



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

RECEIVE 20% OFF 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



An SMG Managed Facility



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 save you 20% off 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 **SMG/CCC** in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. 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 SMG/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.

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/SMG

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# 502-550-9955 • 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 \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 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 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 _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$120.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$140.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

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

ADDITIONAL ITEMS (Electrical Service must 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.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> 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"/>
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.**

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: _____

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

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 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

303.228.8027 Ph
303.228.8101 Fx

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$180.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$200.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$240.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$275.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$300.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$335.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

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.

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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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: _____

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

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 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 _____ Fax _____
E-mail _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	

****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.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

CREDIT CARD NUMBER: AMEX MC VISA

EXPIRATION DATE:

<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 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.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

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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: _____

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

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INDUSTRIAL 208V ELECTRICAL ORDER FORM



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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 _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL	
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027			
30 AMPS OR 4,900 WATTS		\$490.00				
40 AMPS OR 6,500 WATTS		\$865.00				
50 AMPS OR 8,300 WATTS		\$1,135.00				
60 AMPS OR 10,000 WATTS		\$1,335.00				
100 AMPS OR 16,600 WATTS		\$2,055.00				
THREE-PHASE SERVICES	QTY	24-Hour Power				TOTAL
20 AMPS OR 5,700 WATTS		\$560.00				
30 AMPS OR 8,600 WATTS		\$655.00				
40 AMPS OR 11,500 WATTS		\$1,065.00				
50 AMPS OR 14,400 WATTS		\$1,350.00				
60 AMPS OR 17,200 WATTS		\$1,650.00				
100 AMPS OR 28,800 WATTS		\$2,425.00				
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.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> 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"/>
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 **Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

SERVICE LOCATOR PLAN

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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**

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Please indicate scale: 1 square = _____ Feet. Booth Size: _____

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

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MOVE - IN DATE.**

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**TELEPHONE & CABLE TV
ORDER FORM**



Email Orders to: eorders@denverconvention.com

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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 _____

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	
CABLE TV SERVICES—(Provided By Comcast)	QTY	STANDARD RATE	TOTAL
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

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.
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.***

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/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- **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.
- Cable TV Set Top Boxes will be delivered to the booth prior to Show Open.

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 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 _____

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	SEL		QTY
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio)- By request for legacy devices)		REQUESTED OUTPUT	
		NUMBER OF CABLE DROPS	
		SINGLE DROP(S) W/SPLITTERS	
		INDIVIDUAL CABLES NO SPLITTERS	

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.

	DISH ANTENNA TO BE INSTALLED ON ROOF	
	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: _____

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

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: _____

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

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 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 _____

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.		\$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 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: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa	EXPIRATION DATE:														
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PRINT CARDHOLDERS NAME:	CARDHOLDERS SIGNATURE:														
<small>SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS</small>															

- **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 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.

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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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: _____

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

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
 - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

RIGGING/SUSPENSION OF LOADS

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

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval. 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
Technical Services Manager
303.228.8126
jhiester@denverconvention.com

Joe McCullough
Director of Operations
303.228.8026
JMccullough@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 **SMG/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
 - A. Battery cables must be disconnected.
 - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

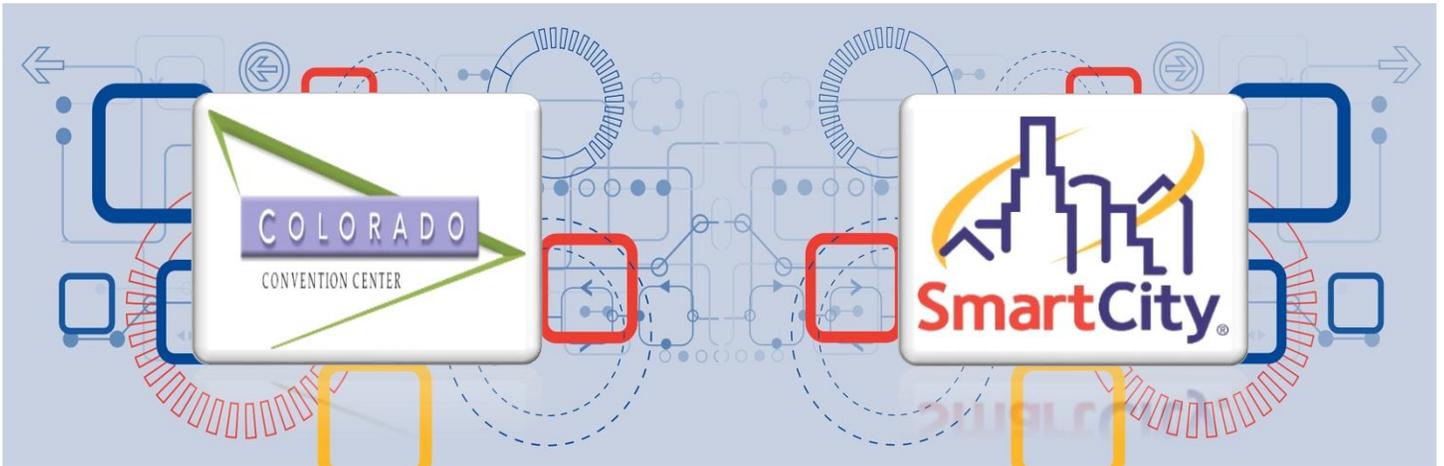


BASIC FIRE CODE REGULATIONS continued

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.

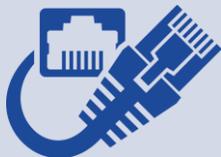
**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC
EVENT PLANNER'S RESOURCE BROCHURE.**

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



Order 14 days prior to the 1st day of the show move-in for incentive rate.

Smart City is the exclusive Internet service provider for the Colorado Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



To review and order our services visit <https://orders.smartcitynetworks.com>



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



EXHIBITOR BOOTH SERVICES MENU





Centerplate

EXHIBITOR BOOTH SERVICES MENU 2020

Welcome to the Colorado Convention Center and Centerplate Catering.
 On this menu you'll find just a sampling of some of our most popular items,
 available at your booth or for your hospitality suite.
 Contact Catering Sales at 303.228.8050

BEVERAGES

Freshly Brewed Starbucks Coffee	\$67.00 per gallon
Freshly Brewed House Blend Coffee,	\$57.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$77.00 per gallon
<i>Starbucks Coffee featuring these specialty items:</i>	
<i>Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices, Whipped Cream, Cinnamon Sticks and Chocolate Shavings</i>	
Lemonade or Iced tea	\$40.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$45.00 per gallon
Individual Bottled Juices	\$4.50 each
Bottled Water	\$4.00 each
Assorted Soft Drinks	\$3.25 each
Water Cooler (Cold)	\$95.00 each
Water Replenishments	\$35.00 each
CQ Infused Spa Water <i>3-gallons per unit</i>	\$165 per unit
<i>Assorted Flavors to include: Citrus, Tropical or Berry Infused and Garnished with Seasonal Fresh Fruit</i>	

ACAI BOWLS

All Bowls use a frozen acai fruit puree as the base and comes standard with Gluten-Free Granola and Bananas.

Organic Acai Bowl	\$15.00 each
<i>Choice of the following:</i>	
<i>(Minimum of 36 per order)</i>	

- ~Classic Bowl: Acai, Granola, Banana
 - ~Super Bowl: Acai, Granola, Banana, Coconut, Cacao Nibs, Hemp Seeds
 - ~Berry Bowl: Acai, Granola, Banana, Mulberry, Strawberry, Blueberry
- Bowls are delivered in temporary cooler bag. Must be consumed within 30 minutes of delivery*

BOX LUNCH SELECTIONS

All Box Lunches Served with Individual Bag of Potato Chips and a Gourmet Chocolate Chip Cookie. Beverages sold separately

Box Lunch Sandwich	\$20.00 each
<i>Choice of the following:</i>	
<i>(Minimum of 6 per type)</i>	
~Smoked Turkey & Swiss	
~Roast Beef & Cheddar	
~Sliced Deli Ham & Cheddar	
~Grilled Vegetables & Provolone	

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 36.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Assorted Bagels with Cream Cheese	\$ 40.00 per dozen
Assorted Local Freshly Baked Danish	\$ 45.00 per dozen
Assorted Local Freshly Made Donuts	\$ 45.00 per dozen
Local Freshly Baked Muffins	\$ 45.00 per dozen
Homemade Brownies or Blondies	\$ 36.00 per dozen
Assorted Freshly Baked Cookies	\$ 35.00 per dozen
<i>Chocolate Chip, Oatmeal Raisin, and Sugar</i>	
Assorted Homemade Cupcakes	\$ 45.00 per dozen

SNACKS

Whole Fresh Fruit	\$ 2.75 each
Granola Bars	\$ 3.00 each
Assorted Candy Bars	\$ 3.50 each
Assorted Lays Potato Chips	\$ 3.00 each
Snack Mix	\$ 16.00 pound
Trail Mix	\$ 18.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & French Onion Dip	\$ 5.50 per person
Pretzel Twists	\$ 8.00 pound
Tortilla Chips & Salsa	\$ 4.00 per person
Freshly Made Guacamole	\$ 3.00 per person
Sliced Seasonal Fresh Fruit Platter	\$ 6.00 per person
Imported and Domestic Cheese Display	\$ 8.00 per person
Signature Homemade Granola Bar	\$ 40.00 per dozen

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

TEMPTING TREATS THAT ATTRACT ATTENTION & DRAW ATTENDEES TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT

\$ 150.00

- One time set up fee of \$150.00 includes 26 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 on consumption at \$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) 115 volt, 20amps
- *Approximate cost for power will be an additional \$ 155.00*

ANTIQUE POPCORN CART

\$ 350.00

- Include (250) Individual Servings
- Additional Servings @ 225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 25.00++ 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

\$ 400.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 48.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 25.00++ 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

\$ 500.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Snickers, Ice Cream Sandwiches, Strawberry Fruit Bar & Drumsticks
- Additional Servings @ \$ 5.00++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 25.00++ 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!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19

HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Americano, 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 & Soy Milk
 - Additional Beverages @ \$4.95++ea
 - 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 Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Americano, 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 & Soy Milk
 - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
 - Includes custom logo/branded coffee sleeves (logo is required 14 days prior to service; rush orders are subject to a \$75 fee)
 - Additional Beverages @ \$4.95++ea
 - 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 Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR ADD-ONS

- Cold Brew* (in combo with espresso bar) **\$495.00**
 - Cold Brew* Stand Alone **\$1,095.00**
 - Nitro Bar* (250 cups) **\$1,795.00**
- *includes barista attendant for 4 hours
- Tricycle **\$175.00**
 - Branded Cup Sleeves **\$175.00**
 - Branded Bar **\$300.00**
 - Branded Beverage Toppers **\$175.00**

“MAD BERRY’S” SMOOTHIES TIKI BAR

\$500.00

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
 - Includes (100) 12oz Tropical Fruit Smoothies
 - Additional 12oz Smoothies @ \$5.00++ each
 - Dimensions: 2'x2' cart or 4'x8' full size smoothie cart
 - (2) Booth Attendants required at \$25.00++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

\$500.00

- 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) Individual Servings
 - Additional Servings @ \$5.00++ each
 - (2) Booth Attendants required at \$25.00++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

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 9.27.19

ARTISAN GELATO BY AMORE GELATO

\$625.00

- A full service Artisan Gelato Cart providing freshly made Italian style Ice Cream Customer's choice of 4 flavors
 - Includes (120) 5oz Servings
 - A second refrigerated cart with 120 additional 5oz. servings can be provided for \$425.00.
 - Dimensions: 10'x10'
 - (2) Booth Attendants required at \$25.00++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, 30amps L5-30
 - *Approximate cost for power will be an additional \$185.00*

ACAI SUPER BOWLS

\$975.00

- Full Service Acai Bowls: Treat your guests to healthy indulgence enjoying Organic, NON GMO, Vegan and Gluten-Free Options.
 - Choice between 10 different add-ons:
Blueberries, Goji Berries, Mulberries, Coconut, Hemp Seed, Cacao Nibs, Chia Seeds, Granola, Maca, Banana, Peanut Butter and Almond Butter
 - Includes (100) 12oz servings
 - Additional 12oz serving @ \$10.00++ea
 - Dimensions: 5'x5' (with 2 foot clearance for attendant behind cart) or 5'x8'
 - (2) Booth Attendants recommended at \$25.00++per hour/(4) hour minimum per Attendant
- *Please note that no power is needed*

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19

HOSTED BAR SERVICES

DELUXE LIQUORS:

\$7.50 PER DRINK

Old Forester Whiskey, New Amsterdam Vodka, Bacardi Superior Rum,
Bombay Original Gin, Altos Blanco Tequila

PREMIUM LIQUORS:

\$8.50 PER DRINK

Tin Cup Whiskey, Absolute Vodka, Captain Morgan White Rum,
Tanqueray Gin, Altos Reposado Tequila

ULTRA-PREMIUM LIQUORS:

\$9.00 PER DRINK

Stranahan's Rye Whiskey, Grey Goose Vodka, Captain Morgan Spiced Rum,
Bombay Sapphire Gin, Crown Royal, Johnnie Walker Black Scotch, Altos Anejo Tequila

DELUXE WINE:

\$7.50 PER GLASS

Tunnel of Elms: Chardonnay, Cabernet Sauvignon, Merlot
Gabbiano Pinot Grigio

PREMIUM WINE:

\$8.50 PER GLASS

Dark Horse- Chardonnay, Cabernet Sauvignon, Merlot
BV Coastal Sauvignon Blanc, Pinot Noir
Campanile Pinot Grigio, Alamos Malbec

ULTRA-PREMIUM WINE:

\$9.50 PER GLASS

Sterling Vineyards Vintners Collection Pinot Grigio, Chateau St. Jean Beaux Rose,
A by Acacia Pinot Noir, Sterling West Coast Red Blend

DOMESTIC BEER (16 oz)

\$6.50 PER BOTTLE

Coors Banquet, Coors Light, Coors N/A

IMPORTED/CRAFT BEER (12 oz)

\$6.50 PER BOTTLE

New Belgium Fat Tire Ale, Voodoo Ranger IPA, Belgium White Ale, Blue Moon and Heineken

HOUSE COCKTAILS:

House Mimosa

\$ 8.50 CASH
\$ 8.00 HOSTED

House Bloody Mary

Celery Stick, Lime and Olive
\$ 8.50 CASH
\$ 8.00 HOSTED

House Margarita

\$ 8.00 CASH
\$ 7.50 HOSTED

Moscow Mule

(minimum order of 50)
\$ 10.50 CASH
\$ 10.00 HOSTED

DRAFT BEER – KEG

**DOMESTIC
LOCAL CRAFT
IMPORT**

**STARTING AT \$450.00 PER KEG
STARTING AT \$550.00 PER KEG
STARTING AT \$650.00 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 \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 9.27.19



Ordering is Simple...
Choose one of 2 options:

Call Catering Sales at 303.228.8050

or

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

Event Name: _____

Booth Number: _____

Organization (Bill To): _____

Booth Name: _____

Contact Name: _____

Contact Phone Number: _____

On-site Contact Name: _____

On-site Contact Cell Number: _____

Street Address: _____

Fax Number: _____

City, State, Zip: _____

Email Address: _____

Order: *Minimum labor charges associated with booth delivery or catering services apply.*
 ++ All items subject to a 22% service charge and 8% tax.

<i>Date of Service</i>	<i>Start Time</i>	<i>End Time</i>	<i>Quantity</i>	<i>Item</i>

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

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone) • 303-228-8212 (fax)

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 9.27.19

Shipping Solutions at The UPS Store at the Colorado Convention Center



Before you Arrive

Not all materials can be brought with you to every location. But don't worry UPS has you covered! Banners, Posters, and Signs can be made onsite and be picked up when you arrive.

Do you already have presentation materials made? Excellent! To avoid the wasted time and possible damage of checking your materials on a plane we can also receive packages containing your presentation materials. As the United States most trusted package handler you can be assured it will arrive on time and undamaged.

During the Event

Paper booklets, hand outs, brochures and many more. whatever presentation materials you may need, we can make anything you need to wow your audience.

With quick turn around we can provide you any of the last minuet presentation materials you need to make any presentation or booth a hit.

After the Event

Once everything is done and its time to go home UPS can make leaving easy. Packing and shipping materials, creating custom Thank you cards and discreetly shredding documents are just some of the services we offer. The USP Store at the convention center can help with all of your post presentation needs.

Parcel Management Fee Schedule	
(Inbound, Storage, & Outbound)	
Small Packages	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$20.00
Medium Packages	
21 - 30 lbs.	\$30.00
31 - 45 lbs.	\$40.00
46 - 60 lbs.	\$50.00
Large Packages	
61 - 100 lbs.	\$90.00
101+ lbs.	\$120.00
Freight	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 2 business days prior to arrival. \$10.00 per day storage fee for days 3+	
*A \$5.00 fee to be charged for pre-labeled UPS packages drop-offs for Outbound Packages Only	

Packages sent to the UPS Store must be addressed as follows:

The UPS Store
 Attn: (Client Name & Event)
 700 14th St.
 Denver, CO 80202

Additoinally, it may also be beneficial to affix an identifiable label to the package(s) with client's name, event name, and booth number.

Located in: The Colorado Convention Center
 Address: The Colorado Convention Center

700 14th St, Denver, CO 80202
 Phone: (720) 904-2300

Hours:

Friday 8AM-6PM

Saturday 9AM-3PM

Sunday Closed

Monday 8AM-6PM

Tuesday 8AM-6PM

Wednesday 8AM-6PM

Thursday 8AM-6PM

**Extended Hours during Larger Conventions

**For those with special needs, reserve your mobile scooter at the UPS Store by calling to reserve prior to your arrival. Limited Availability.



Company Name	Booth # / Meeting Room	Delivery Date & Time	Pick Up Date & Time
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AUDIO				
Qty	Item	Rate	Days	Total
_____	PA w/ 1 Speaker & 4 Ch. Mixer	\$ 175	x _____ =	_____
_____	PA w/ 2 Speakers & 4 Ch. Mixer	\$ 275	x _____ =	_____
_____	Wireless Handheld or Lavalier Microphor	\$ 100	x _____ =	_____
_____	Wired Handheld Microphone	\$ 50	x _____ =	_____
_____	Wireless Headset Microphone	\$ 175	x _____ =	_____
_____	Audio Player	\$ 40	x _____ =	_____

VIDEO MONITORS				
Qty	Item	Rate	Days	Total
_____	40" Video Monitor	\$ 225	x _____ =	_____
_____	55" Video Monitor	\$ 450	x _____ =	_____
_____	70" Video Monitor	\$ 600	x _____ =	_____
_____	80" Video Monitor	Call	x _____ =	_____
_____	Wall Mount or Stand	\$ 75	x _____ =	_____
_____	Digital Media Player	\$ 40	x _____ =	_____

Please call for any orders that require more than (2) Microphones and/or (2) Speakers

_____	18" - 23" Display Monitor	\$ 100	x _____ =	_____
_____	32" Video Monitor	\$ 200	x _____ =	_____

All 19" - 23" monitors require external speakers for audio support
All 19"-32" monitors come with Table-Top Stands

BOOTH LIGHTING				
Qty	Item	Rate	Days	Total
_____	PAR Can 1,000 Watt w/ I-Beam Clamp	\$ 50	x _____ =	_____
_____	Leko Light 750 Watt w/ I-Beam Clamp	\$ 75	x _____ =	_____
_____	100' Heavy-Gauge Electrical Cable	\$ 20	x _____ =	_____
_____	50' Heavy-Gauge Electrical Cable	\$ 15	x _____ =	_____

Length of cabling typically determined by location of nearest column to booth
10 Amp Power Drop required per-fixture (not included in price)
Exhibitors will need to make arrangements for rigging services with Show Management/GSC
Comprehensive Lighting Services are available. Please contact Image AV for details
It is the responsibility of the exhibitor to obtain permissions for any over-head lightng order through Show Management

LABOR SERVICES		
SETUP (choose one AND/OR other)		
_____	Weekday 7a - 8p AV Setup Labor	\$ 70
_____	Weekday 7a - 8p Lighting - Delivery	\$ 70
_____	Weekend AV Setup Labor	\$ 105
_____	Weekend Lighting - Delivery	\$ 105

TEARDOWN (choose AND/OR other)		
_____	Weekday 7a - 8p AV Teardown Labor	\$ 70
_____	Weekday 7a - 8p Lighting - Pick Up	\$ 70
_____	Weekend AV Setup Teardown	\$ 105
_____	Weekend Lighting - Teardown	\$ 105

Double Overtime Rates 12:00am-6:59am Please call for price

A 3% Administration Fee will be added to each order	Total Rentals: _____
*Prices subject to change without notice for orders received within 5 days of event	Sales Tax @ 7.65% _____
All orders will receive a minimum of a 1 Hr of setup	Labor _____
*Additional labor may be required	Administration Fee @ 3% _____
Payment must be received 48Hrs prior to event	Total Rental Charges _____
*All applicable Denver and Colorado Sales Taxes will apply	

Billing Name	Billing Contact Number	
Billing Address		
City, State, Country, Zip	Email	
Onsite Contact	Onsite Contact #	Fax #

	AMX	MC	Visa	Discover	Expiration Date (MM / YY)	AVS,CVV,CVC,CID (Security Code)
Credit Card Number	_____	_____	_____	_____	_____	_____
Print Card Holder Name	Card Holder Signature					



AV Equipment Rental & Video Production

CREDIT CARD AUTHORIZATION FORM

Authorization Form Instructions:

- Complete & sign form
- Copy of the front and back of credit card
- Fax to (303) 758-5722

Customer Name: _____ **Order Number:** _____

I, _____, hereby authorize Image Audiovisuals Inc. to charge my credit card in the amount \$ _____.**

Credit Card Type:

Visa Master Card American Express Discover

Name as shown on card: _____

Credit Card Number _____

Expiration Date _____

AVS,CVV,CVC,CID (Security Code) _____

- For Visa, Master Card and Discover: Security Code is a 3-digit number printed on the signature strip on the back of the card
- For American Express: Security Code is a 4-digit number on the front of the card above the account number

Email credit card receipt to: _____

Credit Card Billing Address:

Street: _____

City, State & Zip: _____

Cardholder's Signature X _____

Date _____

*** All charges are final and non-refundable