

# DENVER

January 27-30, 2005

Colorado Convention Center: 700 14<sup>th</sup> Street, Denver, CO 80202  
Phone: 303-228-8000; Fax: 303-228-8104; www.denverconvention.com

## HOURS

### Public Hours

**\*All exhibits must be staffed during ALL show hours**

Thurs-Fri: 12pm – 9pm  
Saturday: 10am – 8pm  
Sunday: 10am – 5pm

### Set-Up & Registration Hours

**\*All Exhibitors will receive move-in and move-out schedules by 12/15/04. Schedules must be followed.**

**\*No vehicle access to the floor after 6pm Wed.**

### Bulk Areas:

Tuesday: 11am – 7pm

### All Booths larger than 10'X20':

Tuesday: Noon – 7pm

### Regular Booths:

Tuesday: noon – 7pm (No reservations.)  
Wednesday: 8am – 8pm (Per Schedule only!)  
Thursday: 8am – 11am (Limited reservations.)

### All Corner booths & Booth Space #'s with

#### an "L" in front:

Wednesday: 4pm – 8pm (Vehicle access sched.)  
Thursday: 8am – 11am

### Move-Out Hours

**\*Designated Move-out times will be provided to all.**

Sunday: 5:15pm – 11pm  
Monday: 8am – 10am

## CONTACT INFORMATION

### Decorator

Brede Exposition Services  
5140 Colorado Blvd.  
Denver, CO 80216  
Phone: 303-399-8600; Fax: 303-321-8694  
cscolorado@brede.com

### Electrical - Phone - Water Service

Colorado Convention Center, Exhibitor  
Services: Ph: 303-228-8027; Fx: 303-228-8101  
On-line orders 20% disc. www.denverconvention.com  
Discount cut-off date: 1/7/05.

### Headquarter Hotel (2 blocks from show)

Holiday Inn Denver – Downtown  
1450 Glenarm Place  
Denver, CO 80202

Ph: 303-573-1450 Fx: 303-592-7985  
\$77 Room + 13.45% tax; Cut-Off: 1/3/05

Airport: Super Shuttle 303-370-1300  
Hotel Restaurant and Lounge. Other eating  
locations very close by, downtown.

Hotel Parking garage. See front desk for rates.

\*See Exhibitor services chart page 20-21, for more information.

**Registration & Set-up:** (Your patience and compliance to the schedule will be necessary!)

**Directions to Registration Desk** – Exhibitor Registration is located in Exhibit Hall A.

**Exhibitor Badges** - Badges are required before setting-up your booth and need to be picked up at registration.

**Unloading (Limitations created by construction)** – The freight dock access is on 14<sup>th</sup> Street, just before Welton Street. You will be directed up the ramp to the docks at the second level; Hall access through A & B freight doors.

**Wednesday – APPOINTMENT ONLY!** - Exhibitors that can hand carry their exhibit to their space from the dock area, are encouraged to do so. Drive-in unloading and loading will be by appointed time only. Exhibitors will receive their schedules by December 15th. Appointed vehicle drive in times will not be negotiable.

**Thursday Unloading at the Docks** – Dock space is limited and will be provided by appointment only.

**Late Arrival** - Exhibitors arriving after the show opens will not be permitted to set up; your space will be forfeited.

### Exhibitor Parking:

On-site Parking and Trailer Parking – There is limited parking at the Convention Center Garage – Coors Field parking lot at 23<sup>rd</sup> St. (Shuttle available on show days) See Exhibitor Registration desk for empty trailer parking options. The Staybridge Suites Hotel is recommended for its free parking for vehicles and trailers for its guests.

**Sales Tax:** 7.2% (3.7% for State – 3.5% for City) (City tax 4% for food product.) Tax rate is subject to change. Please read instructions on page 4.

### Permits Required:

**Food** - Permit required for ALL food sampling and sales. Please contact ISE for information.

**Sales License** - ALL exhibitors who sell are required to have a license for the State of Colorado and the City & County of Denver. See page 4 for details.

### Tear Down Instructions: **Early tear down is NOT permitted!**

**Carry out starting at 5:15pm to local parking lots. (OR) For Sunday drive in access, line up** at the Dock ramp access road in front of Lobby B **at your designated time**, and not before. Your assigned drive in time and move-out instructions will be mailed to you by December 15<sup>th</sup>. Your booth must be packed up before you drive in. There is no parking at the Convention Center at anytime.