipment deemed necessary to safely complete the installation of overhead sign or truss system. A EES certified rigger will determine such requirements onsite.

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE

OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION WAIT FOR EXHIBITOR SUPERVISION DISPLAY HOUSE TO SUPERVISE

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY

EES Supervision Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$219.00	\$286.00	
	OT	\$364.00	\$474.00	
	Holiday	\$446.00	\$581.00	
EES Supervision: _____ x 30% =				
			(Assembly total)	(\$40.00 minimum)

Date of Assembly: _____

Requested Start Time: _____

Please indicate who will supervise DISASSEMBLY

EES Supervision Exhibitor/Display House Supervision

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$219.00	\$219.00	
	OT	\$364.00	\$474.00	
	Holiday	\$446.00	\$581.00	
EES Supervision: _____ x 30% =				
			(Assembly total)	(\$40.00 minimum)

Date of Assembly: _____

Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$965.00	\$1,255.00	
	OT	\$1,251.00	\$1,625.00	
	Holiday	\$1,499.00	\$1,949.00	
EES Supervision: _____ x 30% =				

Date of Assembly: _____

Requested Start Time: _____

RIGGING REMOVAL

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$965.00	\$1,255.00	
	OT	\$1,251.00	\$1,625.00	
	Holiday	\$1,499.00	\$1,949.00	
EES Supervision: _____ x 30% =				

Date of Assembly: _____

Requested Start Time: _____

* There may be an additional charge of \$100.00 per hang point for signage being installed from the "unistrut" ceiling structure.

** In areas of certain convention centers, "high" hang point rigs must be installed prior to anything being hung from the "high" ceiling. If hang point rigs are required, the additional charge will be \$150.00 for each hang point rig. These points are in addition to the quoted rates.

DISPLAY LABOR ORDER FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Labor		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$201.00	\$260.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$331.00	\$431.00
Double Time	Sundays and Holidays	\$405.00	\$527.00

INSTALLATION LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

EXPO EVENT SERVICES will provide the following service:

1. Unpack and install display labor before exhibitor arrival at show site
2. Dismantle, pack and arrange to ship display after show closing

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED

BY EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display.

Expo Event Services will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Expo Event Services is limited to a max of 50% of total labor not to exceed \$1000.00.

DISPLAY LABOR INFORMATION FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____
Shipped to: Warehouse Show Site From City/St: _____ Date: _____
Total # of: Crates Cartons Fibercases Other: _____

SET-UP INFORMATION

Set-up Plans/Photo: Attached To be sent With Exhibitor In Crate # _____
Carpet: With Exhibit Rented from Expo Event Services Color _____ Size _____
Electric Placement: Drawing Attached Drawing with Exhibit Electrical Under Carpet
Comments: _____

Graphics: With Exhibit Shipped Separately

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Method: Common Carrier Air Freight Van Line Other: _____

Carrier (If Known): _____

Freight Charges: Prepaid Bill To: _____
 Collect _____

Please Note: Expo Events Services will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Special Instructions/Comments: _____

Emergency Contact:

Name: _____ Phone: _____

STANDARD CARPET ORDER FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

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COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

STANDARD CARPET



Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$302.00	\$393.00	
	10' x 20' Booth Carpet	\$608.00	\$791.00	
	10' x 30' Booth Carpet	\$911.00	\$1,184.00	

Standard Cut

Standard carpet pricing includes delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for an additional minimal fee. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

CUSTOM CARPET



Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$7.41 sq.ft.	\$9.64 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

Custom Cut

Custom carpet pricing includes delivery, installation, carpet tape, visqueen and carpet removal. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2"	\$2.72 sq.ft.	\$3.54 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 8.81% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

STANDARD FURNITURE

Denver Travel and Adventure Show

Colorado Convention Center

March 8-9, 2025

Deadline Date: February 26th, 2025

Chairs



Upholstered Side Chair



Upholstered Tall Stool

Pedestal Tables

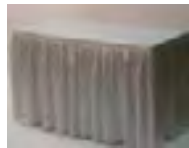
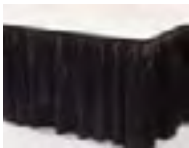


30" High Black Table



42" High Black Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

STANDARD FURNITURE & ACCESSORIES ORDER FORM



Denver Travel and Adventure Show

Deadline Date: February 26th, 2025

Colorado Convention Center

March 8-9, 2025

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COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$129.00	\$168.00	N/A	
		Tall Black Stool	\$164.00	\$213.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$120.00	\$155.00	N/A	
		6' x 24" x 30" Undraped Table	\$131.00	\$171.00	N/A	
		8' x 24" x 30" Undraped Table	\$149.00	\$194.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$131.00	\$171.00	N/A	
		6' x 24" x 42" Undraped Counter	\$147.00	\$191.00	N/A	
		8' x 24" x 42" Undraped Counter	\$168.00	\$209.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$214.00	\$278.00		
		6' x 24" x 30" High Draped Table	\$240.00	\$313.00		
		8' x 24" x 30" High Draped Table	\$270.00	\$351.00		
		4th side Draped – 30"	\$91.00	\$119.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$243.00	\$315.00		
		6' x 24" x 42" High Draped Counter	\$280.00	\$364.00		
		8' x 24" x 42" High Draped Counter	\$320.00	\$417.00		
		4th side Draped – 42"	\$111.00	\$146.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$27.00	\$36.00		
	8' High Banjo Drape (4 ft. min. order)	\$30.00	\$40.00			
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$350.00	\$455.00	N/A	
		30" x 42" High Pedestal Table	\$396.00	\$515.00	N/A	
ACCESSORIES		Chrome Easel	\$84.00	\$109.00	N/A	
		Wastebasket	\$56.00	\$72.00	N/A	
		Retractable Stanchion	\$206.00	\$268.00	N/A	
		Coat Tree	\$147.00	\$191.00	N/A	

SUBTOTAL = _____ + TAX @ 8.81% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Deadline Date: February 26th, 2025

2025
TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



Blanc Chair
Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

FUNCTION

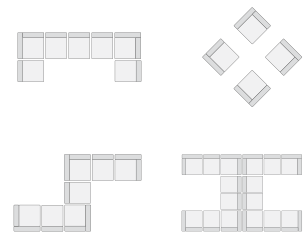
Modular Seating Collection



Function Armless Chair - White
White Vinyl
28"Square x 29"H



Function Corner - White
White Vinyl
28"Square x 29"H



Function Armless Chair - Black
Black Vinyl
28"Square x 29"H



Function Corner - Black
Black Vinyl
28"Square x 29"H

Deadline Date: February 26th, 2025

CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H



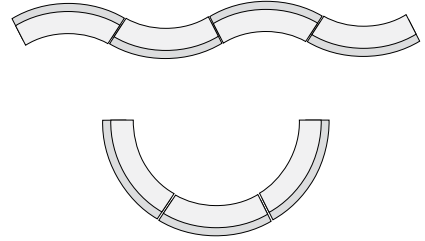
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



BOCA

Modular Seating Collection



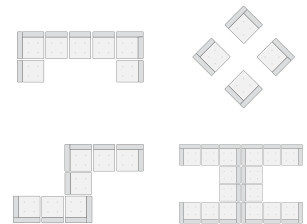
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa
Black Leather
85"W x 35"D x 35"H



Metro Loveseat
Black Leather
60"W x 35"D x 35"H



Metro Chair
Black Leather
35"Square x 35"H



Metro Square Ottoman
Black Leather
40"Square x 17"H



Metro Bench Ottoman
Black Leather
60"W x 24"D x 17"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa
Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat
Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair
Charcoal Leather
28"W x 36"D x 36"H

Deadline Date: February 26th, 2025

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H

CHANDLER



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa
Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair
Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman
Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa
Boca Bright White
64"W x 28"D x 33"H



Jasper Chair
Boca Bright White
30"W x 28"D x 33"H

NIKO



Niko Sofa
Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat
Grey Microfiber
58"W x 30"D x 38"H



Niko Chair
Grey Microfiber
31"W x 30"D x 38"H

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair

Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

Deadline Date: February 26th, 2025

OTTOMANS & BENCHES



Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

Deadline Date: February 26th, 2025

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |

18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



Essentials Turning Bed - Charged

Bright White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White/Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White/Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*



Command 8' Conference Table - White Charged

Bright White Leather
96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

OCCASIONAL TABLES



Aria Tables - Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"H x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Fuze Tables

End Table Zebra wood Laminate/Chrome
24"Square x 23"H
Console Table Zebra wood Laminate/Chrome
60"W x 16"D x 34"H
Cocktail Table Zebra wood Laminate/Chrome
40"Square x 16"H



London Tables

End Table Marble/Chrome
24"Square x 23"H
Console Table Marble/Chrome
60"W x 16"D x 34"H
Cocktail Table Marble/Chrome
40"Square x 16"H

Deadline Date: February 26th, 2025

OCCASIONAL TABLES



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"H



Brooklyn Tables

End Table Square Chrome
22"Square x 20"H

End Table Round Chrome
20"Round x 20"H

Cocktail Table Rectangle Chrome
42"W x 24"D x 16"H

Cocktail Table Round Chrome
30"Round x 16"H



Cube Tables

- Black
- White

Cocktail Table
24"Square x 16"H

End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

Deadline Date: February 26th, 2025

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



Bar

■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back



Blox Bar Back

Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Colin Stool

- Natural Maple
- 20"W x 19"D x 46"H



Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H



Equino Stool

- Black
 - White
- 15"W x 13"D x 35"H



Clara Stool

- White
- 17"W x 21"D x 41"H

STOOLS



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



Caprice Stool
Black Fabric
25"W x 26"D x 44"H



Sonic Stool
Black
22"W x 23"D x 42"H



Nexus Stool
White
19"W x 20"D x 44"H

CAFÉ CHAIRS



Milo Chair

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair

White
18"W x 21"D x 35"H



Leslie Chair

White
17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair

Steel
17"Square x 33"H



Caprice Chair

Black
25"W x 24"D x 32"H



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Sonic Chair

Black
20"W x 21"D x 32"H



Nexus Chair

White
19"W x 22"D x 32"H



Colin Chair

Natural Maple
22"W x 19"D x 33"H

BAR TABLES



24" Square Bar Table - Cosmo

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona

Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base
32"Round x 42"H



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H

BAR TABLES



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H

BAR TABLES



Spectrum Bar Table - Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green
Green/Chrome
24"Square x 42"H



Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



24" Square Café Table - Cosmo
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Sirona
Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement
Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 30"H

CAFÉ TABLES



32" Round Café Table - Smoke

Available in Black or Chrome Base
32"Round x 30"H



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



Blanco Rectangle Café Table
White/Chrome
72"W x 24"D x 30"H



Spectrum Café Table - Red
Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue
Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple
Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green
Green/Chrome
24"Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Encore Dining Table
Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table
Walnut Veneer
92"W x 39"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair - Armless

Black
21"W x 24"D x 39"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool - Armless

Black
21"W x 24"D x 48"H



Rimati Hi-Back Chair - White

■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

■ Black
□ White
27"W x 25"D x 40"H

CONFERENCE TABLES



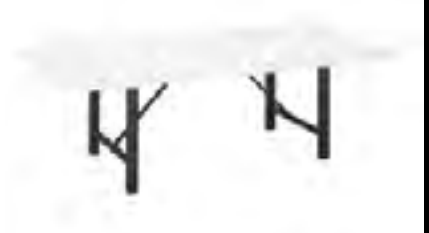
Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

- Black
 - Sirona
 - White
- 96"W x 48"D x 31"H



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

- Black
 - White
- 24"Square x 42"H



Storage Credenza

- Black
 - Mahogany
- 2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
72"W x 36"D x 29"H



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H

Deadline Date: February 26th, 2025

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



42" Display Pedestals

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



36" Display Pedestals

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



30" Display Pedestals

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

Zebrawood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

Deadline Date: February 26th, 2025

MISCELLANEOUS ITEMS



Stanchion
Chrome
41"H
Stanchion Rope
Red Velour
6'L



Nero Literature Rack
Black
14.75"W x 12"D x 53.5"H



Argento Literature Rack
Aluminum
14.75"W x 12"D x 53.5"H



Alto Literature Rack
Black/Metal
10.5"W x 9.5"D x 57"H



Compact Refrigerator
Black 4 Cubic Feet
21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps
Table Lamp
25"H
Floor Lamp
70"H



Silo White Lamps
Table Lamp
25"H
Floor Lamp
70"H



Neutrino Floor Lamp
Steel
67"H

FURNISHINGS ORDER FORM

2025 Trade Show Order Form



AFR Sales Representative:

Email/Fax:

TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	Time
		Pickup Date	Time
Booth # and Name		Show Contractor	

All Furniture Subject to Availability

Terms & Conditions: Payments: 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% late fee.

Show site orders will be based on availability and charged a 30% late fee.

Confirmation: Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard	Qty.	Total
Blanc (Pg. 2)						
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,104.29		\$-
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,054.03		\$-
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$880.78		\$-
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$529.00		\$-
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$185.15		\$-
Function (Pg. 2)						
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$563.38		\$-
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$605.71		\$-
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$563.38		\$-
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$605.71		\$-
Continental (Pg. 3)						
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,088.42		\$-
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,054.03		\$-
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$468.17		\$-
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$552.81		\$-
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$468.17		\$-
Boca (Pg. 3)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$605.71		\$-
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$563.38		\$-
Metro (Pg. 4)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$907.24		\$-
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$874.17		\$-
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$682.41		\$-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$468.17		\$-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$468.17		\$-
Grammercy (Pg. 4 & 5)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$1,010.39		\$-
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$880.78		\$-
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$563.38		\$-
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$648.03		\$-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$468.17		\$-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$468.17		\$-
Aubrey (Pg. 5)						
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,188.93		\$-
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$747.21		\$-
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$435.10		\$-
Chandler (Pg. 5 & 6)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$907.24		\$-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$874.17		\$-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$682.41		\$-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$468.17		\$-
Evoke (Pg. 6)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,371.43		\$-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$735.31		\$-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$468.17		\$-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$415.27		\$-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$294.92		\$-
Latitude (Pg. 6)						
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,187.61		\$-
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,108.26		\$-
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$923.11		\$-
Verona (Pg. 7)						
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,301.34		\$-
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$671.83		\$-

13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$388.82	\$-
Jasper (Pg. 7)					
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$1,017.00	\$-
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$659.93	\$-
Niko (Pg. 7)					
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,122.80	\$-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$1,026.26	\$-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$854.34	\$-
Cromwell (Pg. 8)					
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,276.21	\$-
18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$759.11	\$-
Stage Chairs (Pg. 8)					
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$403.36	\$-
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$403.36	\$-
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$403.36	\$-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$605.71	\$-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$605.71	\$-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$387.49	\$-
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$527.68	\$-
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$527.68	\$-
Ottomans & Benches (Pg. 9)					
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$552.81	\$-
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$501.23	\$-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$468.17	\$-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$468.17	\$-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18024-0062	43 lbs.	Chandler Red Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$648.03	\$-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$468.17	\$-
Banquettes & Turning Beds (Pg. 9)					
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,371.43	\$-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,371.43	\$-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,647.84	\$-
Cube Ottomans (Pg. 10)					
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$189.12	\$-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$189.12	\$-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$189.12	\$-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$189.12	\$-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$189.12	\$-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$189.12	\$-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$185.15	\$-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$185.15	\$-
Charged (Pg. 11)					
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,827.70	\$-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$690.35	\$-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$638.77	\$-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,069.90	\$-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$605.71	\$-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$666.54	\$-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$1,010.39	\$-
Occasional Tables (Pg. 12 & 13)					
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$329.30	\$-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$365.01	\$-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$329.30	\$-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$365.01	\$-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$415.27	\$-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$468.17	\$-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$355.75	\$-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$432.46	\$-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$399.40	\$-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$355.75	\$-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$432.46	\$-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$399.40	\$-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$294.92	\$-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$365.01	\$-
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$365.01	\$-
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$365.01	\$-
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$365.01	\$-

12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$304.18	\$-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$304.18	\$-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$338.56	\$-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$338.56	\$-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$329.30	\$-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$329.30	\$-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$338.56	\$-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$338.56	\$-
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$294.92	\$-
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$245.99	\$-
Bars & Bar Backs (Pg. 14)					
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,199.51	\$-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1,010.39	\$-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$552.81	\$-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$552.81	\$-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$690.35	\$-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$648.03	\$-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$648.03	\$-
05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,838.28	\$-
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,838.28	\$-
Bar Stools (Pg. 15 & 16)					
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$310.79	\$-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$310.79	\$-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$260.53	\$-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$294.92	\$-
05237-0306-05033-0001-05034-0009	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0007-05034-0012	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0005-05034-0011	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0013-05034-0015	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0011-05034-0014	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0009-05034-0013	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0002-05034-0010	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$294.92	\$-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$321.37	\$-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$321.37	\$-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$321.37	\$-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$321.37	\$-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$310.79	\$-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$235.41	\$-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$321.37	\$-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$260.53	\$-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$268.47	\$-
Café Chairs (Pg. 16 & 17)					
05035-0053-05033-0003-05034-0009	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0008-05034-0012	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0006-05034-0011	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0014-05034-0015	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0012-05034-0014	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0010-05034-0013	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0004-05034-0010	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$182.51	\$-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$207.63	\$-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$165.31	\$-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$207.63	\$-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$207.63	\$-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$185.15	\$-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$185.15	\$-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$252.60	\$-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$235.41	\$-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$185.15	\$-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$219.54	\$-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$185.15	\$-
Bar Tables (Pg. 18, 19 & 20)					
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$468.17	\$-
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$468.17	\$-
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$468.17	\$-
05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$329.30	\$-

05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05036-0039-05246-0003	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$371.62	\$-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$329.30	\$-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$510.49	\$-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$355.75	\$-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$915.17	\$-
Café Tables (Pg. 20, 21 & 22)					
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$468.17	\$-
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$468.17	\$-
05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32"Round x 30"H	\$468.17	\$-
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32"Round x 30"H	\$468.17	\$-
05036-0053-05246-0002	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32"Round x 30"H	\$468.17	\$-
05036-0053-05246-0017	35 lbs.	32" Round Café Table - Smoke/Black Base	32"Round x 30"H	\$468.17	\$-
05246-0018-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0018-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0018-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05036-0039-05246-0002	40 lbs.	Fuze Café Table	36"Square x 30	\$371.62	\$-
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$329.30	\$-
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$510.49	\$-
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$355.75	\$-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$785.56	\$-
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$924.43	\$-
05088-0533	171 lbs.	Madera Dining Table	92"W x 39"D x 30"H	\$1,188.93	\$-
Office Seating (Pg. 23)					
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$415.27	\$-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$365.01	\$-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$338.56	\$-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$518.42	\$-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$518.42	\$-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$277.73	\$-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$252.60	\$-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$294.92	\$-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$277.73	\$-
14136-0105		Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$620.25	\$-
14136-0106		Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$620.25	\$-
14128-0122		Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$263.18	\$-
14128-0123		Rimati Guest Chair - White	27"W x 25"D x 40"H	\$263.18	\$-
Conference Tables (Pg. 24)					
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$458.91	\$-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$458.91	\$-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$819.95	\$-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$819.95	\$-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$819.95	\$-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$880.78	\$-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$880.78	\$-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$880.78	\$-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$1,010.39	\$-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$1,010.39	\$-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$1,010.39	\$-
Office Furniture (Pg. 24 & 25)					
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$674.48	\$-

14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$674.48		\$-
14072-0108	225 lbs.	Storage Credenza - Black	60"W x 20"D x 29"H	\$605.71		\$-
14072-0038	225 lbs.	Storage Credenza - Mahogany	60"W x 20"D x 29"H	\$605.71		\$-
14083-0105	290 lbs.	Jr Executive Desk - Black	60"W x 30"D x 29"H	\$690.35		\$-
14083-0106	290 lbs.	Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	\$690.35		\$-
14083-0324	286 lbs.	Executive Desk - Black	72"W x 36"D x 29"H	\$716.79		\$-
14083-0117	290 lbs.	Executive Desk - Mahogany	72"W x 36"D x 29"H	\$716.79		\$-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$648.03		\$-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$648.03		\$-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$674.48		\$-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$529.00		\$-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$785.56		\$-
Metal File & Storage Cabinets (Pg. 26)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$227.47		\$-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$294.92		\$-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$304.18		\$-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$338.56		\$-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$304.18		\$-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$371.62		\$-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$371.62		\$-
Pedestals (Pg. 27)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$450.97		\$-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$546.19		\$-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$502.55		\$-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$450.97		\$-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$382.20		\$-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$546.19		\$-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$382.20		\$-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$546.19		\$-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$355.75		\$-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$518.42		\$-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$365.01		\$-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$355.75		\$-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$674.48		\$-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$674.48		\$-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$371.62		\$-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$371.62		\$-
Miscellaneous Items (Pg. 28)						
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$104.48		\$-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$54.22		\$-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$252.60		\$-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$252.60		\$-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$260.53		\$-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$468.17		\$-
Lighting (Pg. 29)						
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$230.12		\$-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$167.96		\$-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$230.12		\$-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$167.96		\$-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$235.41		\$-



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Total Product		\$-
Late Fee %		\$-
Sub Total		\$-
Sales Tax %		\$-
Total Amount Due		\$-

Please make payments payable to:
 Expo Event Services
 141 Lanza Avenue Bldg 3C
 Garfield, NJ 07026

Phone: (201) 300 - 2782
 Fax: (917) 591 - 8316
 Email:

Company Name		Credit Card Type	
Street Address		Credit Card #	
City		Card Holder	
State		Expiration Date	Security Code
Zip Code		Signature	
Name / Date of Show		Date	
Booth Number		Email Address	
Contact Name		Fax #	
Contact Cell			
Special Instructions:			



Sampling Information Form

Please Read and Review All Food And Beverage Sampling and Donation Policies Before Submitting Sampling Request Form.

Name: _____

Booth #: _____

Company: _____

Phone #: _____

Event: _____

FAX: _____

Event Dates: _____

E-mail: _____

Please describe the core business and/or product lines or service typically sold by your company:

Do you and/or your company directly produce or make this product/s:

_____ Yes

_____ No

Please describe product to sampled:

Portion Size/Sampling Method (Limited to 4oz beverage portions, 2 oz food portions & 0.5oz portion for dry snacks) :

Please Note: Selling Of Product Is Not Allowed-

Please contact your catering sales manager with questions

Please remit to:
Centerplate Catering
700 14th Street
Denver, CO 80202
FAX: (303) 228-8212

Signature

Date

INTERNAL USE ONLY:	Approved By:
Approved (Circle):	YES NO
Comments:	

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT CHEF DEMONSTRATIONS and FOODS OTHERWISE TRANSPORTED, FUTURE PREPARED AND CONSUMED

Food preparation carries with it inherent risks that include but are not limited to health hazards resulting from improper transport, handling and storage.

WAIVER:

In consideration of being permitted to participate in any chef demonstration or related event at the Colorado Convention Center (an "Event") where prepared food, cooked, perishable or otherwise are transported, further prepared, and consumed, I, for myself, my heirs, personal representatives or assigns, agents, employees and affiliates, do hereby release, waive, discharge, and covenant not to sue Centerplate, SMG, City & County of Denver, their affiliates, direct or indirect, officers, employees, and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in any Event.

ASSUMPTION OF RISKS

Participation in any Event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary, and can include but are not limited to cooking food thoroughly; separating and not cross contaminating foods; chilling or refrigerating food appropriately; cleaning foodstuffs, instruments and hands used in and for food preparation; fire or gas hazards.

INDEMNIFICATION AND HOLD HARMLESS

I agree to INDEMNIFY AND HOLD HARMLESS Centerplate, SMG, City & County of Denver, their affiliates, direct or indirect, officers, employees, and agents (the "Indemnitees") from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Events, whether brought by me, my company or its agents or employees, or other third parties, and to reimburse the Indemnitees for any such expenses incurred.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, am over the age of 18, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

SIGNATURE: _____

NAME: _____

DATE: _____

GROUP(s): _____

CONTRACT(s) #(s): _____

FOODS MORE LIKELY TO BE ASSOCIATED WITH FOODBORNE ILLNESS

Raw foods of animal origin are those most likely to be contaminated; that is, raw meat and poultry, raw eggs, unpasteurized milk, and raw shellfish. Because filter-feeding shellfish strain microbes from the sea over many months, they are particularly likely to be contaminated if there are any pathogens in the seawater. Foods that mingle the products of many individual animals, such as bulk raw milk, pooled raw eggs, or ground beef, are particularly hazardous because a pathogen present in any one of the animals may contaminate the whole batch. A single hamburger may contain meat from hundreds of animals. A single restaurant omelet may contain eggs from hundreds of chickens. A glass of raw milk may contain milk from hundreds of cows. A broiler chicken carcass can be exposed to the drippings and juices of many thousands of other birds that went through the same cold water tank after slaughter.

Fruits and vegetables consumed raw are a particular concern. Washing can decrease but not eliminate contamination, so the consumers can do little to protect themselves. Recently, a number of outbreaks have been traced to fresh fruits and vegetables that were processed under less than sanitary conditions. These outbreaks show that the quality of the water used for washing and chilling the produce after it is harvested is critical. Using water that is not clean can contaminate many boxes of produce. Fresh manure used to fertilize vegetables can also contaminate them. Alfalfa sprouts and other raw sprouts pose a particular challenge, as the conditions under which they are sprouted are ideal for growing microbes as well as sprouts, and because they are eaten without further cooking. That means that a few bacteria present on the seeds can grow to high numbers of pathogens on the sprouts. Unpasteurized fruit juice can also be contaminated if there are pathogens in or on the fruit that is used to make it.

A FEW SIMPLE PRECAUTIONS TO REDUCE THE RISK OF FOODBORNE DISEASES

Safe and careful handling of raw meat and poultry is critical to prevent harmful bacteria from multiplying and contaminating other foods. It is extremely important that proper temperatures are reached during cooking to destroy harmful bacteria. Here's what you should do to make sure the food you cook and serve at your cookout is both delicious and safe.

COOK: meat, poultry and eggs thoroughly. Using a thermometer to measure the internal temperature of meat is a good way to be sure that it is cooked sufficiently to kill bacteria. For example, ground beef should be cooked to an internal temperature of 160° F (until juices run clear and are no longer pink). To check temperature, insert the thermometer probe for 15 seconds in center of the burger, at a 45° angle. Eggs should be cooked until the yolk is firm. *Keep burgers and chicken (and all other perishable foods) on ice until ready to cook. Cook poultry to 165°F/74°C. Place thermometer in thickest part of meat (for 15 seconds).

SEPARATE: Don't cross-contaminate one food with another. Avoid cross-contaminating foods by washing hands, utensils, and cutting boards after they have been in contact with raw meat or poultry and before they touch another food. Put cooked meat on a clean platter, rather back on one that held the raw meat. Use only clean, sanitized food containers, cutting boards and utensils. Never use the same utensils or food containers for handling raw meat and poultry and also for handling ready-to-eat foods (i.e., hamburger buns, cooked foods). Use separate cutting boards for raw foods and ready-to-eat foods. Never touch raw foods and THEN ready-to-eat foods with the same utensil. Never touch ready-to-eat foods with bare hands. Use utensils or disposable gloves.

CHILL: Refrigerate leftovers promptly. Bacteria can grow quickly at room temperature, so refrigerate leftover foods if they are not going to be eaten within 4 hours. Large volumes of food will cool more quickly if they are divided into several shallow containers for refrigeration.

CLEAN: Wash produce. Rinse fresh fruits and vegetables in running tap water to remove visible dirt and grime. Remove and discard the outermost leaves of a head of lettuce or cabbage. Because bacteria can grow well on the cut surface of fruit or vegetable, be careful not to contaminate these foods while slicing them up on the cutting board, and avoid leaving cut produce at room temperature for many hours. Don't be a source of foodborne illness yourself. Wash your hands with soap and water for at least 20 seconds before and after handling raw meat and poultry. Avoid preparing food for others if you yourself have a diarrheal illness.

SOME INDIVIDUALS AT PARTICULARLY HIGH RISK SHOULD TAKE MORE PRECAUTIONS

Pregnant women, the elderly, and those weakened immune systems are at higher risk for severe infections such as Listeria and should be particularly careful not to consume undercooked animal products. They should avoid soft French style cheeses, pates, uncooked hot dogs and sliced deli meats, which have been sources of Listeria infections. Persons at high risk should also avoid alfalfa sprouts and unpasteurized juices. A bottle-fed infant is at higher risk for severe infections with Salmonella or other bacteria that can grow in a bottle of warm formula if it is left at room temperature for many hours. Persons with liver disease are susceptible to infections with a rare but dangerous microbe called Vibrio vulnificus, found in oysters. They should avoid eating raw oysters.

I HAVE READ AND UNDERSTOOD THE ABOVE TERMS:

SIGNATURE: _____

NAME: _____

DATE: _____

GROUP(s): _____

CONTRACT(s) #(s): _____



2024 CATERING MENU



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COLORADO CONVENTION CENTER
700 14TH STREET
DENVER, CO 80202
(303) 228-8050
WWW.DENVERCONVENTION.COM

GENERAL INFORMATION

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

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

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

EXCLUSIVITY

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

FOOD AND BEVERAGE PRICING

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

ADMINISTRATIVE CHARGES AND TAX

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

TAX EXEMPTION POLICY

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

PAYMENT POLICY

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

GENERAL INFORMATION

CANCELTION POLICY

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

DEADLINES AND GUARANTEES

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

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

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

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

SUSTAINABILITY

Sodexo Live! at the Colorado Convention Center makes a conscious effort to practice sustainability in everyday procedures. Engaging in both recyclable and compostable programs enables us to work in a productive environment while maintaining a high level of corporate social responsibility.

In an effort to be sustainable we source products from various local Colorado vendors and farms. Sodexo Live! also maintains our own on-site Farm – The Blue Bear Farm, harvesting fresh produce and herbs used in our menus each season.

Additionally, Sodexo Live! partners with "We Don't Waste," which allows Sodexo Live! to minimize the waste of nutritious and wholesome foods by donating leftover items to a wide variety of local non-profit organizations that provide for Denver's underserved. Sodexo Live! will donate leftover food, as applicable, to WeDontWaste.org

GENERAL INFORMATION

GENERAL SERVICES

LABOR FEES

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

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

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

CATERED MINIMUM SALES REQUIREMENTS

CATERING SERVICES

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

BEVERAGE (BAR) SERVICES

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

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

ALLERGIES & DIETARY RESTRICTIONS

Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space. Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

CONCESSION & RETAIL SERVICES

Sodexo Live! reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. For additional concession carts/fixed outlets please contact your Sodexo Live! Catering Salesperson for additional details and offerings.

CHINA SERVICE

In all carpeted meeting rooms and ballrooms, compostable service ware will automatically be used for all meal services, unless china is requested. All food and beverage events located in the exhibit halls and Bellco Theatre are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fees will apply in the exhibit halls and Bellco:

- Breakfast, Lunch, Receptions and Dinners: \$2.00++ per person, per meal period.
- Refreshment or Coffee Breaks: \$2.00++ per person, per break.

GENERAL INFORMATION

LINEN SERVICE

Sodexo Live! provides its in house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Your Catering Salesperson will be happy to offer suggestions for your consideration and quote corresponding linen fees.

For on-site linen needs, Sodexo Live! will make every attempt to accommodate such additional needs. Subject to linen and staff availability. Customer will pay for such additional linens price plus the delivery fee, service charge and local taxes.

HOLIDAY SERVICE

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

DELAYED OR EXTENDED SERVICE

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

BREAKFAST

CONTINENTAL BREAKFAST

All Continental Breakfasts are served with freshly brewed coffee, decaffeinated coffee, hot herbal teas, and pitchers of iced water

5280 CONTINENTAL BREAKFAST **\$26.50**

Local Freshly Baked Breakfast Pastries, Danishes, Muffins and Bagels* - **(CN)**
Served with Butter, Preserves and Cream Cheese - **(GF, Veg)**
Assorted Fruit Juices

CAPITAL HILL PREMIUM CONTINENTAL BREAKFAST **\$29.00**

Farm Fresh Sliced Seasonal Fruit and Berries - **(Vegan, GF)**
Local Freshly Baked Breakfast Pastries, Danishes, Muffins and Bagels* - **(CN)**
Served with Butter, Preserves and Cream Cheese - **(Veg)**
Assorted Fruit Juices

COLORADO HEALTH NUT CONTINENTAL **\$34.00**

Local Freshly Baked Bran, Blueberry, and Zucchini Muffins - **(CN)**
Seasonal Sliced Fruit - **(Vegan, GF)**
Greek Yogurt Bar with Granola, Fresh Berries, Dried Fruits and Nuts - **(Veg, CN)**
House Made Seasonal Blue Bear Farm Crostatas - **(Veg)**
Steel Cut Oatmeal with Butter, Colorado Honey and Brown Sugar - **(GF)**
Assorted Fruit Juices and Local Kombucha

*A minimum of 25 guests is required for these services; \$5 surcharge per person if less than 25 guests.
120 Volt, 10 amps Power Source Required for Toaster(s)

ENHANCE YOUR CONTINENTAL BREAKFAST

ENGLISH MUFFIN BREAKFAST SANDWICH **\$8.50**
Egg and Cheese with Choice of Ham, Bacon or Pork Sausage

FLAKY CROISSANT SANDWICH **\$9.00**
Egg and Cheese with Choice of Ham, Bacon or Pork Sausage

BREAKFAST BURRITO **\$11.00**
Scrambled Egg, Chorizo, Potatoes, Cheese, Peppers, Onions and Cilantro
Served with Fresh Salsa Fresca on the side

YOGURT BAR **\$8.50**
Vanilla Yogurt with Colorado Honey, Granola, Dried Fruits, Nuts and Seasonal Berries - **(Veg, CN)**

STEEL CUT OATMEAL **\$11.50**
Traditional Steel Cut Oats with Assorted toppings to include
Butter, Cinnamon, Brown Sugar, Milk, Honey, Dried Fruits and Nuts - **(GF, Veg, DF, CN)**

BREAKFAST

BREAKFAST BUFFETS

All Breakfast Buffets are served with freshly brewed coffee, decaffeinated coffee, hot herbal teas, and pitchers of iced water

WESTERN SLOPE BREAKFAST BUFFET **\$35.50**

Local Freshly Baked Muffins, Breakfast Breads and Pastries with Butter and Preserves **(Veg, CN)**

Farm Fresh Seasonal Sliced Fruit **(GF, Vegan)**

Scrambled Eggs and Roasted Breakfast Potatoes **(GF)**

Hickory Smoked Bacon, Local Rome's Small Batch Artisan Sausage Patties **(GF, DF)**

Assorted Fruit Juices

PUEBLO BREAKFAST BUFFET **\$37.00**

Local Freshly Baked Muffins, Breakfast Breads and Pastries with Butter and Preserves **(Veg, CN)**

Farm Fresh Seasonal Sliced Fruit **(GF, Vegan)**

Green Chili & Pepper Jack Scrambled Eggs, Local Rome's Chorizo Sausage Link **(GF)**

Peppered Bacon and Roasted Southwest Potatoes with Onion and Pepper **(GF, DF)**

Assorted Fruit Juices

GLENWOOD SPRINGS BREAKFAST BUFFET **\$39.00**

Local Freshly Baked Muffins, Breakfast Breads and Pastries with Butter and Preserves **(Veg, CN)**

Farm Fresh Seasonal Sliced Fruit **(GF, Vegan)**

Denver Frittata with Ham, Onions, Bell Peppers and Cheddar Cheese **(GF)**

Seasonal Blue Bear Farm Vegetable Frittata **(GF, Veg)**

Roasted Potatoes with Caramelized Onions **(GF, DF)**

Honey Smoked Bacon and Local Rome's Small Batch Artisan Link Sausage **(GF, DF)**

Assorted Fruit Juices

A minimum of 25 guests is required for breakfast buffets; \$5 surcharge per person if less than 25 guests

BREAKFAST

ENHANCE YOUR BREAKFAST BUFFET

COLORADO HONEY SMOKED SALMON PLATTER **\$13.50**

Crème Fraiche, Capers, Red Onion, Hard Boiled Egg and Bagel Chips

BELGIUM WAFFLE STATION (Veg)** **\$9.00**

(Required One Chef Attendant per 75 Guests)

Buttermilk, Blueberry and Chocolate Chip Waffles

Served with Warm Seasonal Blue Bear Farm Fruit Compote, Whipped Butter,

Fresh Vanilla Whipped Cream and Maple Syrup

STUFFED AVOCADOS** **\$12.00**

(Required Two Chef Attendants per 50 Guests)

To Include Both:

SPINACH & HEIRLOOM TOMATO

Wilted Baby Spinach & Arugula with Confit Heirloom Cherry Tomatoes, Egg,

Topped with Crispy Shallots and Truffle Aioli **(GF, Veg)**

DENVER

Rosemary Ham with Blue Bear Farm Peppers, Sweet Yellow Onions, Seasoned Baby Kale,

Egg, Topped with Micro Greens and Kewpie Siracha Aioli **(GF)**

GOURMET TOAST BAR** **\$11.00**

(Required Two Chef Attendants per 50 Guests)

To Include Both:

CAPRESE

Local 7 Grain Bread served with Fresh Sliced Avocados, Roma Tomatoes, Shredded Mozzarella Cheese,

Topped with a Poached Egg and Micro Greens **(Veg)**

PROSCIUTTO & BRIE

Marble Rye Bread served with Blackberry Balsamic Jam, Local Prosciutto, Double Crème Brie Cheese,

Topped with a Poached Egg and Micro Greens

A minimum of 50 guests is required for these services.

***Requires an additional \$160.00++ fee per uniformed chef.*

BREAKFAST

PLATED BREAKFAST

All Plated Breakfasts are served with family style fresh fruit, freshly baked breakfast pastries, butter, pitchers of iced water fresh orange juice, freshly brewed coffee, decaffeinated coffee and hot herbal teas

THE AMERICAN TRADITION (GF) \$32.50

Scrambled Eggs, Applewood Smoked Bacon, Herb Roasted Breakfast Potatoes, Parmesan Baked Roma Tomato & Blistered Asparagus

THE SOUTHWEST BREAKFAST (GF) \$35.00

Scrambled Eggs with Roasted Green Chilies and Pepper Jack Cheese, Local Polidori Chorizo Sausage Links and Southwest Potatoes with Peppers and Onions Salsa Fresca served Family Style

CHICKEN & WAFFLES \$38.00

Fresh Belgium Waffles with a Crispy Bone In Chicken & Sweet Potato Hash, Blistered Asparagus & Scrambled Eggs, Served with Warm Blackberry Maple Syrup

BLUE BEAR FARM BREAKFAST TACOS \$38.00

Scrambled Eggs, Crispy Pancetta, Peppers & Sweet Onions, Sautéed Baby Kale, Shaved Manchego Cheese & Fresh Cilantro served in Flour Tortillas, Roasted Potatoes & Summer Squash, and Merf's Blue Bear Farm Salsa served on side
Make Gluten Free with corn tortillas

*A minimum of 20 guests is required for plated breakfasts;
\$5 surcharge per person if less than 20 guests*

A LA CARTE BEVERAGES

HOUSE COFFEE OR ASSORTED LOCAL TEATULIA TEA (gallon)	\$73.00
Freshly Brewed Coffee or Decaffeinated Coffee or Selection of Hot Teas	
FRESHLY BREWED STARBUCKS COFFEE (gallon)	\$85.00
Freshly Brewed Coffee or Decaffeinated Coffee or Selection of Teatulia Teas	
HOUSE COLD BREW COFFEE (gallon)	\$94.00
ASSORTED JUICES (gallon)	\$56.50
Orange, Cranberry and Grapefruit	
Hydration Station	\$37.00 per gallon
Assorted Flavors to include: Strawberry Mint, Cucumber Lime, Watermelon Lemon, Blueberry Ginger & Raspberry Basil <i>(2) Gallon Minimum order per flavor includes disposable cups</i>	
LEMONADE (gallon)	\$50.00
FRESH BREWED ICED TEA (gallon)	\$50.00
INDIVIDUAL BOTTLED FRUIT JUICES	\$6.00
Orange, Apple, Cranberry and Ruby Red Grapefruit	
PERRIER SPARKLING MINERAL WATER	\$5.50
DASANI BOTTLED WATER	\$5.50
CANNED COKE PRODUCTS	\$4.50
INDIVIDUAL BOTTLES OF POWERADE	\$6.00
WATER COOLER TOWER (5 gallons/ 250 cups)	\$120.00
Additional 5 Gallons and Cup Replacement - \$35.00 <i>*120 Volt, 10 amps Power Source Required</i>	
KEURIG MACHINE COFFEE KIT	\$188.00
One time set up fee of \$188.00 includes 27 K-Cups (Assorted regular, decaf and hot tea) Disposable coffee cups, 2 gallons of water, creamers, assorted sugar packets, stir sticks and paper napkins Additional K Cups are \$3.00++ each <i>*120 Volt, 10 amps Power Source Required</i>	

A LA CARTE FOOD ITEMS

FARM FRESH SLICED SEASONAL FRUIT AND BERRIES - (GF) (per person)	\$8.00
WHOLE FRESH FRUIT (per person) - (GF)	\$5.00
YOPLAIT YOGURT (GF)	\$5.50
INDIVIDUAL SUPER FOOD YOGURT PARFAIT (GF) Gluten Free Muesli, House made Flax Seed Granola, Chia Seed Greek Yogurt & Fresh Berries	\$6.50
ASSORTED INDIVIDUAL CEREALS AND MILK	\$7.50
INDIVIDUAL QUAKER OATMEAL (Veg) Maple Brown Sugar and Apple Cinnamon	\$6.50
LOCAL FRESHLY BAKED MUFFINS (dozen) - (CN, Veg) Blueberry, Cranberry, Poppy Seed, Oat Bran Raisin, Banana Nut and Chocolate Chip	\$60.00
LOCAL FRESHLY BAKED BAGELS (dozen) - (Veg) Plain, Blueberry, Everything, Cinnamon Raisin, Sesame Seed and Poppy Seed Includes Assorted Cream Cheeses & Complimentary Toaster <i>*120 Volt, 10 amps Power Source Required for Toaster(s)</i>	\$50.50
LOCAL FRESHLY BAKED DANISH (dozen) - (CN, Veg) Cream Cheese, Blueberry, Cherry, Apple and Apricot	\$58.00
LOCAL FRESHLY BAKED BREAKFAST BREADS (dozen slices) - (CN, Veg) Banana Nut, Carrot Nut, Blueberry and Cranberry	\$59.00
ASSORTED LOCAL FRESHLY MADE DONUTS (dozen) - (CN, Veg)	\$59.00
LOCAL FRESHLY BAKED SCONES (dozen) - (Veg) Blueberry, Orange and Raspberry	\$62.50
GOURMET FINGER SANDWICHES (dozen) Offered as a Variety of the following: Cucumber with Watercress and Chive Aioli, Chicken Salad with Frisee or Smoked Salmon with Lemon Herb Cream Cheese	\$52.00
GOURMET CHOCOLATE DIPPED STRAWBERRIES (dozen) - (GF, Veg)	\$51.00
CHOCOLATE COVERED RAISINS (pound) - (GF, Veg)	\$21.00
YOGURT COVERED PRETZELS (pound) - (Veg)	\$30.50
ASSORTED CLIF BARS (dozen) - (CN, Veg)	\$74.50
BAKED BAVARIAN PRETZEL RODS (dozen) - (Veg) Served with Mustard and Hot Cheese Dip	\$46.00

A LA CARTE SNACKS

SIGNATURE HOME MADE GRANOLA BARS (<i>dozen</i>) - (CN)	\$50.50
ASSORTED INDIVIDUAL BAGGED CHIPS (Veg) Potato Chips, BBQ Chips, Doritos, Cheetos and Sun Chips	\$4.00
POTATO CHIPS AND FRENCH ONION DIP (<i>per person</i>) - (Veg)	\$7.00
PRETZEL TWISTS (<i>pound</i>) - (Veg)	\$10.00
MIXED NUTS WITH PEANUTS (<i>pound</i>) - (CN, Veg)	\$34.00
SNACK MIX (<i>pound</i>) - (CN, Veg)	\$20.50
ASSORTED QUAKER CHEWY GRANOLA BARS (<i>each</i>) - (CN, Veg)	\$6.00
ASSORTED LOCAL KIND BARS (<i>each</i>) - (CN, Veg)	\$6.00
FULL-SIZE ASSORTED CANDY BARS (<i>each</i>) - (CN, Veg)	\$4.50
INDIVIDUAL KELLOGG'S RICE KRISPY TREATS (<i>dozen</i>) - (Veg)	\$44.50
HOUSE MADE PREMIUM DESSERT BARS (<i>dozen</i>) - (CN, Veg) Lemon, Rocky Road and PB&J	\$53.00
FRESHLY BAKED COOKIES (<i>dozen</i>) - (Veg) Chocolate Chip, Oatmeal Raisin and Sugar	\$54.00/3 oz. \$41.00/1 oz.
ASSORTED HOMEMADE CUPCAKES (<i>dozen</i>) - (Veg) Red Velvet, Oreo, Vanilla and Lemon	\$56.50
HOUSE MADE BROWNIES AND BLONDIES (<i>dozen</i>) - (Veg)	\$46.00

A LA CARTE SPECIALTY PASTRY ITEMS

HALF SHEET CAKE* (40 Slices) - (Veg) Cake Choice of: Vanilla White Cake, Chocolate Devil's Food Cake, Carrot Cake Filling Choice of: Raspberry or Strawberry Jam Frosting Choice of: White Buttercream, Chocolate Buttercream, Coffee, Lemon, or Oreo	\$156.00
FULL SHEET CAKE* (80 Slices) - (Veg) Cake Choice of: Vanilla White Cake, Chocolate Devil's Food Cake, Carrot Cake Filling Choice of: Raspberry or Strawberry Jam Frosting Choice of: White Buttercream, Chocolate Buttercream, Coffee, Lemon, or Oreo	\$296.50
SPECIALTY BIRTHDAY CAKE (8") Cake Choice of: Vanilla White Cake, Chocolate Devil's Food Cake, Carrot Cake Filling Choice of: Raspberry or Strawberry Jam Frosting Choice of: White Buttercream, Chocolate Buttercream, Coffee, Lemon, or Oreo ADD CUSTOM EDIBLE IMAGE CAKE LOGO: 8x10	\$94.00 \$90.00 per logo
PREMIUM ICE CREAM NOVELTIES (each) Haagen Dazs, Strawberry Fruit Bar, Heath Bar, Cookiewich and King Size Drumstick	\$9.00
<u>SPECIALTY A LA CARTE OPTIONS</u>	
GLUTEN FREE BROWNIES (dozen)	\$204.00
GLUTEN FREE/VEGAN COOKIES (dozen)	\$140.00
GLUTEN FREE/VEGAN/NUT FREE BOBO BARS (dozen)	\$150.00
GLUTEN FREE/VEGAN ENERGY BITES: COCONUT CASHEW or APRICOT ALMOND (dozen)	\$126.00

BREAK STATION OPTIONS

A minimum of 50 guests for the Break Stations; \$5 surcharge per person if less than 50 guests

SWEET & SALTY BREAK (per person)	\$15.00
Assorted Chips, Pretzels, Popcorn, Gummy Bears, Roasted Peanuts (CN) and Assorted Large Candy Bars	
IMPORTED AND DOMESTIC CHEESE DISPLAY (per person) (CN, GF, Veg)	\$10.50
Garnished with Seasonal Fruit, Assorted Crackers and Lavash	
SLICED SEASONAL FRUIT AND BERRIES DISPLAY (per person) (GF, Vegan)	\$8.00
FARM FRESH VEGETABLE CRUDITÉS (per person) (GF, Vegan)	\$7.50
Tomatoes, Cucumbers, Broccolis, Cauliflowers, Bell Peppers, Celeries, Carrots, Zucchini and Yellow Squashes Served with Pink Peppercorn Ranch & Blue Cheese Dressing	
BUILD YOUR OWN TRAIL MIX STATION (per person)	\$12.50
Pretzel Twists, Plain M&Ms, Peanuts (CN), Walnuts (CN), Sunflower Seeds, Pumpkin Seeds, Yogurt Covered Raisins, Mini Marshmallows, Dried Pineapple, Dried Banana Chips, Gummy Bears, Popcorn, & Granola	
POWER UP BREAK (per person) (Veg)	\$17.50
Yogurt and Granola Parfaits, Colorado Trail Mix (CN), Assorted Clif Bars (CN) & Whole Seasonal Fruit	
PICK YOUR PROTEIN BREAK (per person)	\$16.25
Hardboiled Eggs (GF, DF) House made Trail Mix – Roasted Almonds, Pumpkin Seeds, Peanuts & Shaved Coconut (CN, GF, DF) Toasted Quinoa, Baby Kale & Brussels Sprouts Salad Shooter (GF, DF) Individual Greek Yogurt (GF) Brownie Hummus & Raspberry Shooter (CN, GF)	

Please note these services do not include beverages – see a la carte section for beverage options

RECEPTION STATION OPTIONS

A minimum of 50 guests for the Reception Stations; \$5 surcharge per person if less than 50 guests

DIP STATION (per person) \$14.00

Artichoke and Spinach Dip, Roasted Cauliflower & White Cheddar Dip, Blue Crab Dip
Buffalo Chicken Dip, Traditional Hummus and Roasted Red Pepper Hummus
Accompanied with Fresh Tortilla Chips, Pita, Crostini, Grilled Flat Breads, Lavash, Grissini and Crackers

COLORADO CHILI BAR (per person) \$10.50

Colorado Buffalo and Bean Chili, Colorado Pork Green Chili, White Bean Vegetable Chili
With Assorted Toppings to include: Shredded Cheddar and Jack Cheese, Diced Red Onion, Jalapeños, Sour Cream, Oyster Crackers, Lime Wedge & Chopped Yellow Onion and Cilantro

SUPERFOOD BRUSCHETTA STATION (per person) \$13.00

Roasted Red Beet, Arugula with Balsamic Reduction **(Vegan)**
Sweet Pickled Blueberry & Brie with Crispy Ginger **(Veg)**
Kale & White Bean with Toasted Pine Nuts **(CN, Vegan)**
Served with Grilled Pita & Toasted Crostini's

NACHO STATION (per person) \$11.50

Tequila Lime Marinated Chicken, Zesty Poblano Queso Blanco, Yellow Corn Chips, Sliced Jalapenos, Sour Cream, Diced Red Onion, Diced Tomato and Flame Roasted Salsa **(GF)**

ADD ROME'S CHILE CON QUESO (per person) \$5.00

Local Chorizo Sausage and Roasted Fresno Chilies

ADD GUACAMOLE (per person) (GF, Vegan) \$4.00

GOURMET MAC & CHEESE BAR (per person) \$19.00

Elbow Macaroni with Creamy Four Cheese Sauce Baked with Herb Gratin
Shell Pasta Tossed with Rotisserie Chicken, Applewood Smoked Bacon,
Caramelized Red Onions & Smoked Cheddar Cheese Sauce
Gemelli Pasta Tossed with Asparagus, Mushrooms, Grilled Zucchini,
Vidalia Onions and Roasted Bell Peppers with White Cheddar Cheese Sauce **(Veg)**
Toppings: Pepper Jack Cheese, Cheddar Cheese, Parmesan Cheese, Jalapenos & Scallions **(GF)**

FAJITA STATION (per person) \$15.00

Fajitas of Fresh Grilled Marinated Beef and Tequila-Lime Chicken with
Roasted Peppers, Onions and Cilantro, Served with Corn Tortillas **(GF)** and Flour Tortillas
Toppings: Jalapenos, Shredded Cheddar Cheese, Sour Cream, Salsa **(GF)**

ADD GUACAMOLE (GF, Vegan) \$4.00

Please note these services do not include beverages – see a la carte section for beverage options

RECEPTION STATION OPTIONS

A minimum of 50 guests for the Reception Stations; \$5 surcharge per person if less than 50 guests

SLIDER BAR (per person) \$27.00

Kettle Chips with French Onion Dip
Pickles, Pepperoncini's, Marinated Olives & Cornichons **(GF, Vegan)**
Mini Cold Cut Italian Grinder with Salami, Pepperoni & Mortadella
Gourmet Grilled Cheese Slider with Cheddar, Swiss & Provolone **(Veg)**
Petite Beef Slider with Caramelized Onions, Smoked Cheddar Cheese and Pickle
Smoked Pork Belly Slider with Roasted Green Chilies, Pickled Red Onion,
Toasted Cumin, Whole Grain Mustard and Queso Fresco

ASIAN STATION (per person) \$27.00

Wasabi Pea Snack Mix **(Veg)**
Thai Mango Salad Shooter **(Vegan)**
Rice Noodle Salad with Asian Vegetables and Tamari **(GF, Veg)**
Korean BBQ Beef Spring Roll
Chicken Pot Sticker with Ponzu
Thai Shrimp and Noodle Spring Roll with Sweet Thai Chili Sauce

MEDITERRANEAN FARMER'S MARKET STATION (per person) \$36.50

Grilled: Zucchini, Yellow Squash, Asparagus & Red Onion **(GF, Veg, DF)**
Raw: Celery & Carrot Sticks, Marinated Cherry Tomatoes, Cucumbers & Bell Peppers **(GF, Vegan, DF)**
Cured Meats: Salami, Capicola, Cured Ham & Mortadella **(GF, DF)**
Import & Domestic Cheeses: Double Cream Brie, Maytag Blue,
Cheddar, Swiss & Parmigiano Reggiano **(GF)**
Roasted Garlic and Herb Smoked Salmon served with
Boursin Cheese Spread, Roasted Tomatoes & Crispy Capers **(GF)**
Platter of Eggplant Caponata Stuffed Artichoke Bottoms **(GF, DF, Veg)**
Greek Chopped Salad **(GF)**
Marinated Queen, Kalamata and Feta Stuffed Olives **(GF, Veg)**
Pickled Cherry and Pepperoncini Peppers **(GF, DF, Veg)**
Hummus and Cucumber Green Onion Dip **(GF, Veg)**
Hot Spinach and Artichoke Dip **(GF)** with Pita Chips **(Veg)**
Assorted Crackers, Lavash and Sliced Baguette **(Veg)**

Please note these services do not include beverages – see a la carte section for beverage options

RECEPTION STATION OPTIONS

A minimum of 50 guests for the Reception Stations; \$5 surcharge per person if less than 50 guests

CHEF'S CHOICE GRAZING TABLE (per person) \$38.00

Assorted Fresh & Grilled Farm Vegetables (GF)
Import & Domestic Cheese (GF)
Cured Artisan Meats (GF)
Honey Smoked Colorado Salmon (GF)
Fresh & Dried Fruits (GF)
Toasted & Candied Assorted Gourmet Nuts (CN, GF, DF)
Marinated Olives & Pickled Vegetables (GF)
Assortments of Dips, Spreads & Jams
Grilled Flat Breads & Crostini's
Assorted Crackers & Lavash
Served on Signature Butcher Blocks

BLUE BEAR FARM TO TABLE FARMER'S MARKET STATION (per person) \$38.50

Grilled and Marinated Raw Farm Fresh Vegetables (GF, Veg)
Grilled: Zucchini, Yellow Squash, Asparagus and Roasted Baby Carrots (GF, Veg, DF)
Raw: Celery & Carrot Sticks, Marinated Cherry Tomatoes, Cucumbers & Bell Peppers (GF, Vegan, DF)
Cured Meats: Salami, Capicola, Cure 81 Ham, Prosciutto and Rosemary Ham (GF, DF)
Import & Domestic Cheeses: Double Cream Brie, Maytag Blue, Cheddar,
Swiss & Jumping Good Goat Cheese (GF)
Colorado Honey Smoked Salmon served with Dill and Herb Cream Cheese, Crispy Capers, Chopped Egg and Diced Red Onions (GF)
Nectarine and Heirloom Tomato Salad (subject to seasonal substitutions) (GF, Veg)
Beet, Orange, Roasted Fennel and Haystack Mountain Goat Cheese Skewers (GF, Veg)
Marinated Queen Stuffed, Manzanilla and Almond Stuffed Olives (CN, GF, DF)
Pickled Vegetables: Red & Gold Beets, Onions, Celery, Cauliflower & Peppadew Peppers (GF, Veg)
Fresh Basil Pesto and Lemon Hummus (GF, Veg)
Warm Roasted Cauliflower Dip with White Cheddar and Garlic (GF) with Toasted Crostini
Assorted Crackers, Lavash and Sliced Baguette

Please note these services do not include beverages – see a la carte section for beverage options

A minimum of 50 guests for the Reception Stations; \$5 surcharge per person if less than 50 guests

ACTION & CARVING STATION OPTIONS

A minimum of 50 guests for the Action & Carving Stations; \$5 surcharge per person if less than 50 guests

ACTION STATIONS**

OLATHE STREET CORN STATION** **\$12.00**
Local Olathe Corn on the Cob with Clarified Butter, Cotija Cheese, Lime Crema, Smoked Paprika and Micro Cilantro **(Veg)**

TOSTADA ACTION STATION** **\$13.00**
Grilled Squash & Jalapeño Pico, with Refried Beans, Crumbled Cotija Cheese, Toasted Pepitas, topped with Avocado Cilantro Pesto **(Veg, GF)**

ADD PROTEIN:

Chicken - \$3.00

Steak - \$4.00

Shrimp - \$5.00

POLENTA FRENCH FRY STATION** **\$13.00**
Crispy Herbed Polenta Fries served in a Newspaper Cone **(GF)**

CHOICE OF TOPPINGS:

Roasted Garlic & Herb Aioli **(GF)**

Hatch Green Chili & Confit Heirloom Tomato Salsa **(GF, Vegan)**

Smoked Maldon Salt

CARVED TO ORDER STATIONS** (GF)

FRENCH CUT BUTTER BASTED TURKEY BREAST (SERVES 25 GUESTS) **\$198.00**
Orange Cranberry Chutney and Rolls

CRACKED PEPPER CRUSTED TOP ROUND OF BEEF (SERVES 50 GUESTS) **\$522.00**
Served with Creamy Horseradish, Stone Ground Mustard and Rolls

BARON OF BEEF (SERVES 150 GUESTS) **\$876.00**
Served with Creamy Horseradish, Stone Ground Mustard and Rolls

ROTISSERIE CHICKEN (SERVES 10 GUESTS) **\$125.00**
Local Colorado Red Bird Farm Chickens, Slow Roasted to Perfection and Served with BBQ Crema or Lemon Herb Aioli and Hinged Rolls

SMOKED HAM (SERVES 35 GUESTS) **\$375.00**
Served with Dijonnaise, Grilled Pineapple Chutney and Hinged Rolls

***All Action & Carving Stations Require (2) Chef Attendants per 50 guests*

*** \$160.00++ fee per uniformed chef*

DESSERT STATIONS

Unless noted, A minimum of 50 guests for the Dessert Stations; \$5 surcharge per person if less than 50 guests

COLORADO PIE STATION

\$18.00

Assortment of Freshly Baked individual Hand Pies

Shooter Choices of: Blueberry Almond **(CN)**, Coconut Cream Pie **(GF)**, Strawberry Rhubarb

Individual Mini Pie Choices of: Rocky Road **(CN)**, Key Lime, Whiskey Pecan **(CN)**, Lemon Meringue

(Parties under 100 limited to five flavors)

DEATH BY CHOCOLATE BREAK

\$22.00

A Decadent Display crafted by our in-house Pastry Department.

Featuring Chocolate Dipped Oreos, Marshmallows, Pretzel Rods, Strawberries, Brownies,

Truffles, Bon Bons, French Macarons, White Chocolate Macadamia Cookies **(CN)**, Fudge Cookies, Seasonal

Shooters and Inspired Seasonal Chocolate Delights

THE ROYAL TREATMENT (MINIMUM 100 PEOPLE PER ORDER)

\$25.50

An "Over the Top" Display of Fabulous Petite Custom Pastries Made by Our In-House Pastry Staff.

Seasonal Petit Fors, Cream Puffs, Chocolate Truffles, House made Bon Bons, Petit Gateaus, Assorted Shooters,

Signature Tartlets, Artisanal Cookies & French Macarons

ACTION STATIONS**

ICE CREAM BROWNIE SUNDAE BAR**

\$15.00

Premium Local Organic Ice Cream in Chocolate and Vanilla **(GF)**

Warm Chocolate Brownies and Blondies

Topped with Your Choice of Chocolate or Caramel Sauce **(GF)**

Classic Sundae Bar Toppings: Chopped Peanuts **(CN)**, Whipped Cream, Sprinkles and Maraschino Cherries

FRESH HOUSE MADE DONUTS**

\$14.00

Freshly Made Warm Donut Holes Made to Order by our Pastry Chefs

Accompanied with self-served signature sauces and toppings

Sauces Include: Chocolate Sauce, Maple glaze, and Toffee Caramel Sauce

Toppings Include: Toasted Pecans **(CN)**, Bacon Bits, Chocolate Sprinkles

AFFOGATO ICE CREAM STATION (MINIMUM 100 PEOPLE PER ORDER)**

\$25.50

A classic Italian style dessert station. Vanilla ice cream, strong coffee, topped with chopped hazelnuts and chocolate shavings.

***All Action Stations Require (2) Chef Attendants per 50 guests*

*** \$160.00++ fee per uniformed chef*

BOX LUNCHES

TRADITIONAL SANDWICH BOXED LUNCH

\$28.00

Turkey and Swiss Cheese

7-Grain Bread or Spinach Wrap with Pesto Aioli, Oven Roasted Tomatoes & Crisp Lettuce (NF)

Roast Beef and Cheddar Cheese

White Buttermilk Bread or Chipotle Wrap with Horseradish Aioli, Oven Roasted Tomatoes & Crisp Lettuce

Ham and Cheddar Cheese

Whole Wheat Bread or Wheat Wrap with Dijonnaise, Oven Roasted Tomatoes & Crisp Lettuce

Grilled Vegetable and Provolone Cheese

Marble Rye Bread or Jalapeno Wrap with Chipotle Aioli, Oven Roasted Tomatoes & Crisp Lettuce

A minimum of 6 per type required.

Served with an individual bag of chips, gourmet chocolate chip cookie, whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper - beverage not included

**All Boxed Lunches can be made Gluten Free with Udi's Gluten Free Bread & a Gluten Free Cookie with the additional cost of \$13.50 per box*

VEGAN OPTIONS

\$40.50

Vegan Roasted Vegetable

Marble Rye bread or Spinach Wrap with House Made Vegan Aioli

Vegan Greek Salad

Lemon Oregano Marinated Portobello Mushroom, Chopped Romaine and Iceberg Lettuce, Marinated Cherry Tomatoes, Garbanzo Beans, Kalamata Olives, Cucumbers and Pickled Red Onions with Red Wine Vinaigrette

Vegan Southwest Salad

Chopped Romaine, Baby Spinach & Radicchio with Julienned Jicama, Carrot & Red Pepper Slaw, Grilled Fresh Pineapple & Mango Salsa with Grilled Tofu served with Cilantro Lime & Agave Vinaigrette

A minimum of 12 per type required.

Served with a Vegan Gourmet Cookie, whole fruit, salt and pepper - beverage not included

GOURMET SANDWICH BOXED LUNCH

\$31.00

BBQ Chicken Sandwich

Shaved BBQ Chicken with Smoked Cheddar Cheese, Sliced Tomato, Grilled Red Onions and Baby Arugula with Honey Chipotle Aioli on Wheat Roll

California Turkey Sandwich

Shaved Mesquite Turkey Breast with Applewood Smoked Bacon, Sliced Cucumber, Pickled Red Onion with Avocado Aioli on Ciabatta Roll

Mexican Fajita Wrap

Marinated and Grilled Steak with Shredded Iceberg Lettuce, Pico de Gallo, Cotija Cheese, Roasted Peppers, Black Beans and Crème Fraiche Wrapped in Jalapeño Tortilla

Marinated Grilled Vegetable Hoagie

Zucchini, Asparagus, Eggplant and Portabella Mushrooms with Sliced Heirloom Tomatoes, Gouda Cheese and Crisp Lettuce on Asiago Hoagie with Smoked French Dressing **(Veg)**

Chicken Caesar Salad*

Chopped Romaine, Marinated Cherry Tomatoes, Shaved Parmesan, Marinated Grilled Chicken Breast, Croutons and Creamy Caesar Dressing and a Fresh Baked Roll

Greek Chicken Salad*

Lemon Oregano Marinated Grilled Chicken, Chopped Romaine and Iceberg Lettuce, Marinated Cherry Tomatoes, Garbanzo Beans, Kalamata Olives, Feta Cheese, Cucumbers and Pickled Red Onions with Red Wine Vinaigrette and a Fresh Baked Roll

Quinoa Salad*

Toasted Black & White Quinoa served with Salt Roasted Red & Gold Beets, Oranges and Toasted Pepitas served with Grilled Tofu and a Fresh Baked Roll **(GF, Veg, DF)**

A minimum of 12 per type required.

**All Boxed Lunches can be made Gluten Free with Udi's Gluten Free Bread & a Gluten Free Cookie with the additional cost of \$13.50 per box*

Served with an individual bag of chips, gourmet chocolate chip cookie, whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper - beverage not included

**Salad Box Lunch comes with freshly baked roll instead of chips*

**Toasted Quinoa can be substituted for any protein on a salad*

BUFFETS

*All Buffets come with freshly brewed coffee, decaffeinated coffee, hot tea, water and iced tea
All Buffet Menus Can Also be Served for Lunch or Dinner*

THE ITALIANO BUFFET

\$47.50

Garden Salad- Spring Greens, Chopped Romaine and Slivered Red Onions with Marinated Cherry Tomatoes, Sliced Black Olives, Shredded Mozzarella Cheese **(GF)** and Focaccia Croutons Served with Red Wine Vinaigrette or Creamy Italian Dressing **(Veg)**
Baked Rotini- Al Dente Rotini Tossed with Fresh Pomodoro Sauce & Vegetables **(Veg)**
Chicken Piccata- Garlic & Herb Marinated Chicken Breast with Lemon Caper Sauce served over Wilted Spinach **(GF)**
Sautéed Green Beans with Pearl Onions and Sea Salt **(GF, Vegan)**
Parker House Rolls and Butter **(Veg)**
Chocolate Dipped Cannolis and Italian Cookies **(CN)**

THE MEXICAN FIESTA BUFFET

\$47.50

Southwest Salad - Fresh Chopped Romaine, Iceberg and Baby Spinach, Roasted Corn, Black Beans, Tomatoes, Peppers **(GF)** and Crispy Tortilla Strips with Ancho Chili Lime Vinaigrette **(Veg)**
Southwestern Vegetable Medley- Sautéed Zucchini, Yellow Squash, Roasted Peppers, Corn and Black Beans with Cilantro Lime **(GF, Vegan)**
Mexican Rice Pilaf **(Veg)**
Cheese Enchiladas- Roasted Onion, Red Enchilada Sauce, Cheddar and Pepper Jack Cheese **(GF, Veg)**
Tequila-lime Marinated Grilled Chicken Fajitas with Fresh Tortillas **(GF)**
Salsa Fresca, Sour Cream, Shredded Cheddar Cheese and Sliced Jalapeños **(GF, Veg)**
Mexican Wedding Cookies **(CN)** and Cinnamon Sugar Donut Holes

ASIAN LUNCH BUFFET

\$42.50

Udon Noodle Salad with Crisp Asian Vegetables and Ginger Soy Vinaigrette **(DF)**
Crispy Vegetable Egg Rolls with Spicy Mustard Dipping Sauce **(Veg, DF)**
Steamed Jasmine Rice with Lemongrass **(GF, Vegan)**
Stir Fried Vegetable Medley **(GF, Vegan)**
Pan Seared Orange Cashew Chicken with Sweet Onion, Green Peppers and Mandarin Oranges **(GF)**
Hoisin & Ginger Marinated Tri Tip Beef with Shredded Napa Cabbage, Roasted Red Peppers & Green Onions
Almond Cookies **(CN)** and Fortune Cookies

FOUR CORNERS BUFFET

\$52.00

Jicama and Orange Slaw- Julienne Jicama, Orange Segments, Sliced Cucumbers, Shaved Red Onion, Fresh Jalapeños and Shredded Purple Cabbage Tossed in Chili Lime Vinaigrette **(GF, DF)**
Calabacitas, Chayote and Flame Roasted Corn, Topped with Chipotle Lime Butter **(GF, Vegan)**
Corn Bread **(Veg)**
Cilantro Lime Rice **(GF, Vegan)**
Quinoa Stuffed Poblano Chilies with Adobo Sauce and Queso Fresca **(GF)**
Adobo Chicken with Ancho Roasted Chicken Demi **(GF)**
Achiote Roasted Pork Loin Served with Natural Pan Jus, Charred White Onion, Topped with Grilled Pineapple Salsa **(GF)**
Cinnamon Spice Cookie **(CN)** and Key Lime Tart

A minimum of 25 guests are required for buffets; \$5 surcharge per person if less than 25 guests

BUFFETS

*All Buffets come with freshly brewed coffee, decaffeinated coffee, hot tea, water and iced tea
All Buffet Menus Can Also be Served for Lunch or Dinner*

THE LODO DELI SANDWICH BUFFET

\$41.50

Garden Salad served with House Made Ranch Dressing and Vinaigrette Dressing **(GF)**
Fresh Fruit Salad **(GF, Vegan)**
Potato Chips & French Onion Dip
Roasted Turkey Sandwich- Sliced Turkey, Swiss Cheese, Shredded Lettuce, Oven Roasted Tomatoes & Pesto Aioli on 7-Grain Bread
Cured Ham Sandwich- Sliced Ham, Cheddar Cheese, Watercress & Oven Roasted Tomatoes with Dijonnaise on Whole Wheat Bread
Roast Beef- Sliced Roast Beef, Cheddar Cheese, Lettuce & Oven Roasted Tomatoes with Horseradish Aioli on Buttermilk White Bread
Vegetarian Wrap- Grilled Zucchini, Yellow Squash, Red Onion, Portobello Mushrooms, Lettuce, Sliced Provolone Cheese with Chipotle Aioli Wrapped in Spinach Tortilla **(Veg)**
Oatmeal Raisin, Chocolate Chip, Sugar Cookies, and Brownies **(Veg)**

THE ROYAL GORGE

\$52.00

Spinach Salad- Baby Spinach, Chopped Romaine and Radicchio with Marinated Tomatoes, Sliced Red Onions, Hard-Boiled Eggs, Crispy Bacon and Croutons with Roasted Red Pepper Vinaigrette
Parker House Rolls and Butter **(Veg)**
Roasted Seasonal Squash Medley **(GF, Vegan)**
Whipped Yukon Gold Potatoes **(GF)**
Whole Grain Mustard Roasted Pork Loin over Caramelized Onion & Pan Gravy with Braised Red Cabbage **(GF)**
Basil Marinated Chicken over Roasted Tomatoes with Fresh Mozzarella Pearls & Balsamic Glaze **(GF)**
Pecan Bars **(CN)** and White Chocolate Mousse Parfait **(Veg)**

SEVEN FALLS BUFFET

\$54.50

Colorado Farmers Market Salad- Fresh Romaine, Chopped Iceberg and Frisee, Tossed with Marinated Cherry Tomatoes, Cucumbers, Sliced Mushrooms and Julienne Red Bell Peppers **(GF, Vegan)**, Home Style Croutons, Shredded Cheddar Cheese and Ranch Dressing **(Veg)**
Parker House Rolls and Butter **(Veg)**
Colorado Sweet Corn Succotash- Roasted Red and Green Bell Peppers, Edamame, Pearl Onions and Cilantro Lime Butter **(GF, Veg)**
Chiefton Wild Rice Pilaf- Split Pea, Israeli Cous Cous, Tossed Orzo and Fresh Herbs **(Veg, DF)**
White Cheddar Mac & Cheese with Toasted Gratin Topping **(Veg)**
Garlic and Herb Roasted Chicken Breast, Braised Leeks, Root Vegetables with Garden Herb Jus **(GF)**
Smoked Beef Brisket- BBQ Sauce, Grilled Oranges, Red Onions, Charred Chilies **(GF)**
Rocky Mountain Tarts **(CN)** and Blueberry Corn Cookies **(Veg)**

A minimum of 25 guests are required for buffets; \$5 surcharge per person if less than 25 guests

BUFFETS

*All Buffets come with freshly brewed coffee, decaffeinated coffee, hot tea, water and iced tea
All Buffet Menus Can Also be Served for Lunch or Dinner*

PATAGONIA BUFFET

\$57.50

Baby Kale & Carrot Salad – Baby Kale, Chopped Romaine lettuce with Smoked Chipotle Carrots, Pickled Red Onions, Shaved Manchego Cheese & Crispy Corn served with a Guava Vinaigrette **(GF)**
Peruvian Potato Salad- Dijon Mustard, Celery, Shallot & Fresh Dill **(GF)**
Roasted Brussels Sprouts & Sweet Potatoes **(GF, Vegan)**
Peruvian Rice Pilaf - Sweet Peas, Roasted Carrots & Red Bell Peppers **(GF, Vegan)**
Roasted Tri Tip Steak with Chimichurri Sauce **(GF, DF)**
Baked Roja Chicken with Charred Yellow Onions & Pan Jus with Fresh Lime **(GF, DF)**
Parker House Rolls and Butter **(Veg)**
Pistachio and Banana Caramel Chocolate Dipped Cookie **(Veg) PATA**
Dolce de Leche & Italian Meringue Parfait **(Veg)**

CHERRY CREEK BUFFET

\$58.00

Traditional Caesar Salad- Fresh Chopped Romaine Lettuce, Shaved Parmesan Cheese, Cherry Tomatoes, Marinated Olives **(GF)** and Croutons with Creamy Caesar or Italian Vinaigrette **(Veg)**
Pasta Salad- Sun-Dried Tomato Pesto, Arugula, Fresh Mozzarella, Black Olives, Garbanzo Beans, Red Onions, Roasted Red & Yellow Peppers **(Veg)**
Parker House Rolls and Butter **(Veg)**
Vegetable Du Jour- Cauliflower, Colorado Honey-Glazed Carrots and Zucchini **(GF, Vegan)**
Greek Oven Roasted Potato **(GF, Vegan)**
Roasted Mediterranean Chicken- Lemon Oregano Marinated Chicken Served Over Oven Dried Tomatoes, Kalamata Olives, Roasted Fennel and Feta Cheese **(GF)**
Pan Seared Mahi Mahi- Served Over Saffron Sweet Carrot Chutney and Orange Butter Sauce **(GF)**
Macadamia Cookies **(CN)** and House Made Carrot Cake Cupcake with Cream Cheese Frosting **(Veg)**

A minimum of 25 guests are required for buffets; \$5 surcharge per person if less than 25 guests

ENTRÉE SALADS

ENTRÉE SALAD OPTIONS

SOUTHWEST SALAD (GF, DF)

Baby Spinach, Frisee, and Radicchio with a Julienne Jicama, Carrot and Red Bell Pepper Slaw, Grilled Pineapple and Mango Salsa and Crispy Tortilla Strips with Southwest Cilantro Vinaigrette

CHOICE OF :

Chicken	\$33.00
Salmon	\$35.50
Flat Iron Steak	\$41.00

CRISPY GINGER & QUINOA (GF, DF)

Romaine Hearts, Endive and Red Leaf Lettuce with Grilled Ginger Steak and Chimichurri, Quinoa Salad with Carrots and Green Onions, Asparagus, Green Olives and Pickled Pink Onions served with Lemon Oregano Vinaigrette

CHOICE OF :

Chicken	\$34.00
Salmon	\$36.50
Flat Iron Steak	\$42.00

ATHENS SALAD (GF, DF)

Mixed Greens, Hearts of Romaine, Sliced Cucumbers, Asparagus, Hearts of Palm, Marinated Red and Yellow Tomatoes, Pickled Red Onions, Garbanzo Beans, and Crispy Capers with Lemon and Herb Vinaigrette

CHOICE OF :

Chicken	\$34.00
Salmon	\$36.50
Flat Iron Steak	\$42.00

A minimum of 30 guests is required for chilled plated functions; \$5 surcharge per person if less than 30 guests

PLATED OPTIONS

All Three Course Plated functions come with parker house rolls and butter, freshly brewed coffee, decaffeinated coffee, hot tea, water and iced tea

A minimum of 30 guests is required for plated functions; \$5 surcharge per person if less than 30 guests

ADD UPGRADE BREAD BASKET: \$3.75/ PP

Fresh Baked Artisan Rolls, Sourdough, Cracked Wheat, Herb Focaccia, Dark Rye, Raisin with Lavash, Grissini, Seeded Flatbread & Assorted Crackers

SALAD OPTIONS

Please select one from the following:

BABY SPINACH SALAD (CN, GF) \$10.00

Tossed Baby Spinach with Grape Tomatoes, Sliced Cucumbers, Hard-boiled Eggs, Candied Pecans and Golden Raisins with Spicy Mustard Vinaigrette

CLASSIC CAESAR SALAD \$8.50

Chopped Romaine Topped with Marinated Cherry Tomatoes, Shaved Parmesan Cheese, Olives and Croutons with Creamy Caesar Dressing

SPRING MIX SALAD (DF) \$10.00

Red and Yellow Pear Tomatoes, Sliced Radishes, Carrot Curls, Cucumbers, Pickled Red Onion and Home Style Croutons with Sherry Vinaigrette

SOUTHWEST SALAD (GF) \$10.50

Fresh Chopped Romaine and Iceberg Lettuce with Flame Roasted Corn and Black Bean Salsa, Fresh Mango, Cotija Cheese, Crispy Tortilla Chips with Cilantro Lime Vinaigrette

BRUSSELS SPROUTS SALAD (CN, GF) \$10.00

Fresh Chopped Romaine & Red Leaf Lettuce, Crispy Brussels Sprouts, Roasted Leeks, Toasted Pine Nuts, Crumbled Gorgonzola Cheese, Pickled Red Onions, served with Lemon Chive Vinaigrette

ICEBERG WEDGE (GF) \$10.25

Wedge of Iceberg Lettuce Topped with Crispy Bacon Lardons, Marinated Cherry Tomatoes and Crumbled Blue Cheese with Pickled Red Onions Served with Creamy Blue Cheese Dressing or Balsamic Vinaigrette

STRAWBERRY FIELDS SALAD (GF, Veg) \$10.25

Fresh Crisp Mixed Greens, Sliced Strawberries, Blackberries, Raspberries, Crumbled Goat Cheese and Spiced Pecans Served with Wild Flower Honey Vinaigrette

POACHED PEAR SALAD (GF, Veg) \$12.00

Fresh Baby Spinach, Frisee, Poached Pears, Raspberries, Candied Pecans and Shaved Manchego Cheese Served with Apple Cider Vinaigrette

BEET SALAD (Veg) \$12.00

Mixed Greens, Frisee and Chopped Romaine with Roasted Red and Gold Beets, Candied Pecans, Crumbled Haystack Mountain Goat Cheese and Croutons Served with Truffle Vinaigrette

PLATED OPTIONS

ENTRÉES

Please select one from the following:

TRUFFLE CHICKEN (GF)

\$37.00

Thyme Roasted Chicken Breast with Wild Mushroom Mélange, White Truffle Oil, Madeira Demi-Glace, Parmesan Risotto, Grilled Asparagus and Braised Red Cabbage

CHICKEN SCALOPPINI (GF, DF)

\$37.00

Southwestern Chicken Scaloppini, with a Roasted Poblano Pepper, Onion & Pickled Fresno Salsa, Roasted Potatoes, Toasted Cumin Green Beans, Served with Lemon & Roasted Shallot Beurre Blanc

HORSERADISH SALMON

\$40.00

Horseradish Crusted Salmon over Lemon Beurre Blanc Sauce and Bed of Calico Rice Blend Accompanied by Roasted Tri-colored Cauliflower

GRILLED FLATIRON STEAK (GF)

\$45.00

Presented with Cabernet Demi-Glace, Horseradish and White Cheddar Whipped Yukon Gold Potatoes, Grilled Asparagus, Roasted Baby Carrot, Spaghetti Squash Confit and Red Pepper

HOISIN BRAISED SHORT RIB (DF)

\$45.00

Slow-braised Colorado Grass-fed Short Rib Served with Scallion Sticky Rice, Baby Bok Choy & Colorado Shiitake Mushrooms

GRILLED TOP SIRLOIN STEAK (GF)

\$39.00

Grass-Fed Beef Sirloin Accompanied by Mashed Potatoes, Brandied Green Peppercorn Demi Glaze, Spaghetti Squash & Blistered Asparagus & Roasted Baby Carrots

CHICKEN PICATTA (GF)

\$32.00

Lemon Marinated Breast of Chicken Accompanied by Roasted Garlic and Parmesan Risotto, Lemon Caper and Garlic Sauce with Grilled Asparagus and Oven-Roasted Herb Tomato

TUSCAN CHICKEN (GF)

\$32.00

Italian Herb Marinated Chicken Breast Served with Roasted Red Pepper Polenta Cake, Mushroom & Artichoke Ragu Lemon, Herb Velouté & Broccolini

ADOBE MARINATED CHICKEN (GF)

\$31.00

Adobe Roasted Chicken Breast served with Ancho Chili Chicken Demi, Green Rice, Braised Tomato Calabacitas

QUINOA STUFFED BELL PEPPER (VEGAN, GF)

\$32.00

Fresh Bell Peppers Stuffed with Quinoa, Black Beans, Flame Roasted Corn and Vegan Cheese Served with Chipotle Pomodoro, Basmati Rice, Brussels Sprouts & Butternut Squash

PLATED DESSERT OPTIONS

DESSERTS

NEW YORK CHEESE CAKE "MARTINI"	\$10.50
Vanilla Bean Cheesecake, Seasonal Fruit, Graham Cracker Crumbs	
DARK CHOCOLATE MOUSSE PARFAIT WITH FRESH BERRIES	\$10.50
Dark Chocolate Mousse, Mascarpone Whipped Cream, Oreo Crumbs, and Seasonal berries	
VANILLA BEAN PANNA COTTA "MARTINI" (GF)	\$10.50
Vanilla Panna Cotta, Raspberry Gelee, Orange Scented Mascarpone Whipped Cream, Seasonal Berries, White Chocolate	
ROCKY MOUNTAIN CHOCOLATE TART (CN)	\$11.00
Rich Chocolate Mousse, Toasted Almonds, House made Marshmallow	
CARROT CAKE	\$10.50
House Made Carrot Cake, Cream Cheese Frosting, Vanilla Poached Blueberries	
KEY LIME TART (CN)	\$11.00
Key Lime Tart, Coconut Whipped Cream, Tequila Strawberry	
SEASONAL CHEESECAKE (GF)	\$11.25
Served with Seasonal Fruit and Fresh Whipped Cream	
DARK CHOCOLATE FLOURLESS CAKE (CN, GF)	\$12.50
Macadamia Caramel Sauce and Grand Marnier & Seasonal Berry Sauce	
SWEET CORN CRÈME BRULE	\$12.50
Sweet Olathe Corn Cake, House Made Crème Brule with Fresh Blackberries, Hibiscus Gelee & Cornmeal Crumble	
MODERN TIRAMISU	\$13.50
Mascarpone Mousse, Espresso Soaked Ladyfinger cake, Crispy Chocolate Pearls, Crunchy Meringues, and Blackberries	

**A minimum of 30 guests is required for plated functions; \$5 surcharge per person if less than 30 guests*

PLATED DESSERT OPTIONS

ASSORTED FAMILY STYLE PLATTER OF DESSERTS:

\$13.50/PP

Featuring a Selection of Gourmet Confections made by our Pastry Department.

Based on tables of 10 each platter will have 16 items total, no modifications.

Please choose 4 of the following:

- Coconut Cream Pie Tart **(CN)**
- Key Lime Tartlets
- Whiskey Pecan Tartlets **(CN)**
- Rocky Road Tartlets **(CN)**
- Chocolate Espresso Crunch Tart
- French Macarons **(CN)**
- Coconut Macaroons **(CN, GF)**
- PB&J Bars **(CN)**
- Chocolate Dipped Brownie Bites
- White Chocolate Blondie Bites
- Seasonal Cheesecake Shooters
- Dulcey Mousse & Hazelnut Cake Shooter **(CN, GF)**
- Vanilla Bean Panna Cotta Shooter **(GF)**
- Tiramisu Shooters
- Carrot Cake Cupcakes
- Chocolate Cream-Filled Cupcakes
- Wedding Cupcakes
- House Artisan Cookies (one type): Cherry Almond **(CN)**, Pecan Chocolate Chip **(CN)**, Espresso Macadamia Nut **(CN)**, Blueberry Corn, Double Fudge, Mexican Wedding **(CN)**, Oatmeal Scotchie, Snickerdoodle

HORS D'OEUVRES

COLD HORS D'OEUVRES

*Minimum order of 100 pieces per item
All Items are priced at \$8.00 for individual pieces*

Miso Sesame Shrimp with Sweet Garlic Chili

Mini Ahi Tuna Poke Bowl

Red and Yellow Tomato Bruschetta (Veg)

Caprese Skewer (Veg)

Bocconcini Skewer (Veg)

Roasted Pepper Hummus Bruschetta with Crispy Vegetables (GF, Vegan)

Pesto Chicken with Sweet Peppers

Tandoori Chicken on Naan Bread

Antipasto Stack on Brioche

Smoked Salmon Pinwheel on Pumpernickel

Pesto Crab Stuffed Cherry Tomato

Vegetable Napoleon on Parmesan Crisp (Veg)

Fresh Stuffed Strawberry with Brie & Toasted Almonds (CN, Veg)

Seared Beef Tenderloin on Parmesan Shortbread

Tray Passed Items require additional labor fee at \$40/hour with a 4-hour minimum

HORS D'OEUVRES

HOT HORS D'OEUVRES

*Minimum order of 100 pieces per item.
All Items are priced at \$7.00 for individual pieces*

Peppadew Goat Cheese Popper (Veg)
Lobster Brie Mac & Cheese Popper
Arancini Fontina with Pomodoro (Veg)
Assorted Mini Pizza
Asian Marinated Bison & Roquefort Puff Pastry
Chicken Chilito with Merf's Salsa
Coconut Chicken Finger with Mango Salsa
Brie & Raspberry Phyllo Star (Veg)
Beef Wellington with Red Wine Demi
Pork Carnitas & Colorado Green Chili Empanada
Buffalo Chicken Spring Roll
Steak & Cheese Spring Roll
Chicken Satay (GF) Choice of: BBQ, Hoisin or Chili Sauce
Plain Beef Satay (GF) Choice of: BBQ, Hoisin or Chili Sauce
Tandoori Chickpea & Cauliflower Bite (GF, Vegan)
Bacon Wrapped Scallop (GF)
Scallop in Jalapeño Bacon (GF)
Chicken Saltimbocca Bite
Beef Taquito with Merf's Salsa
Short Rib in Bacon Skewer
Chorizo Arepas with Chimichurri (GF)
Caponata Phyllo Star (Vegan)
Vegetable Tikis (GF, Vegan)
Jackfruit Carnitas Tostada (GF, Vegan)

Tray Passed Items require additional labor fee at \$40/hour with a 4-hour minimum

BAR SERVICE

Customization of all liquor, beer and wine available. Contact your Catering Salesperson for more information.

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$160.00 bartender labor fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$40 per bartender, per hour, applies regardless of the sales achieved.

Drink tickets must at least be the size of a business card (3.5 inches by 2 inches).

Sodexo Live! recommends and requires one bartender per 100 guests.

BEER

DOMESTIC:

Coors Banquet, Coors Light, White Claw

\$ 9.50 PER BOTTLE – CASH

\$ 9.00 PER BOTTLE – HOSTED

CRAFT BEER:

Colorado Native, Voodoo Ranger IPA, and Blue Moon

\$ 9.50 PER BOTTLE – CASH

\$ 9.00 PER BOTTLE – HOSTED

IMPORT / NON ALCOHOLIC:

Modelo

Heineken 0.0 NA

\$ 9.50 PER BOTTLE – CASH

\$ 9.00 PER BOTTLE – HOSTED

KEG BEER

DOMESTIC:

Coors Banquet, Coors Light

Miller Light

\$ 600.00 HOSTED

CRAFT BEER:

Colorado Native, Titan IPA, Blue Moon, Fat Tire, Voodoo Ranger IPA

Sam Adams Boston Lager

\$ 750.00 HOSTED

PREMIUM:

Prost Brewery Pilsner, Dunkel, Weissbier and Kolsch

\$ 975.00 HOSTED

IMPORT:

Corona, Heineken, Paulaner

\$ 975.00 HOSTED

BAR SERVICE

SPIRITS

DELUXE:

Old Forester Whiskey, New Amsterdam Vodka, Cruzan Rum, New Amsterdam Gin, Familia Camarena Blanco Tequila

\$ 10.50 CASH

\$ 10.00 HOSTED

PREMIUM:

Tin Cup Whiskey, Absolute Vodka, Captain Morgan Rum, Bombay Sapphire Gin, Altos Blanco Tequila

\$ 11.50 CASH

\$ 11.00 HOSTED

ULTRA-PREMIUM:

Stranahan's Whiskey, Grey Goose Vodka, Ron Zacapa Rum, Hendrick's Gin, Glenlivet 12, Altos Reposado Tequila

\$ 12.50 CASH

\$ 12.00 HOSTED

HOUSE COCKTAILS:

House Mimosa

\$ 12.50 CASH

\$ 12.00 HOSTED

House Bloody Mary

*Celery Stick, Lime and
Olive Garnish*

\$ 10.50 CASH

\$ 9.50 HOSTED

House Margarita

\$ 10.50 CASH

\$ 9.50 HOSTED

Moscow Mule

(minimum order of 50)

\$ 11.50 CASH

\$ 11.00 HOSTED

CORDIALS

Cordials may be added to any package for \$ 9.50 per drink.

Amaretto, Bailey's Irish Cream, Leopold Brothers: Rocky Mountain Blackberry and Peach Liqueur

MOCKTAILS:

Classic Shirley Temple

Lime, Grenadine & Orange Juice garnished with an Orange or Cherries

\$7.00

Blue Hawaiian

Blue Hawaiian Punch, Pineapple Juice & Lemon Lime Soda garnished with a Cherry

\$7.00

Cosmopolitan Mocktail

Cranberry Juice, Orange Juice, Freshly Squeezed Lime Juice & Sparkling Water

\$7.00

Appletini Mocktail

Apple Juice, Lemon Juice, Granny Smith Apple Syrup garnished with an Apple Slice

\$7.00

BAR SERVICE

WINE

DELUXE:

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

\$ 10.50 GLASS – CASH

\$ 10.00 GLASS – HOSTED

\$ 40.00 BOTTLE

PREMIUM:

14 Hands: Sauvignon Blanc, Trivento Malbec and Santa Cristina Toscana Rosso (Sangiovese Blend)

\$ 11.50 GLASS – CASH

\$ 11.00 GLASS – HOSTED

\$ 49.00 BOTTLE

ULTRA-PREMIUM:

Chateau St. Michelle: Chardonnay and Cabernet Sauvignon and Erath Resplendent Pinot Noir

\$ 12.50 GLASS – CASH

\$ 12.00 GLASS – HOSTED

\$ 56.00 BOTTLE

SPARKLING WINE / CHAMPAGNE

BY THE GLASS:

Lunetta Prosecco - \$ 12.00

Mumm Napa Brut - \$ 12.00

BY THE BOTTLE:

Lunetta Prosecco - \$ 52.00

Mumm Napa Brut - \$ 70.00

Nicolas Feuillatte France - \$ 165.00

Rev 12.20.2023



2024 EXHIBITOR BOOTH SERVICES MENU



PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

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

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

EXCLUSIVITY

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

FOOD AND BEVERAGE PRICING

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

ADMINISTRATIVE CHARGES AND TAX

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

TAX EXEMPTION POLICY

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

PAYMENT POLICY

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

CANCELATION POLICY

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

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and County of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23*

DEADLINES AND GUARANTEES

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

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

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

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

GENERAL SERVICES

LABOR FEES

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, providing the guaranteed minimum sales requirements are met. For plated lunches and dinners, the provision of this labor at no added cost is based on a 1 to 30 staff to patron ratio and 10 persons per table. Please note any additional tables will require additional labor. When you request additional staffing—over and above what are normally provided—the following hourly rates will apply. Please note that a four (4) hour minimum per staff member applies.

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

CATERING SERVICES SALES MINIMUM

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

BEVERAGE (BAR) SERVICES SALES MINIMUM

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

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

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and County of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23*

EXHIBITOR BOOTH CATERING

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

ALLERGIES & DIETARY RESTRICTIONS

Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space. Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

HOLIDAY SERVICE

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

DELAYED OR EXTENDED SERVICE

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

More Menu Items to Choose From!

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Rev 12.20.23*

EXHIBITOR BOOTH SERVICES MENU 2024

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

Deadline for Ordering is 10 Business Days Prior to Event

Please contact Jeanette Finley at Jeanette.Finley@Sodexo.com or 303.228.8198

BEVERAGES

Freshly Brewed Starbucks Coffee	\$85.00 per gallon
Freshly Brewed House Blend Coffee,	\$73.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$95.00 per gallon
<i>Starbucks Coffee featuring these specialty items: Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices, Whipped Cream, Cinnamon Sticks and Chocolate Shavings</i>	
Lemonade or Iced tea	\$50.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$56.50 per gallon
Bottled Water	\$5.50 each
Assorted Soft Drinks	\$4.50 each
Water Cooler (Cold)*	\$120.00 each
<i>*120 volt, 10 amps required</i>	
Water Replenishments	\$35.00 each
Hydration Station	\$37.00 per gallon

*Choose From Assorted Flavors of Infused water to Include: Strawberry Mint,
Cucumber Lime, Watermelon Lemon, Blueberry Ginger & Raspberry Basil
(2 gallon minimum order per flavor, includes disposable cups)*

BOX LUNCH SELECTIONS

Boxed Sandwich	\$28.00 each
<i>Served with Individual Bag of Potato Chips and a Gourmet Chocolate Chip Cookie. Beverages sold separately Choice of the following:</i>	
~Smoked Turkey & Swiss	
~Roast Beef & Cheddar	
~Sliced Deli Ham & Cheddar	
~Grilled Vegetable & Provolone	
(Minimum of 6 per type)	

Boxed Salad	\$31.00 each
<i>Served with a freshly baked roll, gourmet chocolate chip cookie, whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper - beverage not included Choice of the following:</i>	
~Chicken Caesar Salad	
~Greek Chicken Salad	
~Quinoa Salad (GF, Vegan, DF)	
(Minimum of 6 per type)	

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 46.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Assorted Bagels with Cream Cheese	\$ 50.50 per dozen
<i>Accompanied by a Toaster – 120 volt, 10 amps required</i>	
Assorted Local Freshly Baked Danish	\$ 58.00 per dozen
Assorted Local Freshly Made Donuts	\$ 59.00 per dozen
Local Freshly Baked Muffins	\$ 60.00 per dozen
Homemade Brownies or Blondies	\$ 46.00 per dozen
Assorted Freshly Baked Cookies	\$ 54.00 per dozen
<i>Chocolate Chip, Oatmeal Raisin, and Sugar</i>	
Assorted Homemade Cupcakes	\$ 56.50 per dozen
<i>Red Velvet, Oreo, Vanilla, and Lemon</i>	

SNACKS

Whole Fresh Fruit	\$ 5.00 each
Granola Bars	\$ 6.00 each
Assorted Candy Bars	\$ 4.50 each
Assorted Lays Potato Chips	\$ 4.00 each
Snack Mix	\$ 20.50 pound
Mixed Nuts with Peanuts	\$ 34.00 pound
Potato Chips & French Onion Dip	\$ 7.00 per person
Pretzel Twists	\$ 10.00 pound
Sliced Seasonal Fresh Fruit Platter	\$ 8.00 per person
Imported and Domestic Cheese Display	\$ 10.50 per person
Signature Homemade Granola Bar	\$ 50.50 per dozen

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23

TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT

\$ 188.00

- One time set up fee of \$188.00 includes 27 K-Cups (16 regular, 5 decaf and 5 green tea)
 - Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
 - Additional beverages used will be charged \$3.00++ per K-Cup (*Please contact Catering Sales for additional flavors*)
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:
- (1) 120 volt, 20amps
 - Approximate cost for power will be an additional \$ 155.00

ANTIQUE POPCORN CART

\$ 445.00

- Include (250) Individual Servings
 - Additional Servings @ 235.00 a case (200-250 Additional Servings)
 - Dimensions: 42" x 68"
 - (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20amps
 - Direct power source required (no extension cords or power strips allowed)
 - Approximate cost for power will be an additional \$ 155.00

HOT PRETZEL WARMER

\$ 425.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
 - Additional Servings @ \$ 50.00 per dozen
 - Dimensions: 31 1/2" x 20" x 20"
 - (1) Booth Attendants required @ \$ 40.00++ per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20 amps
 - Approximate cost for power will be an additional \$ 155.00

ICE CREAM NOVELTIES

\$ 900.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Haagen Dazs, Strawberry Fruit Bar, Heath Bar, Cookiewich and King Size Drumstick
 - Additional Servings @ \$ 9.00++ each
 - Dimensions: 31" x 45" cart
 - (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:
- (1) 120 volt, 10 amps
 - Approximate cost for power will be an additional \$ 115.00

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23

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

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1,795.00

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

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2,895.00

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

EXPRESS KAFEH COLD BREW STATION

\$1,795.00

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

EXPRESS KAFEH COFFEE BAR ADD-ONS

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

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23

“MAD BERRY’S” SMOOTHIES TIKI BAR

\$700.00

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

SIMPLY NUTS

\$750.00

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

SIMPLY NUTS ADD-ONS

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

More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23

HOSTED BAR SERVICES

DELUXE LIQUORS: \$10.00 PER DRINK

Old Forester Whiskey, New Amsterdam Vodka, Cruzan Rum,
New Amsterdam Gin, Familia Camarena Blanco Tequila

PREMIUM LIQUORS: \$11.00 PER DRINK

Tin Cup Whiskey, Absolute Vodka, Captain Morgan Rum,
Bombay Sapphire Gin, Altos Blanco Tequila

ULTRA-PREMIUM LIQUORS: \$12.00 PER DRINK

Stranahan's Whiskey, Grey Goose Vodka, Ron Zacapa Rum,
Hendrick's Gin, Glenfiddich 12, Altos Reposado Tequila

DELUXE WINE: \$10.00 PER GLASS

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

PREMIUM WINE: \$11.00 PER GLASS

14 Hands Sauvignon Blanc, Trivento Malbec,
Santa Cristina Toscana Rosso (Sangiovese Blend)

ULTRA-PREMIUM WINE: \$12.00 PER GLASS

Chateau St. Michelle: Chardonnay and Cabernet Sauvignon
Erath Resplendent Pinot Noir
Lunetta Prosecco
Mumm Napa Brut

DOMESTIC BEER (16 oz) \$9.00 PER BOTTLE

Coors Banquet, Coors Light, Heineken 0.0 N/A and White Claw

IMPORTED/CRAFT BEER (12 oz) \$9.00 PER BOTTLE

Colorado Native, Voodoo Ranger IPA, Blue Moon and Modelo

HOUSE COCKTAILS:

House Mimosa	House Bloody Mary	House Margarita	Moscow Mule
\$ 12.50 CASH	<i>Celery Stick, Lime and Olive</i>	\$ 10.50 CASH	<i>(minimum order of 50)</i>
\$ 12.00 HOSTED	\$ 10.50 CASH	\$ 9.50 HOSTED	\$ 11.50 CASH
	\$ 9.50 HOSTED		\$ 11.00 HOSTED

DRAFT BEER – KEG

DOMESTIC Coors Banquet, Coors Light and Miller Light	\$600.00 PER KEG
LOCAL CRAFT Colorado Native, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA	\$750.00 PER KEG
IMPORT/PREMIUM Corona, Heineken, Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier and Kolsch	\$975.00 PER KEG

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

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

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

More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.
Rev 12.20.23*



Ordering is Simple...

Fill Out the Order Form Below and Email to Jeanette.Finley@Sodexo.com

or

Call Jeanette Finley at 303.228.8198

Deadline for Ordering is 10 Business Days prior to event

Event Name: _____

Booth Number: _____

Organization (Bill To): _____

Booth Name: _____

Contact Name: _____

Contact Phone Number: _____

On-site Contact Name: _____

On-site Contact Cell Number: _____

Street Address: _____

Fax Number: _____

City, State, Zip: _____

Email Address: _____

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

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

Date of Service	Start Time	End Time	Quantity	Item

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

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

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

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

More Menu Items to Choose From!

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

Rev 12.20.23



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

Terry Rennolds, President
 Email: Littleeden@mac.com

Little Eden Plantscaping Plant Rental Agreement

Show Name & Date of Show: _____

Delivery Time & Location: _____

FLORAL ARRANGEMENTS

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

Floral Specifications: _____

Tropical and Blooming Plants:

Totals: _____

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

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

Pot Color: _____ Black _____ White

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

Tax (8.81% + \$0.27 CO Delivery Fee) = _____
 Sub-Total = _____
 TOTAL = _____

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

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

Account# _____ Exp. Date _____ CVC _____

I HAVE READ AND UNDERSTAND THE PAYMENT AND TERMS LISTED ABOVE

(Signature of cardholder/authorized company personnel) _____

Company Name: _____

Address _____ City/State _____ Zip Code _____

Phone # _____ FAX _____ Email _____

Booth # _____ On-site Representative Phone # _____

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

Thank you for choosing Little Eden Plantscaping!



EXHIBITOR CLEANING INFORMATION

SHOW:	DENVER TRAVEL AND ADVENTURE SHOW
DISCOUNT DEADLINE:	02/28/2025

HOW TO ORDER

Exhibitors can register their booth and purchase booth cleaning services (in addition to the single booth cleaning on Friday.)

Please see all cleaning options below and email your company name, contact and booth number to boothcleaning@theshiningco.com. We will respond within 48 hours.

PRICING	Discount Price	Regular Price
Vacuum Per Day (per sq. ft. per day)	.44	.66

.....

Porter Service: 2-Hour Increments

The Shining Company will empty wastebaskets and vacuum floor debris in 2 hour intervals during the show (the subsequent charges are for each cleaning every 2 hours)

0-500 sq. ft. booth size	\$125.00	\$160.00
501-1500 sq. ft. booth size	\$135.00	\$190.00
1501-3000 sq. ft. booth size	\$160.00	\$225.00



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

**AVOID 20% SURCHARGE BY PLACING YOUR ORDER
ONLINE!!!**

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

www.denverconvention.com/exhibit-at-an-event

WELCOME TO THE COLORADO CONVENTION CENTER



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 and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

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

Checklist Requirements/Reminders:

- ◇ Individual orders are required for each booth you will occupy.
- ◇ If you have any questions, call us direct at 303.228.8027 before you order.
- ◇ All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

We look forward to seeing you in Denver!



PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
 - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
 - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
 - The date received by the **CCC** will determine the applicable rate.
 - All charges incurred during the show must be rendered in full at the time of service.
 - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
 - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **CCC/ASM Global** in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **Colorado Convention Center/ASM**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.



SUBMITTING YOUR PAYMENT/ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/ASM

1. Online at www.denverconvention.com
2. US Mail/ First Class Mail/Couriers or Overnight Express:
Colorado Convention Center
Attn: Exhibitor Services
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 977-127-1711 • Routing# 107005047
Attn: Exhibitor Services
All wire transfers must include the following information:
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$200 will be added to individual orders for each occurrence.**
4. **CCC/ASM** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by CCC/ASM staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **CCC/ASM** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **CCC/ASM** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **CCC/ASM** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **CCC/ASM** electricians will compute a rating for the minimum electrical service required.
4. **CCC/ASM** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center

Attn: Exhibitor Services

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 _____

E-mail _____

Account Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$145.00	
10 AMPS OR 1000 WATTS		\$165.00	
20 AMPS OR 2000 WATTS		\$180.00	

TOTAL PAYMENT

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

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	

TOTAL PAYMENT

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

CREDIT CARD NUMBER: AMEX MC VISA

EXPIRATION DATE:

--	--	--	--

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com.**



SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

Telephone Services:

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

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

				BACK				
				FRONT				

Note adjacent booth # to front side of your booth



AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**STANDARD 120V – 24 HR & OH
ELECTRICAL ORDER FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____
E-mail _____
Account Contact _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$215.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$240.00	
20 AMPS OR 2000 WATTS (Quad box)		\$275.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$290.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$340.00	
20 AMPS OR 2000 WATTS (Quad box)		\$380.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$360.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$410.00	
20 AMPS OR 2000 WATTS (Quad box)		\$465.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC VISA EXPIRATION DATE:

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com.



SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

				BACK				
				FRONT				

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____
E-mail _____
Account Contact _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$325.00	
30 AMPS OR 4,900 WATTS		\$370.00	
40 AMPS OR 6,500 WATTS		\$660.00	
50 AMPS OR 8,300 WATTS		\$870.00	
60 AMPS OR 10,000 WATTS		\$1,020.00	
100 AMPS OR 16,600 WATTS		\$1,570.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$430.00	
30 AMPS OR 8,600 WATTS		\$505.00	
40 AMPS OR 11,500 WATTS		\$815.00	
50 AMPS OR 14,400 WATTS		\$1,035.00	
60 AMPS OR 17,200 WATTS		\$1,260.00	
100 AMPS OR 28,800 WATTS		\$1,855.00	

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

TOTAL PAYMENT

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC VISA

EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- For higher voltage call Exhibitor Services at 303.228.8027 or email eorders@denverconvention.com for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **Services are provided in the most convenient manner for center electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.



SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

				BACK				
				FRONT				

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



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denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V-24HR & OH ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
 Attn: Exhibitor Services 303.228.8027 Ph
 700 14th Street 303.228.8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____
 E-mail _____
 Account Contact _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL	
20 AMPS OR 3,300 WATTS		\$495.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email eorders@denverconvention.com			
30 AMPS OR 4,900 WATTS		\$560.00				
40 AMPS OR 6,500 WATTS		\$995.00				
50 AMPS OR 8,300 WATTS		\$1,310.00				
60 AMPS OR 10,000 WATTS		\$1,535.00				
100 AMPS OR 16,600 WATTS		\$2,370.00				
THREE-PHASE SERVICES	QTY	24-Hour Power				TOTAL
20 AMPS OR 5,700 WATTS		\$650.00				
30 AMPS OR 8,600 WATTS		\$755.00				
40 AMPS OR 11,500 WATTS		\$1,230.00				
50 AMPS OR 14,400 WATTS		\$1,555.00				
60 AMPS OR 17,200 WATTS		\$1,905.00				
100 AMPS OR 28,800 WATTS		\$2,790.00				
TOTAL PAYMENT						

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

CREDIT CARD NUMBER: AMEX MC VISA EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage call 303.228.8027 or email eorders@denverconvention.com for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.



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

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

				BACK				
				FRONT				

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



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denverconvention.com/exhibit-at-an-event

**TELEPHONE
ORDER FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail 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 _____
Account Contact _____

TELEPHONE SERVICE – VOIP SERVICES	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOM SPEAKER PHONE		\$450.00	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		\$250.00	
VOICEMAIL BOX		\$50.00	
PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multiple lines, maximum 2 times)		\$50.00	
LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card. INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: _____			
SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	
Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice. To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show. Order # _____ Circuit No. _____ Carrier Installation Date _____			
LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for CCC Technicians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with **exact placements of each service drop**, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**CABLE TV & SATELLITE DISH
INFORMATION FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____ Fax _____
E-mail _____
Account Contact _____

A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.

SERVICE TYPE	QTY	STANDARD RATE	QTY
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio) By request for legacy devices		\$300.00	
CABLE CARDS - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.			
SATELLITE DISH			
NOTE: Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close. Must coordinate drop-off and pick-up of equipment with CCC.	DISH ANTENNA TO BE INSTALLED ON ROOF		Needs Quoted
	CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA		
DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____			
ADDITIONAL SERVICE REQUIREMENTS:			

INTERNAL USE ONLY

	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		
ADDITIONAL MATERIALS USED: _____		



SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

Telephone Services:

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

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

				BACK				
				FRONT				

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



CONDITIONS AND REGULATIONS

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **CCC/ASM** staff will complete all installations inside the facility.
4. **CCC/ASM** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

**COMPRESSED AIR, WATER, & DRAIN
ORDER FORM**



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____
Booth # _____ Booth Dimensions _____
Event Dates _____
Company Name _____
Address _____
City _____ St _____ Zip _____
Phone _____ Fax _____
E-mail _____
Account Contact _____

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed. <i>If exhibitor needs an adapter, a \$35.00 charge will be assessed for parts.</i>		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
Other Fill and Drain Services call 303.228.8027 or email eorders@denverconvention.com for quote and requirements.			
LABOR (Connections, changes and repairs are charged in 1 hour increments.)		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY.			
TOTAL PAYMENT:			

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □
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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR:** Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 or email eorders@denverconvention.com with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water fill features that require more than one fill & drain will require the purchase of two separate services.

Rates effective through 12/31/24

ORDER ONLINE AT WWW.DENVERCONVENTION.COM



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 exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

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Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

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F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

In-Line Booth

Island Booth

				BACK				
				FRONT				

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth





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. Sodexo Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Sodexo Catering representative at 303.228.8050 for more detailed information.

SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

1. The **CCC** **does not accept advance freight shipments for exhibitors or show management**. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

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. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
 - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
 - B. Rigging plots must be drawn in 1/16"=1' scale.
 - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
 - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester
Director of Event Operations
303.228.8126
JHiester@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **CCC/ASM** 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.



GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

WASTE DIVERSION POLICY

We recognize our important role in protecting and enhancing the environment and to help secure the long term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

PROHIBITED ITEMS AT THE CENTER:

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including trees), without the root system intact

RESTRICTIVE ITEMS AT THE CENTER:

While items are allowed at the Center, neither the Exhibitor nor Event Organizer shall leave any of the following upon conclusion of the event unless previously arranged with the Center directly:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment, unless previously approved by CCC
- Carpet, carpet scraps, or carpet padding, as well as carpet tubes
- Pallets

ITEMS FOR DONATION

- Preapproval of a plan for donation is appreciated to ensure the material or items can be donated
- In accordance with the license agreement terms and building policy any items left behind will become property of CCC. CCC will at its sole discretion, determine the best method to manage the material, in accordance with applicable law
- Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show, and discarded according to building policy.

The Colorado Convention Center requires 100% compliance with this policy. Non-compliance will result in extra housekeeping and disposal fees to be charged.

<u>Abandoned Item</u>	<u>Flat Rate Charge</u>	<u>(+) Charge Fee</u>
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100.00	\$5.00/ea.
Single use plastic bags	\$100.00	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100.00	\$10.00/lb.
Large exhibits	\$650.00	% of roll off
Electronics	\$100.00	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250.00	\$50.00/lb.
Furniture and/or equip.	\$75.00	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75.00	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

**Unrecyclable or reusable by event organizer (excluding decals and window clings)*

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the CCC should have written authorization by the CCC management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the CCC management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
 - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval prior to move in:
 - Diagram of the booth layout with dimensions.
 - Detail of the covered area including materials used.
 - Flame retardant certificate is required if soft goods are used as the covering.
 - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
 - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval a minimum of 15 days prior to move in:
 - Engineer stamped drawings of the double deck structure and/or enclosed room.
 - Diagram of the booth layout with dimensions.
 - Elevation drawing of the double deck structure and/or enclosed room.
 - B. Contact CCC Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
 - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC
EVENT PLANNER'S RESOURCE BROCHURE.**

Questions should be directed to:
Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
Phone: 303.228.8027 Fax: 303.228.8101
Email: eorders@denverconvention.com



Exhibitor Order Form Travel & Adventure Show - Denver 2025

To order audio visual equipment for your exhibit booth, please fill out this form and return it via email to exhibitservices@turningpointav.com or fax to 320-341-2270.

You may also fill out and submit the order form online at: <http://www.turningpointav.com/exhibitor-orders-2025-denver>

Onsite Contact Information

Company Name:	Booth Number:
Onsite Contact Name:	Set up Date:
Onsite Contact Mobile Number:	Removal Date:

Equipment <small>All equipment is charged on a per event basis</small>	Advance Price <small>ordered prior to 10 days of show start date</small>	Standard Price <small>ordered within 10 days of show start date, subject to availability</small>	Quantity
32" LED Monitor (HDMI input) w/ tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$500.00	\$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$900.00	\$1,900.00	
65" LED Monitor (HDMI input) w/tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$1,400.00	\$2,200.00	
3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)	\$700.00	\$1,400.00	
Wireless Handheld Microphone w/floor stand and (1) Powered Speaker	\$550.00	\$1,100.00	
PC Laptop Computer w/ Microsoft Office	\$500.00	\$1,000.00	

Labor - All exhibit hall AV setups will be charged a \$300.00 set up and removal fee. Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

Power – All power needs should be directed to power services at the venue. Turning Point AV does not provide power.

Please list any additional items you may require and Turning Point AV will contact you with availability and pricing:

*DVD player playback is for **REGION 1 ONLY** (U.S., U.S. Territories, Canada, and Bermuda). Please contact us at exhibitservices@TurningPointAV.com if you need to make special arrangements for locations outside of those listed.

Blu Ray player playback is for **REGION A/1 ONLY (North America, Central America, South America, Japan, North Korea, South Korea, Taiwan, Hong Kong and Southeast Asia). Please contact us at exhibitservices@TurningPointAV.com if you need to make special arrangements for locations outside of those listed.

Please ensure there are no playback restrictions attached to your media. Turning Point AV is not responsible for media not formatted for replay on US consumer grade players.

Payment

Please select your preferred method of payment.

An invoice with the total amount due and payment instructions will be emailed to the billing contact provided below.

I would like to pay with company check

I would like to pay with credit card A 3.5% processing fee will be charged to all credit card payments.

Billing Contact Information

First and Last Name:	Email Address:
Street Address:	Telephone Number:
City:	State:
	Postal Code:



Exhibitor Rental Terms and Conditions

Turning Point AV agrees to rent equipment and provide service in accordance with the following stipulations.

- The rental period is all or any portion of 1-5 days. Client agrees to pay rental fee stipulated for the period stated. If equipment is used for a longer period, additional rental fees will be accrued.
- This contract supersedes any and all previous verbal or written contracts and is held inviolable unless mutually agreed in writing.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Turning Point AV at any time.
- Equipment cancellation charges will be incurred at 100% for cancellations within 5 days of your event.
- The cancellation at any time of custom made products, such as gobos or items imprinted with custom logos, will be charged at 100%.
- Turning Point AV is not responsible for contractual agreements between Client and venue regarding audio visual.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Emergency service will be billed at the prevailing rate.
- If you are uncertain of your requirements or for any changes you must notify the Turning Point AV Event Production Manager.
- PAYMENT TERMS: All payment must be received in full before delivery of equipment. A 3.5% processing fee will be added to all credit card payments.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
- In the event of a dispute between parties, payment due period will be extended until the dispute between parties is resolved. The prevailing party in such a dispute shall recover attorney's fees and cost incurred.
- If necessary to enforce the collection of amount due under this contract, Client agrees to pay all collection costs and charges including court costs and attorney's fees.
- If you are bringing a computer that will be used for presentation purposes during your event, the computer should be tested with the show equipment. Turning Point AV recommends testing the equipment to ensure compatibility and a smooth show. Please be sure you are familiar with the operation of both your computer and software.
- All equipment rentals are based upon a per room basis and not to be taken out of initial set up room for use elsewhere, unless other arrangements have been agreed to by client and Turning Point AV.



INTERNET

COLORADO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



ON-SITE WIRELESS SERVICES

COLORADO CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only **Exhibitor Internet** is supported in all areas.

**Internet access is available on one unique device, per purchase.*

EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

*** 1 day for \$79.99**
3 days for \$227.97
5 days for \$359.95

COMPLIMENTARY INTERNET

Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.

For questions regarding on-site wireless services, please call Smart City Networks at 888-446-6911. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



Is the exclusive provider of the following services:



INTERNET

WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.

Need just a **BASIC** CONNECTION?



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

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE								
STREAMING								
BANDWIDTH ALLOCATION	SD	or	HD	or	UHD	INCENTIVE*	BASE	ON-SITE
10 Mbps	3		N/A		N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6		4		N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10		6		1	\$24,200	\$29,040	\$34,848
40 Mbps	13		8		1	\$31,550	\$37,860	\$45,434
50 Mbps	16		10		2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A		N/A		N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



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orders.smartcitynetworks.com
 or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise 🌟🌟🌟🌟🌟

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”