COLORADO
CONVENTION CENTER

PROUDLY MANAGED BY **LEGENDS GLOBAL**

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:

WELCOME TO THE COLORADO CONVENTION CENTER

COLORADO CONVENTION CENTER

PROUDLY MANAGED BY **LEGENDS GLOBAL**

In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual 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!

COLORADO CONVENTION CENTER

PROUDLY MANAGED BY **LEGENDS GLOBAL**

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/Legends 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**, 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

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/Legends Global** 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 staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is $75/hr.
8. **CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **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. **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, **CCC** electricians will compute a rating for the minimum electrical service required.
4. **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.

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

COLORADO CONVENTION CENTER

STANDARD 120V ELECTRICAL ORDER FORM

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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 _____

E-mail _____

Account Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		$155.00	
10 AMPS OR 1000 WATTS		$175.00	
20 AMPS OR 2000 WATTS		$195.00	
		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:**

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

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. 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**

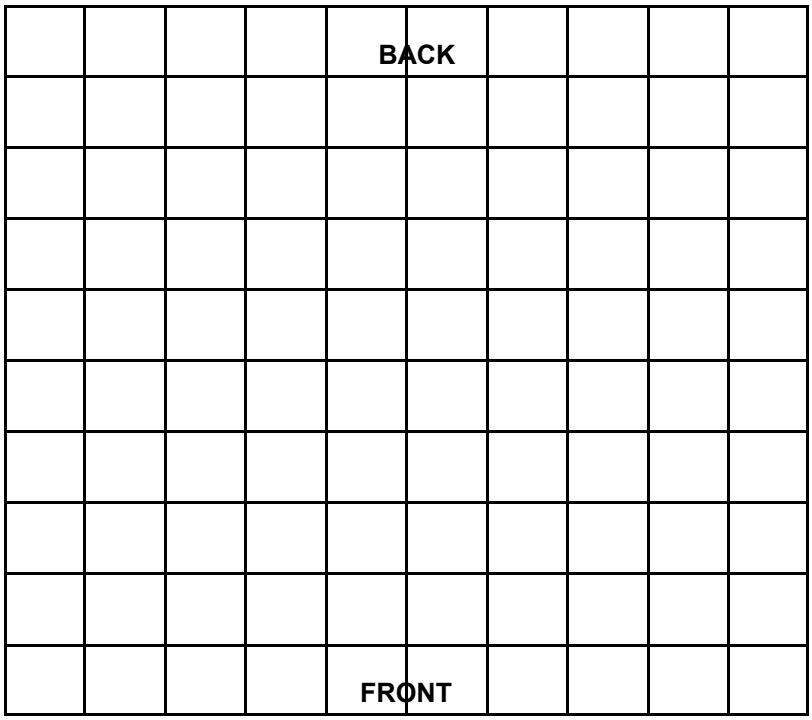
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

_____

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

COLORADO CONVENTION CENTER

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
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	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		$230.00	
10 AMPS OR 1000 WATTS (Duplex box)		$250.00	
20 AMPS OR 2000 WATTS (Quad box)		$290.00	
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:**

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.

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

Rates effective through12/31/26

SERVICE LOCATOR PLAN

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. 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**

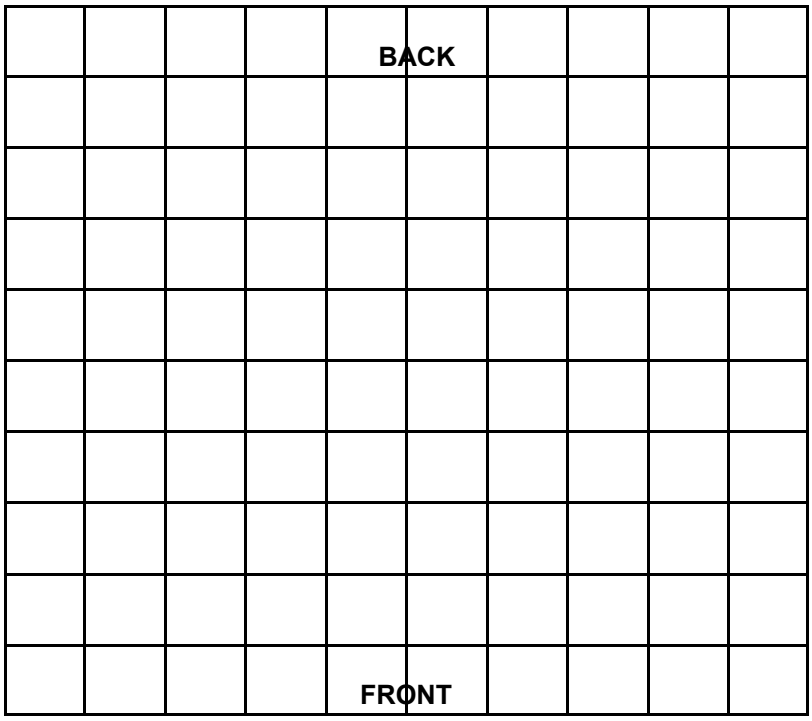
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

_____

Note adjacent booth # to front side of your booth

_____

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denverconvention.com/exhibit-at-an-event

COLORADO CONVENTION CENTER

INDUSTRIAL 208V ELECTRICAL ORDER FORM

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Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
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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:**

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.

Rates effective through12/31/26

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. 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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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**

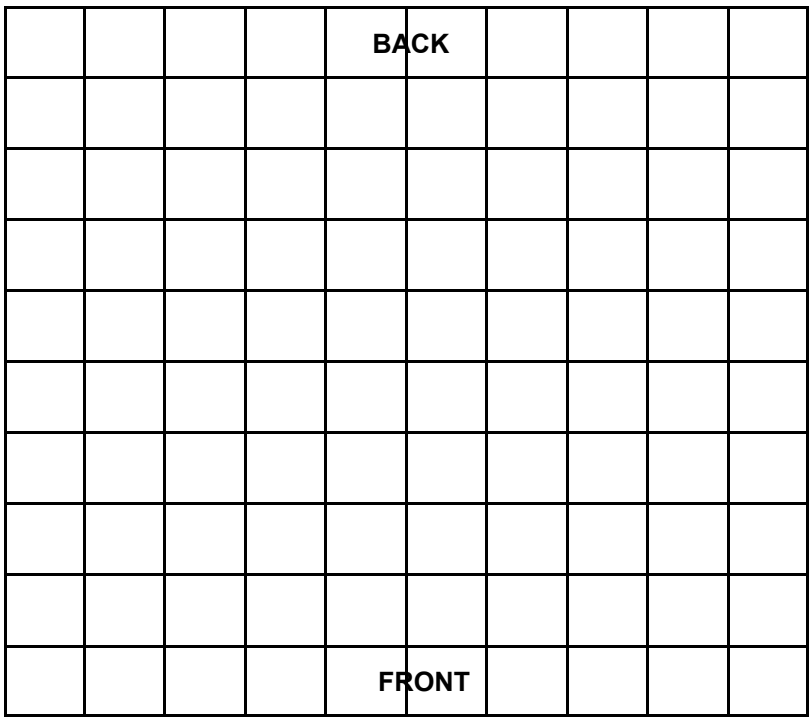
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



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COLORADO CONVENTION CENTER

INDUSTRIAL 208V-24HR & OH ELECTRICAL ORDER FORM

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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	

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A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA **EXPIRATION DATE:**

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.
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- For higher voltage **call 303.228.8027 or email eordres@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.

Rates effective through12/31/26

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SERVICE LOCATOR PLAN

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

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Indicate each drop by writing **Air / Water / Drain**

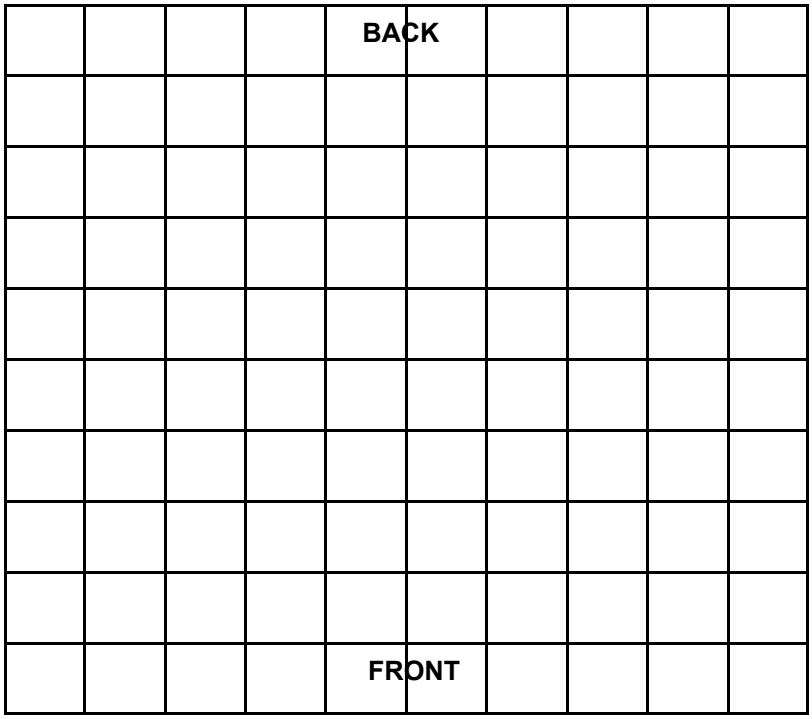
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

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Note adjacent booth # to front side of your booth

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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

COLORADO CONVENTION CENTER

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:**

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

COLORADO CONVENTION CENTER

CABLE TV & SATELLITE DISH INFORMATION 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 _____

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

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. 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**

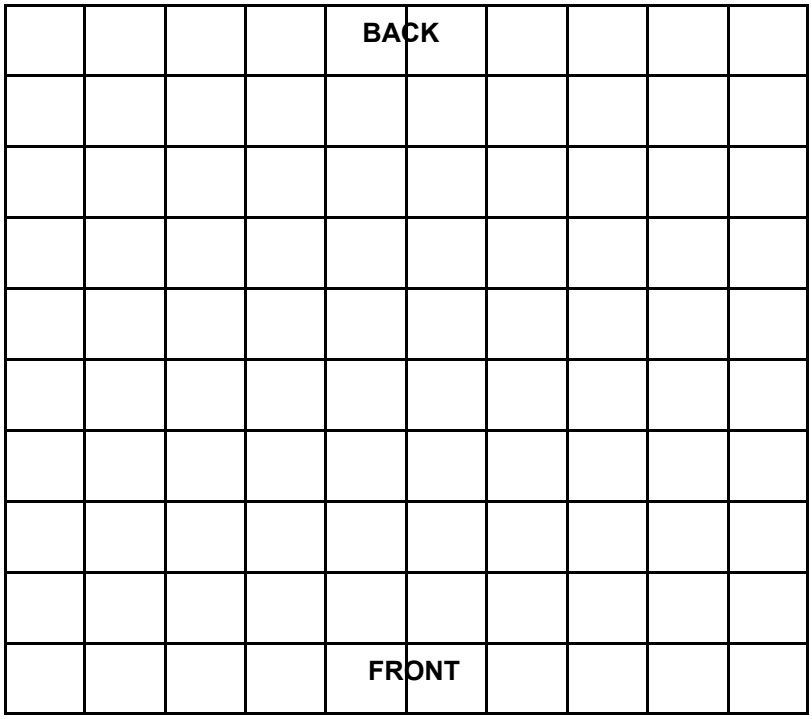
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

_____

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** staff will complete all installations inside the facility.
4. **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.

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

COLORADO CONVENTION CENTER

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 value or pump installed. If exhibitor needs an adapter, a $35.00 charge will be assessed for parts.		**$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 *SHOW* MOVE-IN DAY. **TOTAL PAYMENT:**			

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

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 eordres@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 through12/31/26

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. 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**

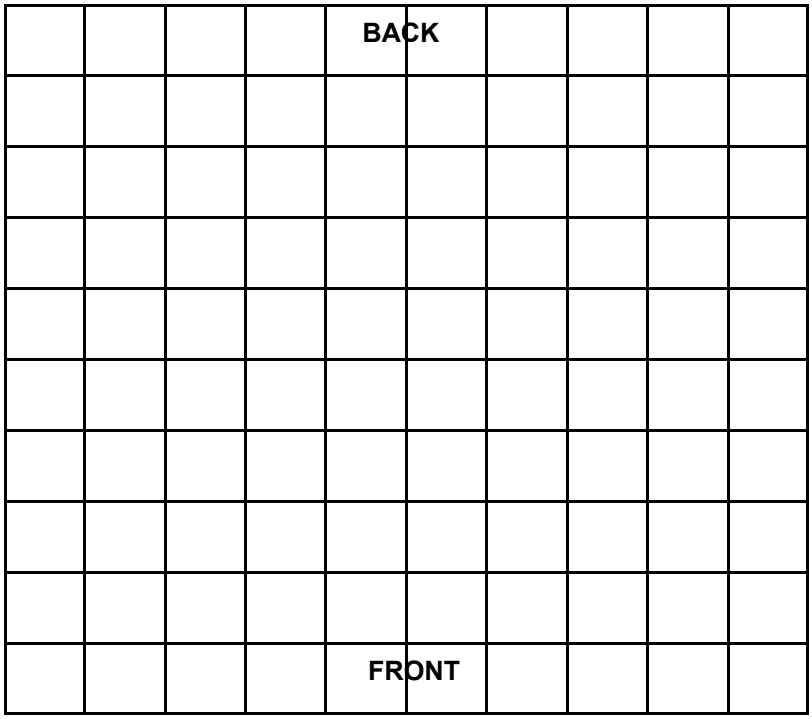
Please also indicate overhead or hanging utilities and all height information pertinent to each.

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

_____

Note adjacent booth # to front side of your booth

_____

GENERAL OPERATING POLICIES AND PROCEDURES
ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY **LEGENDS GLOBAL**

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.

RIGGING/SUSPENSION OF LOADS

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

1. For the safety and security of all guests and staff, all ballroom rigging equipment, labor operation, and scissor lift use are to be exclusively managed by Image Audiovisuals (Image AV). Image AV agrees to adhere to all industry and equipment related safety regulations and venue-specific safety protocols. Image AV will exclusively provide all truss, motors, motor control, cable picks and all associated hardware. All equipment is certified, tested and inspected each year.
2. **The ballroom exclusivity applies to the Mile High Ballroom, the Four Seasons Ballroom, the Bluebird Ballroom, and the Bluebird Pre-function space. Image Audiovisuals is able to provide rigging support and services in Exhibit Halls but is not required as part of the exclusivity.**
3. All rigging and production must maintain an 18" clearance in all directions for sprinkler heads and other fire suppression systems
4. Rigging using airwall tracks or any other method besides certified, permanent rigging points are not allowed.
5. Existing house lighting positions in Ballrooms are not rated for additional side loading or forces; therefore, prohibiting any use, including cable picks.
6. We will not "dead-hang" items over 100lbs or 10' in any dimension with a scissor lift. A chain hoist or other material lift must be used.
7. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by CCC or general service contractor personnel.
8. 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.
9. 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).
10. 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, options become limited.

WASTE DIVERSION POLICIES AND PROCEDURES

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

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 tress), 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 fess to be charged.

Abandoned Item	Flat Rate Charge	(+) Charge Fee
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

COLORADO CONVENTION CENTER
PROUDLY MANAGED BY LEGENDS GLOBAL

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** 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.
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 Operations Manager at bhudson@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 the Operations Manager at bhudson@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

COLORADO
CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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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

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Is the exclusive provider of the following services:

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.

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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

SmartCity NETWORKS

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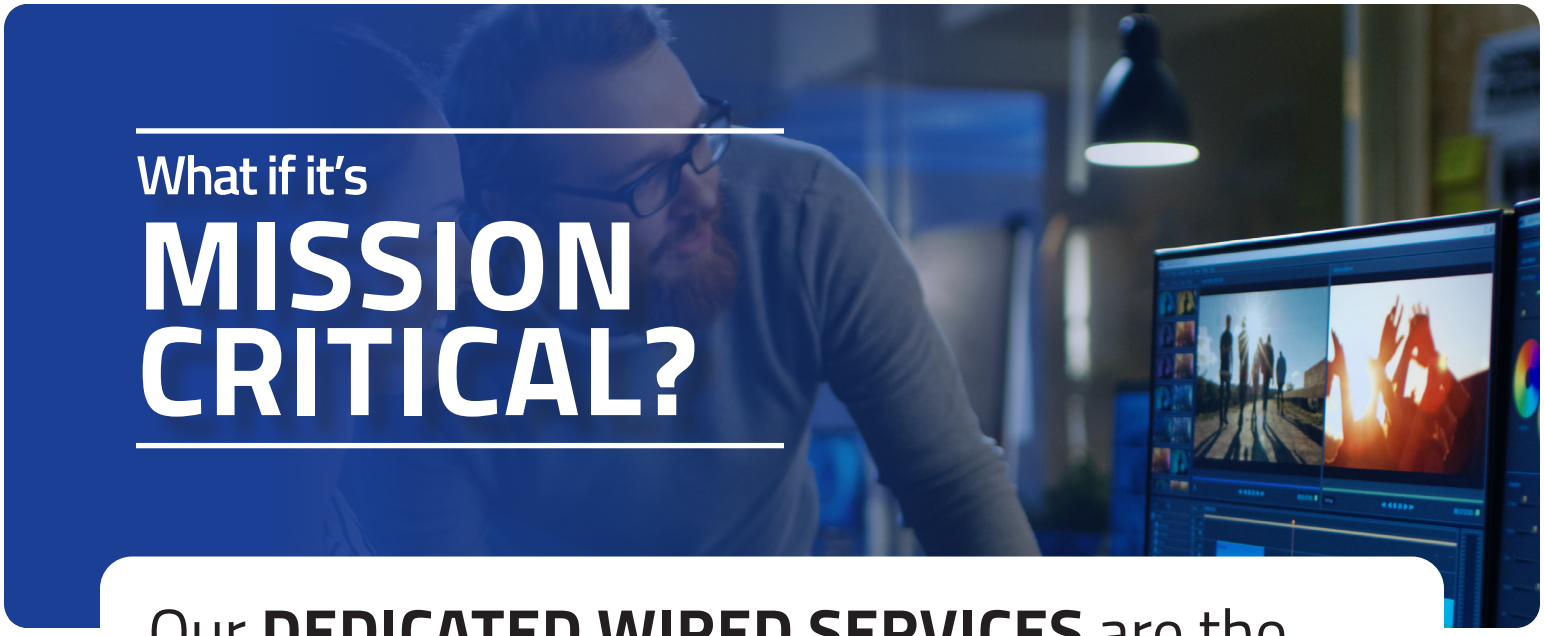

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	BASE	ON-SITE
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

SmartCity NETWORKS

Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

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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

orders.smartcitynetworks.com/wifi-splash-page-design

SmartCity NETWORKS

Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

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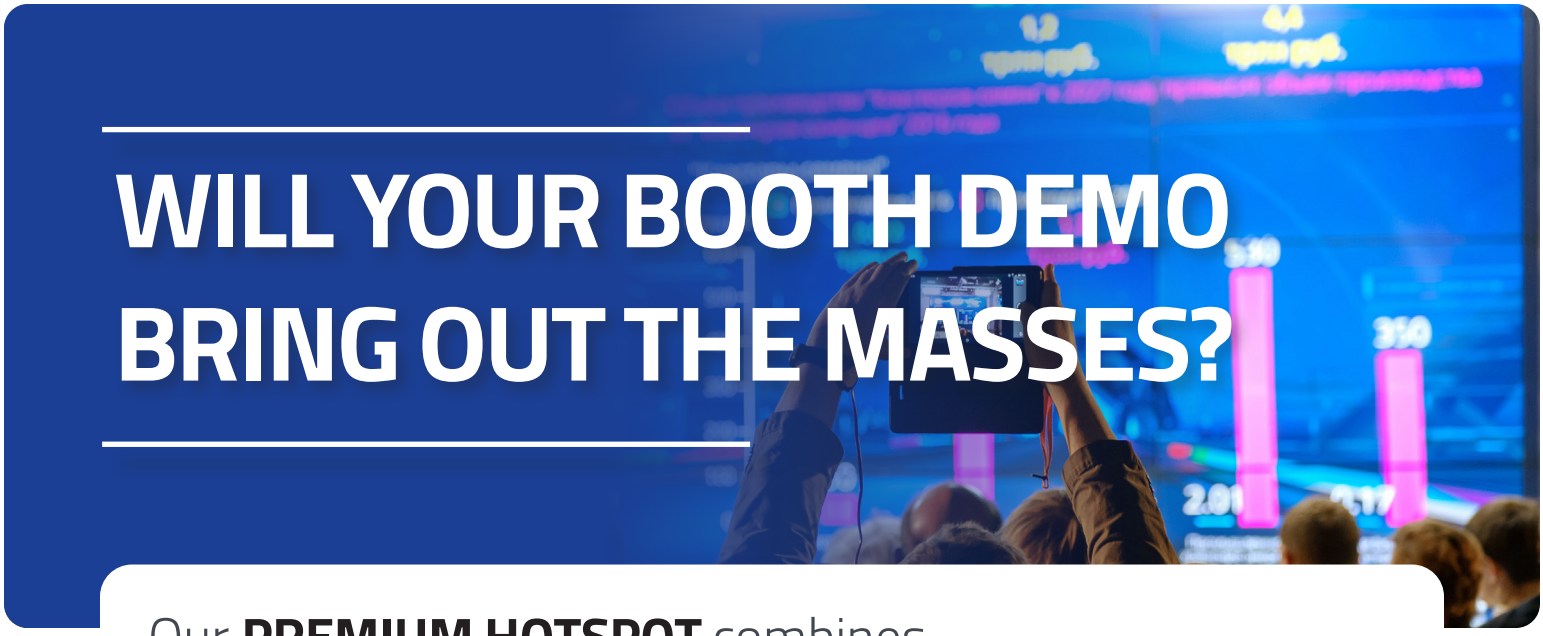

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

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

BANDWIDTH ALLOCATION	STREAMING 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/wifi-splash-page-design

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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

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Where TECHNOLOGY Meets HOSPITALITY

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."

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COLORADO
CONVENTION CENTER

2026 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 24% 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 within (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.

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.

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.

EXHIBITOR BOOTH SERVICES MENU 2026

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 2 Weeks Prior to the Start of the Event

Please contact **Hannah Combs** at **Hannah.Combs@Sodexo.com** ***or* 303.228.8081**

BEVERAGES

Freshly Brewed Starbucks Coffee	$90.00 per gallon
Freshly Brewed House Blend Coffee, Decaffeinated Coffee and Herbal Tea	$75.00 per gallon
Gourmet Coffee Station	$100.00 per gallon

Starbucks Coffee featuring these specialty items:
Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices, Whipped Cream, Cinnamon Sticks and Chocolate Shavings

Lemonade or Iced tea	$51.50 per gallon
Orange, Cranberry, & Grapefruit Juice	$60.00 per gallon
Bottled Water	$6.50 each
Assorted Soft Drinks	$5.50 each
Water Cooler (Cold)*	$125.00 each

**120 volt, 10 amps required*

Water Replenishments	$35.00 each
Infused Water	$55.00 per gallon

Assorted Flavors to Include: Strawberry, Mint and Dragon Fruit, Mango and Orange, Lemon and Pineapple Hibiscus, Orange and Black Berry Fruit Punch
(2 gallon minimum order per flavor, includes disposable cups)

BOX LUNCH SELECTIONS

Boxed Sandwich $29.50 each
Served with Individual Bag of Potato Chips and a Gourmet Chocolate Chip Cookie. Beverages sold separately
Choice of the following:
~Turkey & Swiss
~Roast Beef & Cheddar
~Ham & Cheddar
~Garden Grilled Vegetable Wrap
(Minimum of 6 per type)

Boxed Salad $32.50 each
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:
~Chicken Caesar Salad
~Greek Chicken Salad
~Quinoa Salad (GF, Vegan, DF)
(Minimum of 6 per type)

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	$ 49.00 per dozen

Served with Mustard and Hot Cheese Dip

Assorted Bagels with Cream Cheese	$ 54.50 per dozen

Accompanied by a Toaster – 120 volt, 10 amps required

Assorted Local Freshly Baked Danish	$ 60.00 per dozen
Assorted Breakfast Breads	$ 60.00 per dozen
Local Freshly Baked Muffins	$ 65.00 per dozen
House Made Brownies or Blondies	$ 49.00 per dozen
Assorted Freshly Baked Cookies	$ 55.50 per dozen

Chocolate Chip, Oatmeal Raisin, and Sugar

Assorted House Made Cupcakes	$ 62.00 per dozen

Red Velvet, Oreo, Vanilla, and Lemon

SNACKS

Whole Fresh Fruit	$ 5.00 each
Nature Valley Granola Bar	$ 6.50 each
Assorted Candy Bars	$ 5.50 each
Assorted Lays Potato Chips	$ 5.00 each
Snack Mix	$ 21.50 pound
Mixed Nuts with Peanuts	$ 45.50 pound
Potato Chips & French Onion Dip	$ 7.50 per person
Pretzel Twists	$ 11.00 pound
Sliced Seasonal Fresh Fruit Platter	$ 9.00 per person
Imported and Domestic Cheese Display	$11.50 per person
Signature House Made Granola Bar	$ 54.50 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 1.15.26

TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT $ 200.00

- One time set up fee of $200.00 includes 27 K-Cups (Assorted regular, decaf and hot tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins.
- Additional beverages used will be charged $3.25++ 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 $ 450.00

- Include (250) Individual Servings
- Additional Servings @ $240.00 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 $ 430.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ $ 53.00 per dozen
- Dimensions: 31 ½" 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 $ 1,000.00

- Includes (100) Ice Cream Bars and Freezer:
  Varieties to include: Häagen-Dazs, Cookiewich, Drumstick , Strawberry Shortcake and Chocolate Éclair Bars
- Additional Servings @ $ 10.00++ 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.

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 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.

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"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 4'x8'
- (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.

HOSTED BAR SERVICES

DELUXE LIQUORS: **$11.00 PER DRINK**
Jim Beam Bourbon, New Amsterdam Vodka, Bacardi Rum,
Dewar's White Label Scotch, New Amsterdam Gin, Cuervo Blanco Tequila

PREMIUM LIQUORS: **$12.00 PER DRINK**
Bulleit Bourbon, Absolute Vodka, Captain Morgan Rum,
Glenlivet 12yr Scotch, Bombay Sapphire Gin, Familia Camarena Tequila

ULTRA-PREMIUM LIQUORS: **$13.00 PER DRINK**
Crown Royal Whiskey, Grey Goose Vodka, Bacardi 8 Rum,
Hendrick's Gin, Johnnie Walker Black, Altos Anejo Tequila

DELUXE WINE: **$11.00 PER GLASS**
14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

PREMIUM WINE: **$12.00 PER GLASS**
14 Hands Sauvignon Blanc, Mimi St Michelle Chardonnay,
Chateau St Michelle Cabernet Sauvignon, Alamos Malbec

ULTRA-PREMIUM WINE: **$13.00 PER GLASS**
Napa Cellars Chardonnay, Whitehaven Sauvignon Blanc,
Erath Resplendent Pinot Noir, Unshackled by Prisoner (Red Blend)
Lunetta Prosecco and Mumm Napa Brut

***DOMESTIC BEER (16 oz)** **$10.00 PER BOTTLE**
Coors Banquet, Coors Light, Heineken 0.0 N/A and White Claw
**Please select (2) for your service*

***IMPORTED/CRAFT BEER (12 oz)** **$10.00 PER BOTTLE**
Sam Adam's, Voodoo Ranger IPA, Blue Moon and Modelo
**Please select (2) for your service*

HOUSE COCKTAILS:

House Mimosa
$ 13.50 CASH
$ 13.00 HOSTED

House Bloody Mary
Celery Stick, Lime and Olive
$ 12.50 CASH
$ 11.50 HOSTED

House Margarita
$ 12.50 CASH
$ 11.50 HOSTED

Moscow Mule
(minimum order of 50)
$ 12.60 CASH
$ 12.00 HOSTED

DRAFT BEER – KEG

DOMESTIC Coors Banquet, Coors Light and Miller Lite **$700.00 PER KEG**
LOCAL CRAFT Sam Adams, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA **$800.00 PER KEG**
PREMIUM Modelo, Dos Equis, Labatt Blue Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier & Kolsch **$1,050.00 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.

Ordering is Simple…

Fill Out the Order Form Below and Email to Hannah.Combs@Sodexo.com

or

Call **303.228.8081**

Deadline for Ordering is 2 Weeks Prior to Start of the Event

Event Name: _____

Organization (Bill To): _____

Contact Name: _____

On-site Contact Name: _____

Street Address: _____

City, State, Zip: _____

Booth Number: _____

Booth Name: _____

Contact Phone Number: _____

On-site Contact Cell Number: _____

Fax Number: _____

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 Sodexo Live! 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.

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