



# **2025 DENVER BOAT SHOW**

**Colorado Convention Center**

**Halls A & B**

**January 17-19, 2025**

**Exhibitor Service Manual**

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**IMPORTANT DATES**

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	<b>DISCOUNT RATES RECEIVED BY</b>	<b>STANDARD RATES BEGIN</b>	<b>ONSITE RATES BEGIN</b>
<i>FURNITURE</i>	1/3/2025	1/4/2025	1/10/2025
<i>ACCESSORIES</i>	1/3/2025	1/4/2025	1/10/2025
<i>SHOWCASES</i>	1/3/2025	1/4/2025	1/10/2025
<i>BOOTH CLEANING &amp; PORTER SERVICE</i>	1/3/2025	1/4/2025	1/10/2025
<i>DISPLAY LABOR</i>	1/3/2025	1/4/2025	1/10/2025
<i>AGAM RENTAL EXHIBIT PACKAGES</i>	1/3/2025	1/4/2025	1/10/2025
<i>NON-ELECTRICAL HANGING SIGN - UNDER 200 LB</i>	1/3/2025	1/4/2025	1/10/2025
<b>MATERIAL HANDLING</b>	<b>Begins</b>		<b>Ends</b>
Advance Warehouse Shipments Standard Rates	12/13/2024	-	1/3/2025
Hanging Signs to Advance Warehouse	12/13/2024	-	1/3/2025
Late Advance Warehouse Shipments	1/4/2025	-	1/19/2025
Direct to Show Shipments Standard Rates	1/14/2025	-	1/17/2025
Late Direct to Show Shipments	Received after the show has opened		
<b>WORK AUTHORIZATION</b>	<b>DEADLINE:</b>	Friday, January 3, 2025	
<b>VEHICLE SPOTTING SUBMISSION</b>	<b>DEADLINE:</b>	Friday, January 3, 2025	

*Specialty Furniture, Electrical, Internet, etc*

See individual forms for deadlines



## 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

### WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com). You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,  
LVE

**Submit LVE forms to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com) / FAX: 702-248-4113**

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025  
 COLORADO CONVENTION CENTER - HALLS A & B

## SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.  
 Our goal is to make sure your participation is a success.

**BOOTH EQUIPMENT**

Each 10' x 10' inline booth will consist of:

BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
HALL FLOORING	Blue Jay Carpet throughout		
One - 11" x 17" Identification Sign			
Cart service will be paid for and provided by Show Management for 10' x 10' booths for move in on Thursday and move out on Sunday			

## SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Tuesday, January 14, 2025	8:00 AM	6:00 PM	Exhibitor Setup
Wednesday, January 15, 2025	8:00 AM	6:00 PM	Exhibitor Setup
Thursday, January 16, 2025	8:00 AM	6:00 PM	Exhibitor Setup 10'x10' Move-in
Friday, January 17, 2025	8:00 AM	12:00 PM	Exhibitor Setup Carry in Only
Friday, January 17, 2025	12:00 PM	8:00 PM	Show Hours
Saturday, January 18, 2025	10:00 AM	8:00 PM	Show Hours
Sunday, January 19, 2025	10:00 AM	5:00 PM	Show Hours
Sunday, January 19, 2025	5:00 PM	10:00 PM	Exhibitor Move Out

**ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:** 8:00 PM on Sunday, January 19, 2025

**ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:** 10:00 PM on Sunday, January 19, 2025

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

## HOLIDAY CLOSURES

Keep these dates in mind when shipping your items.

**CLOSED - Tuesday, December 24, 2024 (NO freight receiving available)**

**CLOSED - Wednesday, December 25, 2024 (NO freight receiving available)**

**CLOSED - Tuesday, December 31, 2024 (NO freight receiving available)**

**CLOSED - Wednesday, January 1, 2025 (NO freight receiving available)**

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025  
 COLORADO CONVENTION CENTER - HALLS A & B

## SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS  
 MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

<b>WAREHOUSE SHIPMENTS</b>	WAREHOUSE RECEIVING BEGINS	Friday, December 13, 2024	<b>WAREHOUSE RECEIVING HOURS</b> <b>MONDAY - FRIDAY</b> <b>7:30 AM - 3:30 PM</b> <b>EXCLUDING HOLIDAYS</b>	
	STANDARD RECEIVING RATE DEADLINE	Friday, January 3, 2025		
	WAREHOUSE RECEIVING DEADLINE	Friday, January 10, 2025		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

**USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY**

<b>WAREHOUSE SHIPMENTS</b>	<b>WAREHOUSE SHIPPING ADDRESS:</b>	SHOW NAME	2025 DENVER BOAT SHOW		BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		C/O	LVE Denver		
		ADDRESS	4590 Geneva Street, Denver, CO 80238				
		<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>					

**Material Handling rates are round trip rates  
 there will be no additional handling fees at show.**

<b>SHOWSITE SHIPMENTS</b>	<b>SHOWSITE RECEIVING</b>						
	<b>DAY/DATE</b>		<b>START TIME</b>		<b>END TIME</b>		
	Tuesday, January 14, 2025		8:00 AM		6:00 PM		
	Wednesday, January 15, 2025		8:00 AM		6:00 PM		
	Thursday, January 16, 2025		8:00 AM		6:00 PM		
	Do not consign shipments to the receiving facility.			All shipments must be consigned c/o LVE			
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.						
	Do not ship your materials to arrive prior to the dates above.						
<b>SHOWSITE SHIPMENTS</b>	<b>SHOW SITE SHIPPING ADDRESS:</b>	SHOW NAME	2025 DENVER BOAT SHOW		BOOTH #		
	All information must be provided on the shipping labels. Please use the show site labels enclosed.	COMPANY		C/O	LVE		
		ADDRESS	COLORADO CONVENTION CENTER - HALLS A & B 700 S 14th Street, Denver, CO 80202				

**The Payment Authorization Form must be completed and submitted to LVE prior to shipping.**

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

### BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

### HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

### PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.



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 COLORADO CONVENTION CENTER - HALLS A & B

## PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

<b>CONTACT</b>	COMPANY NAME				CLIENT NAME			
	ADDRESS						BOOTH #	
	CITY		STATE		ZIP		PHONE	
	EMAIL						FAX	

<b>CREDIT CARD AUTHORIZATION</b>	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X _____					
CARDHOLDER'S NAME (PLEASE PRINT)								
<p><b>*By signing, I agree to the Terms and Conditions located on <a href="http://www.lvexpo.com">www.lvexpo.com</a> as well as contained within this manual.</b></p> <p><b>All credit card information will be kept on file to be used for future shows and all outstanding balances.</b></p> <p><b>Signer authorizes agent/employees to sign off and create order for the company.</b></p>								

<b>ORDER RECAP</b>	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				FURNITURE
				ACCESSORIES
				CARPET
				SIGNS
				CLEANING
				LABOR
				ESTIMATED MATERIAL HANDLING
				PACKAGE RENTAL BOOTH
				OTHER EXPO SERVICES
			TAX	
	<b>TOTAL</b> <small>(if received by deadline)</small>	<b>TOTAL</b>	<b>TOTAL</b>	<b>CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.</b>

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME	BOOTH #
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## FURNITURE

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT RECEIVED BY 1/3/2025	STANDARD BEGINS 1/4/2025	ONSITE BEGINS 1/10/2025	TOTAL
<b>CHAIRS</b>	SIDE CHAIR		\$ 98.00	\$ 127.40	\$ 156.80	
	ARM CHAIR		\$ 125.00	\$ 162.50	\$ 200.00	
	STOOL COUNTER HEIGHT		\$ 145.00	\$ 188.50	\$ 232.00	
<b>TABLES</b>	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 155.00	\$ 201.50	\$ 248.00	
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 181.00	\$ 235.30	\$ 289.60	
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 211.00	\$ 274.30	\$ 337.60	
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 110.00	\$ 143.00	\$ 176.00	
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 128.00	\$ 166.40	\$ 204.80	
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 195.00	\$ 240.00	
<b>COUNTER TABLES</b>	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 185.00	\$ 240.50	\$ 296.00	
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 216.00	\$ 280.80	\$ 345.60	
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 252.00	\$ 327.60	\$ 403.20	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 140.00	\$ 182.00	\$ 224.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 163.00	\$ 211.90	\$ 260.80	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 190.00	\$ 247.00	\$ 304.00	
<b>CAFÉ</b>	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 286.00	\$ 352.00	
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 331.50	\$ 408.00	
<b>ACCESSORIES</b>	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 114.40	\$ 140.80	
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 127.40	\$ 156.80	
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00	\$ 208.00	
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00	\$ 272.00	
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
<b>COLOR</b>	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

### CANCELLATION POLICY

*The Payment Authorization Form must be submitted with this order.*

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

*No credit will be given after close of event on items or services ordered but not received.*

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A &amp; B

COMPANY NAME		BOOTH #		BOOTH #	
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## ACCESSORIES

<div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <b>ORDER ONLINE</b>                      order.lvexpo.com                 </div>		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			1/3/2025	1/4/2025	1/10/2025	
<b>ACCESSORIES</b>	WASTEBASKET		\$ 25.00	\$ 32.50	\$ 40.00	
	EASEL		\$ 69.00	\$ 89.70	\$ 110.40	
	BAG RACK		\$ 127.00	\$ 165.10	\$ 203.20	
	GARMENT RACK		\$ 167.00	\$ 217.10	\$ 267.20	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 151.00	\$ 185.84	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 212.75	\$ 263.12	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 139.79	\$ 172.05	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 299.00	\$ 368.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 299.00	\$ 368.00	
	GRID 2' x 8'		\$ 180.00	\$ 234.00	\$ 288.00	
	GRID 2' x 8' WITH LEGS		\$ 220.00	\$ 286.00	\$ 352.00	
	18" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	\$ 83.20	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 2" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	\$ 19.20	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 28.60	\$ 35.20	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 40.00	\$ 52.00	\$ 64.00	
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 75.00	\$ 97.50	\$ 120.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 38.87	\$ 47.84	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	\$ 144.00	

\*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver  
  Black  
  White

### CANCELLATION POLICY

*The Payment Authorization Form must be submitted with this order.*

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

*No credit will be given after close of event on items or services ordered but not received.*

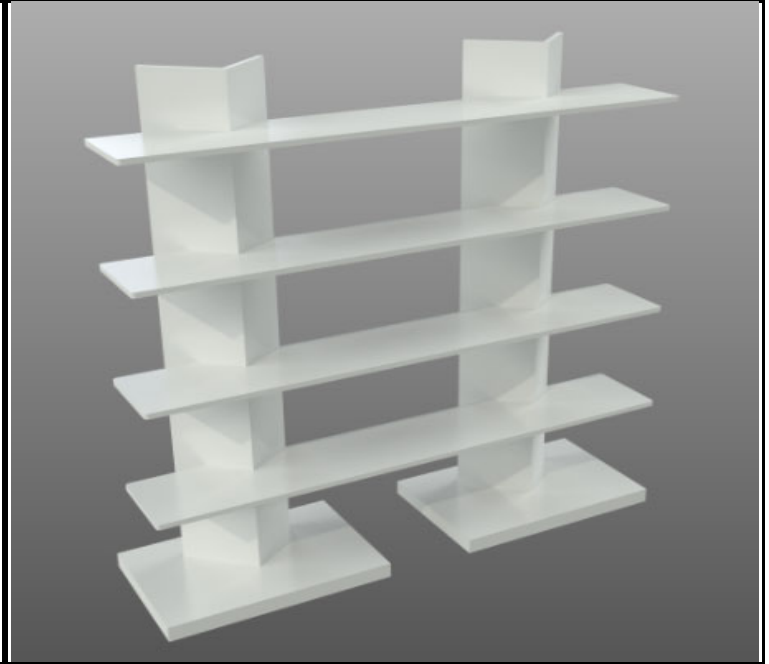
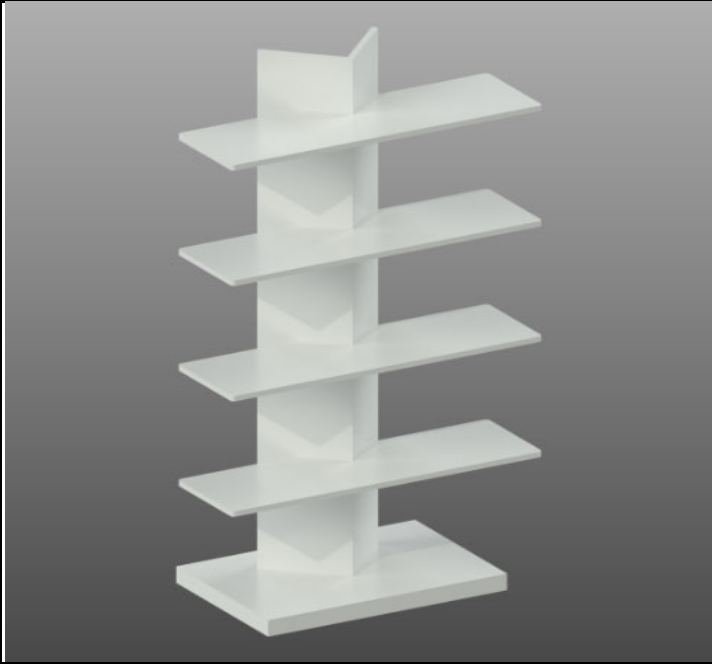
# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A &amp; B

<b>COMPANY NAME</b>	<b>BOOTH #</b>
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## SHELVING UNITS

**DEADLINE DATE: 1/3/2025**


### SINGLE SHELVING UNIT

### DOUBLE SHELVING UNIT

<b>DISCOUNT PRICE</b>	<b>\$ 352.00</b>	<b>DISCOUNT PRICE</b>	<b>\$ 596.00</b>
<b>STANDARD PRICE</b>	<b>\$ 457.60</b>	<b>STANDARD PRICE</b>	<b>\$ 774.80</b>
<b>ONSITE PRICE</b>	<b>\$ 563.20</b>	<b>ONSITE PRICE</b>	<b>\$ 953.60</b>

<b>SINGLE SHELVING UNIT SPECS:</b>	<b>UNIT: 39"W x 72"H</b>
	<b>SHELVES: (4) 39"W x 12"D</b>
<b>DOUBLE SHELVING UNIT SPECS:</b>	<b>UNIT: 72"W x 72"H</b>
	<b>SHELVES: (4) 72"W x 12"D</b>

SHELVING	QUANTITY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		1/3/2025	1/4/2025	1/10/2025	
SINGLE UNIT		\$ 352.00	\$ 457.60	\$ 563.20	
DOUBLE UNIT		\$ 596.00	\$ 774.80	\$ 953.60	

#### CANCELLATION POLICY

*Items cancelled after the discount deadline date will be charged at 50% of ordered price.*

*Items cancelled after show move-in begins will be charged 100% of the original price.*

*All materials are to remain the property of LVE.*

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A &amp; B

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

## BOOTH CLEANING & PORTER SERVICE

### BOOTH CLEANING

AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED	STANDARD BEGINS	ONSITE BEGINS	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	1/3/2025	1/4/2025	1/10/2025		
<b>VACUUMING</b> ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	\$ 1.92	X _____ *	= _____ **
DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.94	\$ 3.81	\$ 4.71	X _____ *	= _____ **
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____					
**How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

### PORTER SERVICE ORDER

*Porter Service does NOT include vacuuming.*

PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			1/3/2025	1/4/2025	1/10/2025	
Up to 1,000 square feet		3	\$ 310.00 per day	\$ 403.00 per day	\$ 496.00 per day	
1,001 to 3,000 square feet		3	\$ 370.00 per day	\$ 481.00 per day	\$ 592.00 per day	
3,001 and above		3	\$ 540.00 per day	\$ 702.00 per day	\$ 864.00 per day	

How to Calculate Porter Service? # of Show Days \_\_\_\_\_ X Rate \_\_\_\_\_ = Total \_\_\_\_\_

*Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.*

*Porter Service does NOT include wiping down of booth.*

Please bring cleaning concerns to our attention onsite.

LVE will be unable to address the concern after the close of the show.

#### ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

#### CANCELLATION POLICY

*Services cancelled after the discount deadline date will be charged 50% of ordered price.*

*Services cancelled after show move-in begins will be charged 100% of ordered price.*

*No credit will be given after close of event on anything ordered but not received.*



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME	BOOTH #
--------------	---------

## GRAPHICS & SIGNS

DISCOUNT DEADLINE:

1/3/2025

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

<b>STANDARD SIZES</b>	STANDARD GRAPHIC SIZES	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
	Single-sided printing		1/3/2025	1/4/2025	1/10/2025	
	FOMECOR w/Easel Back 12" x 18"		\$ 90.00	\$ 117.00	\$ 144.00	
	FOMECOR SIGN 22" x 28"		\$ 104.00	\$ 135.20	\$ 166.40	
	FOMECOR SIGN 24" x 36"		\$ 144.00	\$ 187.20	\$ 230.40	
	FOMECOR SIGN 28" x 44"		\$ 206.00	\$ 267.80	\$ 329.60	
	FOMECOR SIGN w/Base 38" x 87"		\$ 550.00	\$ 715.00	\$ 880.00	
<i>All prices listed above are on 3/16" FOMECOR</i>						
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>						

<b>DIGITAL GRAPHICS PRICE PER SQUARE FOOT</b>	MATERIAL (Per sq. ft.)	DISCOUNT	STANDARD	ONSITE	MATERIAL	DISCOUNT	STANDARD	ONSITE
	1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	\$ 96.00	3mm PVC	\$ 28.00	\$ 36.00	\$ 44.80
	3/16" FOMECOR	\$ 26.00	\$ 34.00	\$ 41.60	6mm PVC	\$ 32.00	\$ 40.00	\$ 51.20
	VINYL BANNER	\$ 16.00	\$ 24.00	\$ 25.60	FLOOR DECALS	\$ 36.00	\$ 44.00	\$ 57.60

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)
PMS COLOR	<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM	
APPLICATION	<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER	

*\*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.*

SPECIAL INSTRUCTIONS	
Minimum order \$75.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="text"/> L X <input type="text"/> W = <input type="text"/> sq. Ft.          sq. Ft. <input type="text"/> X RATE = <input type="text"/> </div>

### SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed.

Please send any questions or concerns to: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)

**IMPORTANT!** - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

**LVE will not offer any refunds on graphics that have been produced.**



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME	BOOTH #
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## DISPLAY LABOR

DEADLINE DATE: **1/3/2025**

### EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES	HOURS	COST PER HOUR	TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum		\$ 120.00	
	OVERTIME (OT) - One Hour Minimum		\$ 180.00	
	DOUBLE TIME (DT) - One Hour Minimum		\$ 240.00	

**LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$180.00 OT \$270.00 DT \$360.00**

*MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.*

**STRAIGHT TIME** - After 8:00 AM and prior to 4:30 PM Weekdays. **OVERTIME** - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. **DOUBLE TIME** - Holidays, or any job exceeding 12 work hours in one day.

EQUIPMENT	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 375.00	\$ 562.50	\$ 750.00

If specific equipment is needed, please contact Exhibitor Services for a quote.

*If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.*

SUPERVISION	<input type="checkbox"/> <b>DO NOT PROCEED:</b> The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> <b>OK TO PROCEED (MUST FILL OUT FORM BELOW):</b> LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

### LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONSIGNEE (Where your freight is being shipped to when the show closes)

BILLING INFORMATION (Responsible party paying your carrier's shipping charges)

CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

**Labor orders must be sent in by the deadline date to ensure labor availability.**

**Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.**

# 2025 DENVER BOAT SHOW

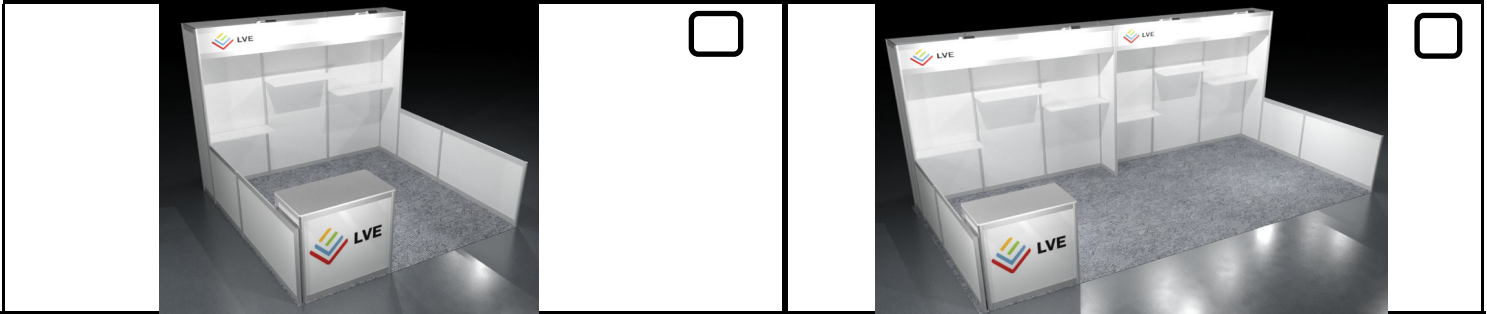
JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

<b>COMPANY NAME</b>		<b>BOOTH #</b>	
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## AGAM RENTAL EXHIBIT PACKAGES

**DEADLINE DATE: 1/3/2025**



<b>10' EXHIBIT RENTAL</b>	<b>20' EXHIBIT RENTAL</b>
---------------------------	---------------------------

<b>DISCOUNT PRICE \$ 2,581.00</b>	<b>DISCOUNT PRICE \$ 5,166.00</b>
-----------------------------------	-----------------------------------

**SEE BELOW FOR STANDARD AND ONSITE PRICES**

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metal /Choice of Black or White Inserts	Silver Metal /Choice of Black or White Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

*Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor*

Please select a PANEL COLOR OPTION

BLACK
  WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

<b>HEADER</b>	<p style="text-align: center; font-size: small;">Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.</p>
<b>HEADER COPY:</b>	

<b>OPTIONAL ACCESSORIES</b>		QTY	DISCOUNT RECEIVED BY 1/3/2025	STANDARD BEGINS 1/4/2025	ONSITE BEGINS 1/10/2025	TOTAL	
		10' Package		\$ 2,581.00	\$ 3,355.00	\$ 4,129.60	
		20' Package		\$ 5,166.00	\$ 6,716.00	\$ 8,265.60	
	1 Meter Counter (Not Included)		\$ 325.00	\$ 422.50	\$ 520.00		
	2' x 8' Grid		\$ 180.00	\$ 234.00	\$ 288.00		
	Shelves		\$ 80.00	\$ 104.00	\$ 128.00		
	Slat Wall - White or Black		\$ 143.75	\$ 186.30	\$ 230.00		
	Light		\$ 115.00	\$ 149.50	\$ 176.00		

Contact Exhibitor Services for Custom Booth Packages at 888.989.3976 or email us at exhibitorservices@lvexpo.com

**CANCELLATION POLICY**

*Items cancelled after orders have been received will be charged 50% of the ordered price.  
 Items cancelled after show move-in begins will be charged 100% of the original price.  
 All materials are to remain the property of LVE.*

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

## WORK AUTHORIZATION

**DEADLINE DATE: 1/3/2025**

All Exhibitors using an Exhibitor Appointed Contractor must return this form.  
**THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

**The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:**

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

**EAC COMPANY INFORMATION**

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? *If yes, both parties must complete and sign the Third Party form.		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_

### CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER:** Insurance Agent/Broker who issues certificate.

**NAME OF INSURED:** Must be the legal name of contracting party

**TYPES OF INSURANCE:** Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

**FORM OF COVERAGE:** Must be "occurrence" form coverage

**NAME ADDITIONAL INSUREDS:** LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

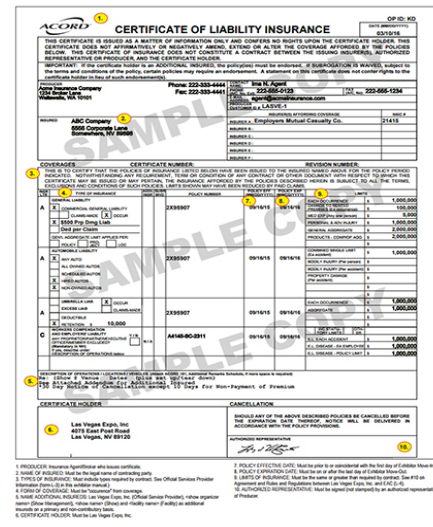
**CERTIFICATE HOLDER:** Must be LVE

**POLICY EFFECTIVE DATE:** Must be prior to or coincide with the first day of Exhibitor Move-In

**POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out

**LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at [www.lvexpo.com](http://www.lvexpo.com)

**AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer



**SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE:** <https://www.lvexpo.com/eacregistration/>

**THIRD PARTY PAYMENT AUTHORIZATION**

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

**THIRD PARTY'S CREDIT CARD**
**EXHIBITING COMPANY NAME**

<b>EXHIBITING COMPANY</b>		<b>BOOTH #</b>	
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**THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)**

<b>THIRD PARTY COMPANY</b>		<b>PHONE</b>	
----------------------------	--	--------------	--

<b>THIRD PARTY CONTACT</b>		<b>EMAIL</b>	
----------------------------	--	--------------	--

<b>ADDRESS</b>			
----------------	--	--	--

<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>		<b>BOOTH #</b>	
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<input type="checkbox"/> <b>DISCOVER</b>	<input type="checkbox"/> <b>VISA</b>	<input type="checkbox"/> <b>MASTERCARD</b>	<input type="checkbox"/> <b>AMERICAN EXPRESS</b>
--	--------------------------------------	--	--

<b>ACCOUNT NUMBER</b>	
-----------------------	--

<b>EXPIRATION DATE</b>		<b>SECURITY CODE REQUIRED</b>
------------------------	--	-------------------------------

*The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.*

<b>CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)</b>	
---	--

<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>	
-------------	--	--------------	--	------------	--

<b>CARDHOLDER'S NAME (PLEASE PRINT)</b>	
---	--

<b>CARDHOLDER'S SIGNATURE*</b>	<b>X</b> _____
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**\*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.**

<b>SERVICES TO BE INVOICED TO THIRD PARTY</b>	
---	--

*Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.*

**Damage to rental items outside of normal wear and tear could result in charges for replacement.**

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

**CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**





# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME		BOOTH #	
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## MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

**ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

**MATERIAL HANDLING**

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
<b>ADVANCE WAREHOUSE</b>	<b>\$ 132.00</b> Per 100 lbs	<b>\$ 171.60</b> Per 100 lbs	<b>\$ 178.20</b> Per 100 lbs	<b>\$ 231.66</b> Per 100 lbs
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
<b>SHOW-SITE</b>	<b>\$ 150.00</b> Per 100 lbs	<b>\$ 195.00</b> Per 100 lbs	<b>\$ 202.50</b> Per 100 lbs	<b>\$ 263.25</b> Per 100 lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates  
there will be no additional handling fees at show.**

**SMALL PACKAGES**

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
<b>SMALL PACKAGE</b>	<b>\$ 80.00</b>	<b>\$ 60.00</b>	<b>\$ 95.00</b>	<b>\$ 75.00</b>
30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.		
Items received without documentation will be delivered without guarantee of piece count or condition.				

**TOTALS**

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

### USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

**INSTRUCTIONS**

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
SPECIAL HANDLING	
UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received
OVERTIME (OT)	

### THE ABOVE PUBLISHED RATES INCLUDE OVERTIME FEES.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.  
*Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$132.00 per 100 lbs = minimum charge of \$264.00*

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.  
*Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$132.00 = \$528.00*



**LVE**

**WAREHOUSE DELIVERY**

**RECEIVING DATES WITHOUT LATE FEES**

**Friday, December 13, 2024 - Friday, January 3, 2025**

**TO:**

\_\_\_\_\_  
**EXHIBITOR NAME**

**c/o: LVE Denver**

**4590 Geneva Street  
Devner, CO 80238**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:** \_\_\_\_\_



**LVE**

**WAREHOUSE DELIVERY**

**RECEIVING DATES WITHOUT LATE FEES**

**Friday, December 13, 2024 - Friday, January 3, 2025**

**TO:**

\_\_\_\_\_  
**EXHIBITOR NAME**

**c/o: LVE Denver**

**4590 Geneva Street  
Devner, CO 80238**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:** \_\_\_\_\_



**LVE**

**DIRECT TO SHOW SITE**

**CAN ONLY BE DELIVERED**

**Tuesday, January 14, 2025 : 8:00 AM - 6:00 PM**

**Wednesday, January 15, 2025 : 8:00 AM - 6:00 PM**

**Thursday, January 16, 2025 : 8:00 AM - 6:00 PM**

**TO:**

\_\_\_\_\_  
**EXHIBITOR NAME**

**C/O: LVE**

**COLORADO CONVENTION CENTER - HALLS A & B**

**700 14th Street**

**Denver, CO 80202**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:**

\_\_\_\_\_



**LVE**

**DIRECT TO SHOW SITE**

**CAN ONLY BE DELIVERED**

**Tuesday, January 14, 2025 : 8:00 AM - 6:00 PM**

**Wednesday, January 15, 2025 : 8:00 AM - 6:00 PM**

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**TO:**

\_\_\_\_\_  
**EXHIBITOR NAME**

**C/O: LVE**

**COLORADO CONVENTION CENTER - HALLS A & B**

**700 14th Street**

**Denver, CO 80202**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:**

\_\_\_\_\_



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME		BOOTH #	
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## OUTBOUND SHIPPING INFORMATION

**This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.**  
 Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.  
 Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.  
**IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.**

**Material Handling rates are round trip rates  
 there will be no additional handling fees at show.**

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS    OR     RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

**NOTE:** Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

## RETURN FREIGHT & STORAGE

<b>WAREHOUSE</b>	Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.		
	OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.		
	<b>DRAYAGE TO WAREHOUSE</b>	\$ 22.00	per 100 lbs.
	<b>WAREHOUSE HANDLING</b>	\$ 9.50	per 100 lbs.
All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

<b>STORAGE</b>	<b>MONTHLY STORAGE RATE</b>	\$9.50	per 100 lbs.
	<b>Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)</b>		
	All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.		
<b>*By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.</b>			

SIGN\*: \_\_\_\_\_ PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

## ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME		BOOTH #	
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## NON-ELECTRICAL HANGING SIGN - UNDER 200 LB

DISCOUNT DATE: 1/3/2025

- |   |   |
|---|---|
| • Must be shipped separately              | • Clearly marked with enclosed hanging sign label |
| • Received by discount receiving deadline | • Payment form must be included with this form    |

**Above conditions must be met to receive advance pricing.**

## INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Hanging anchor points must be pre-fabricated.
- Show prices will apply to all labor orders placed at show site.
- RATES ARE PER HOUR, PER SIGN.
- Condor and Crew consists of condor, operator and rigger.
- Assembly and Ground Labor is an additional charge.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	1/3/2025	1/4/2025	1/10/2025			
INSTALL RIGGING (per sign, per hour)	\$ 875.00	\$1,300.00	\$ 1,750.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 875.00	\$1,300.00	\$ 1,750.00	1/2 of install, minimum of 1 hour**		

\*\*Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
	1/3/2025	1/4/2025	1/10/2025			
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 175.00	\$ 262.50	\$ 350.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

**LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.**

## CANCELLATION POLICY

*A 50% cancellation charge will be applied to orders cancelled after the deadline.*

*All onsite cancellations will be charged 100% of the original order.*



# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME		BOOTH #	
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## STRUCTURAL INTEGRITY STATEMENT

### THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

<b>EXHIBITOR</b>	EXHIBITING COMPANY			BOOTH #	
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

<b>BUILDER</b>	DISPLAY HOUSE/BUILDER (IF APPLICABLE)				
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

**PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM**

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A &amp; B

COMPANY NAME	BOOTH #
--------------	---------

## HANGING SIGN PLACEMENT

### THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

Use the diagram on this page to represent the placement of your hanging sign. Indicate how many feet from each boundary you would like your sign placed. NOTE: The ceiling structure and relation to support beams may require your sign to be moved form your specific location.

All signs will be hung 20' from the floor to the top of the sign. This may vary depending on the building.

If specific requirements are needed for placement of hanging sign, please submit them with this request form.

	_____ Feet from the Back / Adjacent Booth / Aisle # _____	
_____ Feet from the Left side / Adjacent Booth / Aisle # _____	<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 0; left: 0; right: 0; height: 1px; border-bottom: 1px solid black;"></div> <div style="position: absolute; top: 1px; left: 0; right: 1px; height: 1px; border-right: 1px solid black;"></div> <div style="position: absolute; bottom: 0; left: 0; right: 0; height: 1px; border-top: 1px solid black;"></div> <div style="position: absolute; bottom: 1px; left: 0; right: 1px; height: 1px; border-left: 1px solid black;"></div> </div>	_____ Feet from the Right side / Adjacent Booth / Aisle # _____
	_____ Feet from the Front / Adjacent Booth / Aisle # _____	

## SIGN DESCRIPTION, SIZE & WEIGHT

• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

<b>TYPE</b>	<input type="checkbox"/> CLOTH BANNER		<input type="checkbox"/> METAL OR WOOD		<input type="checkbox"/> OTHER _____		<b>SHAPE</b>	<input type="checkbox"/> SQUARE	<input type="checkbox"/> TRIANGLE	<input type="checkbox"/> RECTANGLE
	<input type="checkbox"/> OTHER _____							<input type="checkbox"/> OTHER _____		
<b>SIZE</b>	HEIGHT	LENGTH	WIDTH					WEIGHT OF SIGN		

**PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM**

COMPANY NAME

BOOTH #

**HANGING SIGNS RULES AND REGULATIONS**

Hanging signs, both electrical and non-electrical, are permitted at this event provided that doing so complies with show management rules and regulations. Exhibitors and display houses must adhere to all of the following conditions and limitations listed below:

- 1) Hanging Signs are not permitted in inline and linear booths.
- 2) All hanging signs must be sent to the LVE advance warehouse by the deadline, separate from your booth samples and/or merchandise. Use the hanging sign shipping label in this Exhibitor Service Manual. Note on your shipping documents "Hanging Signs." Failure to follow these shipping rules may result in your sign not being hung and you will be subject to the higher hanging sign rates.
- 3) Set-up instructions must be included with the Hanging Sign Order Form and in the Hanging Sign container.
- 4) All hanging signs must be assembled, installed and removed by LVE. Assembly by exhibitor or display house personnel is not permitted.
- 5) Final rigging of all hanging signs will be determined by LVE to ensure minimum stress to the supporting framework.
- 6) All structures and existing hardware will be inspected by the LVE rigging crew. All additional hardware will be charged accordingly. Structures that are deemed unsafe will not be hung. The exhibitor will be responsible for the labor spent attempting to assemble and hang such sign.
- 7) The specific placement of your hanging sign may differ from your original request based on the ceiling structure and support beams of the facility. This will be determined onsite by the LVE.
- 8) All electrical and neon signs must be in working order and conform to National Electric Code. Electricity for electrical signs is not included, this must be ordered by the exhibitor in advance with the electrical provider.
- 9) LVE will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- 10) Hanging Signs must not exceed the size of the booth.
- 11) LVE does not guarantee the hanging of signs when orders are not placed by the deadline.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. LVE cannot be held liable for damages or misplacement of signs(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the LVE Service Center.
- 13) Scheduling a specific time for your sign to be hung is not permitted.





**RUSH - HANGING SIGN**

**RECEIVING DATES WITHOUT LATE FEES**

**Friday, December 13, 2024 - Friday, January 3, 2025**

**TO:**

\_\_\_\_\_  
**EXHIBITOR NAME**

**c/o: LVE Denver**

**4590 Geneva Street**

**Devner, CO 80238**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:** \_\_\_\_\_



**RUSH - HANGING SIGN**

**RECEIVING DATES WITHOUT LATE FEES**

**Friday, December 13, 2024 - Friday, January 3, 2025**

**TO:**

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**EXHIBITOR NAME**

**c/o: LVE Denver**

**4590 Geneva Street**

**Devner, CO 80238**

**EVENT: 2025 DENVER BOAT SHOW**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**BOOTH #:** \_\_\_\_\_



**January 17 - 19, 2025**

**AIRWAYS FREIGHT**  
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**Official Freight Carrier & Customs Broker**  
**Worldwide Trade Show Transportation**

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- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
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**Serving the Trade Show Industry for 35+ years!**

# 2025 DENVER BOAT SHOW

JANUARY 17 - 19, 2025

COLORADO CONVENTION CENTER - HALLS A & B

COMPANY NAME

BOOTH #

## VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

### PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Friday, December 13, 2024**

### BLANKET PERMIT PROCEDURES

**IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE:** To apply to be part of the Blanket Permit, the following must be included:

- |   |  |
|---|--|
| 1. Company name and booth number                                    | 4. A picture of each vehicle to be displayed                       |
| 2. Contact name, email address, and cell phone                      | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed |  |

### PERMIT THROUGH FIRE DEPARTMENT

**IF APPLYING AFTER THE DEADLINE:** Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: [www.lvexpo.com](http://www.lvexpo.com)

It is recommended you print the guidelines and submit along with your permit application.

### MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

**This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:**

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

**The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.**

\$	<b>322.00</b>	For each four wheel vehicle
\$	<b>30.00</b>	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	<b>370.00</b>	Fire Marshal Permit Fee
<b>Exhibitors will be responsible for the following vehicle requirements:</b>		

A set of keys must be left with Exhibitor Services.

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

### VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

**NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.**

**The PAYMENT AUTHORIZATION FORM must accompany this form**

**VEHICLE PREPARATION & SPOTTING FEE**

**LIMITS OF LIABILITY & RESPONSIBILITY****I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

**II. LIMITS OF LIABILITY & RESPONSIBILITY**

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

**LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED****III. LIMITATION OF LIABILITY**

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
- 2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.
- 3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- 4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.
- 6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.
- 7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

\* \* \* \* \*

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

\* \* \* \* \*

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

\* \* \* \* \*

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

**SHOW SITE WORK RULES****\*\* ATTENTION \*\*****UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

**EXHIBIT LABOR**

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

**DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).**

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

**FREIGHT HANDLING**

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

**GRATUITIES**

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

**FIRE & SAFETY REGULATIONS****NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

**HAND CARRY POLICY**

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

**This is limited to only ONE exhibitor per booth.**

**The exhibitor is limited to one trip.**

**The exhibitor must carry the materials by hand.**

**The use of wheeled carts or dollies is NOT permitted.**

**The exhibitor must use the front entrance; the freight doors are NOT allowed.**

**PERSONAL VEHICLE & CART SERVICE RULES & FEES**

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

**A personal vehicle (POV) is defined as a small passenger car.**

**You must hire a teamster and cart to unload vehicle.**

**Entire load must weigh less than 200 pounds to qualify for POV fees.**

**Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)**

**Payment must be provided in advance or at the time of service.**

**If your material meets ALL of the above Personal Vehicle rules the following fees will apply:**

<b>\$ 195.00</b>	<b>STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.</b>
<b>\$ 292.50</b>	<b>OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.</b>
<b>\$ 390.00</b>	<b>DOUBLE TIME (DT): All holidays</b>

***If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00***

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

**FREQUENTLY ASKED FREIGHT QUESTIONS**
**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

**HOW DO I LABEL MY FREIGHT?**

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.





# 2025 TRADESHOW CATALOG

**CORT**  
EVENTS













ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



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**53** | Essential Accessories, Lighting & Greenery

# STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

## 1 Resimmercial

Incorporate natural materials and elements of home to inspire creativity and productivity.



## 2 Green with Envy

Biophilic elements such as life-like plants and hedges enhance the feeling of serenity and well-being for attendees.



## 3 Power Up

Include powered products throughout your exhibit to provide a place to relax and recharge.



## 4 Make it Pop

Add bursts of color to your design for unforgettable environments that draw attention and reinforce brand themes.



Photo credit: Into Dust Photography

Photo credit: Nikki Heidebrand Photography

# STYLE STRATEGIES

Create innovative exhibit solutions with these tips to help promote engagement and functional booth environments.

## 5 Work Together

Enjoy communal tables that make it easy to network and build connections.



## 6 Experience First

Got limited space? Use ottomans and end tables to create campfire settings for quick selling conversations and to enhance seating environments.



## 7 Gather Round

Create small theaters for demonstrations or design places for brainstorming and casual networking.



## 8 Define Space

Use dividers or greenery to define space and create semi-private zones for breakout meetings and selling conversations.



# SOFAS, LOVESEATS, CLUB CHAIRS

White

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Baja



Fairfax



Palm Beach

Black

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Naples



Key Largo



# SOFAS, LOVESEATS, CLUB CHAIRS

## Cool Tones

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Montreal



Allegro



## Neutral Tones

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Cordoba



Sterling



Valencia

## Warm Tones

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Valencia


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	<b>Length:</b> 36" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 23" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Allegro Loveseat	LVS002	Blue Fabric	<b>Length:</b> 63" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 57" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Allegro Sofa	SFA002	Blue Fabric	<b>Length:</b> 73" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 61" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Baja Chair	BCHWHT	White Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 16"
	Baja Loveseat	BLVWHT	White Vinyl	<b>Length:</b> 61" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 51" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"
	Baja Sofa	BSFWHT	White Vinyl	<b>Length:</b> 86" <b>Depth:</b> 30" <b>Height:</b> 28" <b>Seat Length:</b> 77" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Chair	COCHTP	Taupe Fabric, Black	<b>Length:</b> 37" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	<b>Length:</b> 60.5" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 46" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	<b>Length:</b> 27" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 24" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Fairfax Loveseat	FAIRSW	White Vinyl, Brushed Metal	<b>Length:</b> 62" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 62" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	<b>Length:</b> 35" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	<b>Length:</b> 57" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 44" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	<b>Length:</b> 79" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 66" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Montreal Chair	MONCHA	Blue, Black Metal	<b>Length:</b> 30" <b>Depth:</b> 23.25" <b>Height:</b> 30" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	<b>Length:</b> 62" <b>Depth:</b> 27.25" <b>Height:</b> 29.5" <b>Seat Length:</b> 57" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Palm Beach Sofa	PALSOF	White Vinyl	<b>Length:</b> 69" <b>Depth:</b> 29" <b>Height:</b> 33" <b>Seat Length:</b> 48-62" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Sterling Chair	STECHA	Gray Fabric	<b>Length:</b> 33" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Sterling Sofa	STESOF	Gray Fabric	<b>Length:</b> 82" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 72.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Valencia Chair	VALCGN	Green Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCOT	Oat Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALVOT	Oat Fabric	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Tech Tablet Chair	<b>Powered:</b> TCHGRY <b>Non-Powered:</b> TCHTNP	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	<b>Powered:</b> TCHP <b>Non-Powered:</b> TCHNTP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"

# ACCENT CHAIRS

## White

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Brooklyn



Pasadena



Swanson



Madrid

## Black

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Brooklyn



Pro Executive Guest

## Neutral Tones

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Century



La Brea



Munich



Tech



## Warm Tones

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Lorna



Bowery









Terrace















Atherton



Wentworth

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	<b>Length:</b> 27" <b>Depth:</b> 31" <b>Height:</b> 30" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 24" <b>Seat Height:</b> 17"
	Bowery Chair	BOWCHA	Ochre Fabric	<b>Length:</b> 29.75" <b>Depth:</b> 31" <b>Height:</b> 27.25" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	<b>Length:</b> 35" <b>Depth:</b> 27" <b>Height:</b> 40" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 20"
	Lorna Chair	LRCHGN	Green Leather, Antique Brass	<b>Length:</b> 26" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 18"
	Madrid Chair	BCW	White Vinyl, Chrome	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 30.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	<b>Length:</b> 22.5" <b>Depth:</b> 27" <b>Height:</b> 28.5" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 26" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Swanson Swivel Chair	SWAN	White Vinyl	<b>Length:</b> 28" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17"
	Tech Tablet Chair	<b>Powered:</b> TCHGRY <b>Non-Powered:</b> TCHTNP	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	<b>Powered:</b> TCHP <b>Non-Powered:</b> TCHNTP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	<b>Length:</b> 24" <b>Depth:</b> 30.5" <b>Height:</b> 31.25" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21.5" <b>Seat Height:</b> 17.5"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	<b>Length:</b> 31" <b>Depth:</b> 24" <b>Height:</b> 31.5" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"



# GROUP SEATING

## White

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Christopher



Marina



Razor



Zenith

## Black

---



Blade



Brewer



Chelsea



Duet



Marina



Syntax

## Cool Tones

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Blade



Chelsea



Marina



Malba

Neutral Tones

---



Lucent



Chelsea



Malba



Marina



Rustique

Warm Tones

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Chelsea



Blade



Marina







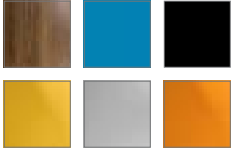
Laguna

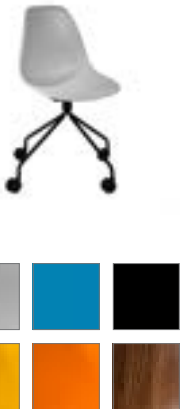









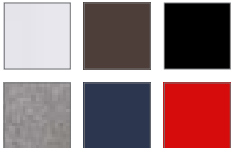


Chelsea









Marina


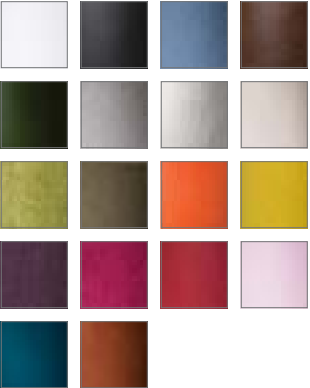


Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Blade Chair</b></p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p><b>Length:</b> 20.5" <b>Depth:</b> 19" <b>Height:</b> 30.5" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 16.75" <b>Seat Height:</b> 17.75"</p>
	<p><b>Brewer Chair</b></p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 16.5" <b>Seat Height:</b> 18.75"</p>
 	<p><b>Chelsea Chair</b></p>	<p>CCBTWL CCBTAZ CCBTBK CCBTYL  CCBTGY CCBTOR</p>	<p>Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base</p>	<p><b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Chelsea Chair</b></p>	<p>CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL</p>	<p>Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters</p>	<p><b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"</p>
	<p><b>Christopher Chair</b></p>	<p>XCHR</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 17" <b>Depth:</b> 19" <b>Height:</b> 35" <b>Seat Length:</b> 16.75" <b>Seat Depth:</b> 14.75" <b>Seat Height:</b> 18"</p>
	<p><b>Duet Stack Chair</b></p>	<p>DUET</p>	<p>Black, Chrome</p>	<p><b>Length:</b> 21" <b>Depth:</b> 23" <b>Height:</b> 33" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18"</p>
	<p><b>Laguna Chair</b></p>	<p>LMCHR</p>	<p>Maple, Chrome</p>	<p><b>Length:</b> 18" <b>Depth:</b> 19" <b>Height:</b> 34" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18"</p>
	<p><b>Lucent Chair</b></p>	<p>LUCHCL</p>	<p>Frosted Acrylic, Chrome</p>	<p><b>Length:</b> 19.5" <b>Depth:</b> 19.75" <b>Height:</b> 32.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 18.75"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
	Malba Chair	MALGRN	Green, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
  	Marina Chair	MARCWH MARCBR MARCBK MARCGY MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Razor Armless Chair	SC10	White	<b>Length:</b> 19" <b>Depth:</b> 23.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 16" <b>Seat Depth:</b> 17.25" <b>Seat Height:</b> 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	<b>Length:</b> 20" <b>Depth:</b> 18" <b>Height:</b> 31" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 15" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Syntax Chair</b></p>	<p>CS4</p>	<p>Black, Chrome</p>	<p><b>Length:</b> 23"  <b>Depth:</b> 19"  <b>Height:</b> 32.25"  <b>Seat Length:</b> 18"  <b>Seat Depth:</b> 17"  <b>Seat Height:</b> 18.5"</p>
	<p><b>Zenith Chair</b></p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p><b>Length:</b> 18.25"  <b>Depth:</b> 22"  <b>Height:</b> 32"  <b>Seat Length:</b> 18.25"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 19"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Beverly Bench Ottoman</b></p>	<p>BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH</p>	<p>Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl</p>	<p><b>Length:</b> 60" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 60" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"</p>
 	<p><b>Beverly Small Bench Ottoman</b></p>	<p>BVSMBK BVSMBN BVSMGY BVMLV BVMLN BVSMBL BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL</p>	<p>Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric</p>	<p><b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Marche</b> <b>Swivel Ottoman</b></p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur</p>	<p><b>Round: 17"</b> <b>Height: 18"</b> <b>Seat Round: 17"</b> <b>Seat Height: 18"</b></p>
 	<p><b>Vibe</b> <b>Cube Ottoman</b></p>	<p>VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl</p>	<p><b>Length: 18"</b> <b>Depth: 18"</b> <b>Height: 18"</b> <b>Seat Length: 18"</b> <b>Seat Depth: 18"</b> <b>Seat Height: 18"</b></p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

# BAR SEATING

White

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Banana



Blade



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

Black

---



Banana



Blade



Chelsea



Lift



Marina



Syntax

# BAR SEATING

## Cool Tones

---



Blade



Chelsea



Marina

## Neutral Tones

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Lucent



Chelsea



Lift



Marina



Rustique

## Warm Tones

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Chelsea



Blade



Lift



Marina






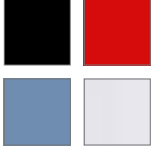

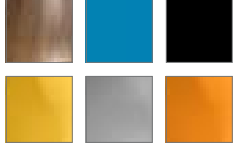
Laguna





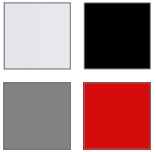







Chelsea






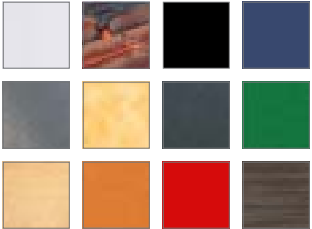

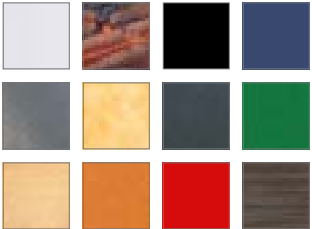

Marina

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
	Banana Barstool	BST	White, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB BLDBWH	Black Red Sky Blue White Molded Plastic	<b>Length:</b> 20.5" <b>Depth:</b> 20" <b>Height:</b> 40.5" <b>Seat Length:</b> 14" <b>Seat Depth:</b> 15.75" <b>Seat Height:</b> 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL  CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"






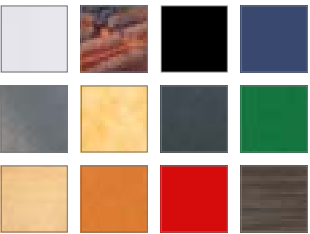
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Christopher Barstool</b></p>	<p>XBAR</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 19"  <b>Depth:</b> 19"  <b>Height:</b> 41"  <b>Seat Length:</b> 14.5"  <b>Seat Depth:</b> 15"  <b>Seat Height:</b> 29"</p>
	<p><b>Kamden Barstool</b></p>	<p>KABSWH</p>	<p>White Vinyl, Chrome</p>	<p><b>Length:</b> 16.5"  <b>Depth:</b> 20"  <b>Height:</b> 25-33.5"  <b>Seat Length:</b> 15"  <b>Seat Depth:</b> 19"  <b>Seat Height:</b> 22-32"</p>
	<p><b>Laguna Barstool</b></p>	<p>LMBAR</p>	<p>Maple, Chrome</p>	<p><b>Length:</b> 18"  <b>Depth:</b> 20"  <b>Height:</b> 47"  <b>Seat Length:</b> 17"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 31"</p>
  	<p><b>Lift Barstool</b></p>	<p>ROLLWH            ROLLBL            ROLLGY            ROLLRD</p>	<p>White Vinyl, Chrome            Black Vinyl, Chrome            Gray Vinyl, Chrome            Red Vinyl, Chrome</p>	<p><b>Round:</b> 15"  <b>Height:</b> 23-33.5"  <b>Seat Round:</b> 15"  <b>Seat Height:</b> 22.25-31.5"</p>


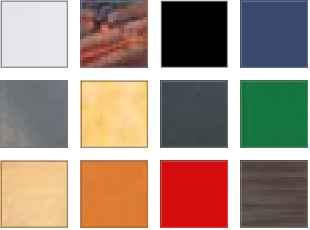




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Marina Barstool</b></p>	<p>MARBWH MARBBK MARBBR MARBGY MARBBE MARBRD</p>	<p>White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Gray Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal</p>	<p><b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"</p>
	<p><b>Lucent Barstool</b></p>	<p>LUBSCL</p>	<p>Frosted Acrylic, Chrome</p>	<p><b>Length:</b> 22" <b>Depth:</b> 22.5" <b>Height:</b> 45.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 31"</p>
	<p><b>Rustique Barstool</b></p>	<p>RSTSTL</p>	<p>Gunmetal</p>	<p><b>Length:</b> 13" <b>Depth:</b> 13" <b>Height:</b> 30" <b>Seat Length:</b> 12" <b>Seat Depth:</b> 12" <b>Seat Height:</b> 30"</p>
	<p><b>Shark Barstool</b></p>	<p>BS001</p>	<p>White, Chrome</p>	<p><b>Length:</b> 22" <b>Depth:</b> 19" <b>Height:</b> 34-44" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 14.5" <b>Seat Height:</b> 21.5-32"</p>
	<p><b>Syntax Barstool</b></p>	<p>BSR</p>	<p>Black, Chrome</p>	<p><b>Length:</b> 23" <b>Depth:</b> 19" <b>Height:</b> 43.25" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 28.5"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Zenith Barstool</b></p>	<p>ZENBAR</p>	<p>White, Chrome</p>	<p><b>Length:</b> 19"  <b>Depth:</b> 20"  <b>Height:</b> 44"  <b>Seat Length:</b> 18"  <b>Seat Depth:</b> 16"  <b>Seat Height:</b> 29"</p>
	<p><b>Zoey Barstool</b></p>	<p>BS002</p>	<p>White, Chrome</p>	<p><b>Length:</b> 15"  <b>Depth:</b> 16"  <b>Height:</b> 30-34.75"  <b>Seat Length:</b> 14"  <b>Seat Depth:</b> 13"  <b>Seat Height:</b> 26-30.5"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>30" Round Bar Table w/ Hydraulic Base</b></p>	<p>30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30"</b> <b>Height: 45"</b></p>
 	<p><b>30" Round Bar Table w/ Standard Black Base</b></p>	<p>30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30"</b> <b>Height: 42"</b></p>
	<p><b>30" Round Bar Table, Powered</b></p>	<p>P30BWH</p>	<p>White Top, Black Base</p>	<p><b>Round: 30"</b> <b>Height: 42"</b></p>







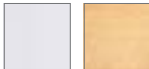


Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>36" Round Bar Table w/ Hydraulic Base</b></p>	<p>36WTHB 36BKHB 36GRHB 36MTHB</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36" Height: 45"</b></p>
 	<p><b>36" Round Bar Table w/ Standard Black Base</b></p>	<p>VTW 36BKSB VTN VTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36" Height: 42"</b></p>
 	<p><b>30" Round Cafe Table w/ Hydraulic Base</b></p>	<p>30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 29"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>30" Round Cafe Table w/ Standard Black Base</b></p>	<p>30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p><b>Round: 30" Height: 29"</b></p>
	<p><b>30" Round Cafe Table, Powered</b></p>	<p>P30CWH</p> 	<p>White Top, Black Base</p>	<p><b>Round: 30" Height: 29"</b></p>
 	<p><b>36" Round Cafe Table w/ Hydraulic Base</b></p>	<p>36WTHC 36BKHC 36MTHC 36GRHC</p>	<p>White Top Black Top Maple Top Graphite Nebula Top</p>	<p><b>Round: 36" Height: 29"</b></p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>36" Round Cafe Table w/ Standard Black Base</b></p>	<p>ZTQ 36BKSC ZTN ZTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p><b>Round: 36"</b> <b>Height: 29"</b></p>
	<p><b>Rustique Square Metal Bar Table</b></p>	<p>RSTSQT</p>	<p>Gunmetal</p>	<p><b>Length: 23.75"</b> <b>Depth: 23.75"</b> <b>Height: 41.25"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Ventura Communal Bar Table</b>	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
  	<b>Ventura Communal Bar Table, Powered</b>	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
 	<b>Ventura Communal Bar Table w/ Grommet Holes</b>	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Ventura Communal Cafe Table</b></p>	<p>VNTCBN VNTCWN VNTCMN</p>	<p>Black Top, Silver White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>
  	<p><b>Ventura Communal Cafe Table, Powered</b></p>	<p>VNTCBK VNTCWH</p>	<p>Black Top, Silver White Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>
 	<p><b>Ventura Communal Cafe Table w/ Grommet Holes</b></p>	<p>VNTCWW VNTCMW</p>	<p>White Top, Silver Maple Top, Silver</p>	<p><b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"</p>








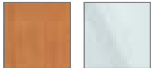
Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Adelaide Powered Cocktail Table</b></p>	<p><b>Powered:</b> ADCTWP  <b>Non-Powered:</b> ADCTWH</p> <p><b>Powered:</b> ADCTBP  <b>Non-Powered:</b> ADCTBK</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 48.87"  <b>Depth:</b> 25.37"  <b>Height:</b> 18"</p>
 	<p><b>Ventura Communal Bar Table, Powered</b></p>	<p>VNTBLK  VNTWHT</p>	<p>Black Top, Silver  White Top, Silver</p>	<p><b>Length:</b> 72.25"  <b>Depth:</b> 26.25"  <b>Height:</b> 42"</p>
 	<p><b>Ventura Communal Cafe Table, Powered</b></p>	<p>VNTCBK  VNTCWH</p>	<p>Black Top, Silver  White Top, Silver</p>	<p><b>Length:</b> 72.25"  <b>Depth:</b> 26.25"  <b>Height:</b> 30"</p>


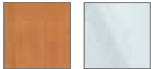

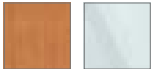

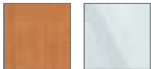








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<b>Village Charging Hub</b>	VILHUB	Cream	<b>Length:</b> 12" <b>Depth:</b> 12" <b>Height:</b> 28.25"
	<b>Wireless Charging Table</b>	CUBPOW	White, AC Outlets	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 18"
	<b>30" Round Bar Table, Powered</b>	P30BWH	White Top, Black Base	<b>Round:</b> 30" <b>Height:</b> 42"
	<b>30" Round Cafe Table, Powered</b>	P30CWH	White Top, Black Base	<b>Round:</b> 30" <b>Height:</b> 29"
  	<b>10' Table</b>	<b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10  <b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N	White Top, Silver  Black Top, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>8' Table</b></p>	<p><b>Powered:</b> C8PWR  <b>Non-Powered:</b> CONF8</p> <p><b>Powered:</b> BKCT8P  <b>Non-Powered:</b> BKCT8N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 96"  <b>Depth:</b> 60"  <b>Height:</b> 29"</p>
 	<p><b>5' Table</b></p>	<p><b>Powered:</b> C5PWR  <b>Non-Powered:</b> CONF5</p> <p><b>Powered:</b> BKCT5P  <b>Non-Powered:</b> BKCT5N</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p><b>Length:</b> 60"  <b>Depth:</b> 48"  <b>Height:</b> 29"</p>










Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Adelaide Cocktail Table</b></p>	<p><b>Non-Powered:</b> ADCTWH <b>Powered:</b> ADCTWP</p> <p><b>Non-Powered:</b> ADCTBK <b>Powered:</b> ADCTBP</p> <p>ADCTGL</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p><b>Length:</b> 48.875" <b>Depth:</b> 25.375" <b>Height:</b> 18"</p>
 	<p><b>Adelaide End Table</b></p>	<p>ADEWH ADEBK ADEGL</p>	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p><b>Length:</b> 21.5" <b>Depth:</b> 21.5" <b>Height:</b> 18"</p>
 	<p><b>Alondra Cocktail Table</b></p>	<p>ALC200</p> <p>ALC100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"</p> <p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 16"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Alondra End Table</b></p>	<p>ALE200  ALE100</p>	<p>Brandy Maple Top, Chrome  Glass Top, Chrome</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"  <b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 20"</p>
 	<p><b>Geo Cocktail Table</b></p>	<p>CIFWB  CIC</p>	<p>Brandy Maple Top, Black Base  Glass Top, Chrome Base</p>	<p><b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"  <b>Length:</b> 50" <b>Depth:</b> 22" <b>Height:</b> 16"</p>
 	<p><b>Geo End Table</b></p>	<p>E1FWB  E1C</p>	<p>Brandy Maple Top, Black Base  Glass Top, Chrome Base</p>	<p><b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"  <b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 20"</p>


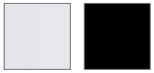




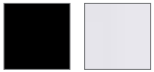

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>Mesa Cocktail Table</b></p>	<p>MESCTW MESCTB  MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze  Glass Top, Bronze</p>	<p><b>Round: 32.25"</b> <b>Height: 17.25"</b>  <b>Round: 36"</b> <b>Height: 17.25"</b></p>
 	<p><b>Mesa End Table</b></p>	<p>MESETW MESETB  MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze  Glass Top, Bronze</p>	<p><b>Round: 20.5"</b> <b>Height: 21.25"</b>  <b>Round: 24"</b> <b>Height: 21.25"</b></p>
	<p><b>Regis Bench/Table</b></p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p><b>Length: 47"</b> <b>Depth: 15.5"</b> <b>Height: 16"</b></p>
	<p><b>Regis End Table</b></p>	<p>REGOTT</p>	<p>Brushed Metal</p>	<p><b>Length: 16"</b> <b>Depth: 15.5"</b> <b>Height: 16.5"</b></p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Silverado Cocktail Table</b></p>	<p>C1E</p>	<p>Glass Top, Chrome</p>	<p><b>Round: 36"</b> <b>Height: 17"</b></p>
	<p><b>Silverado End Table</b></p>	<p>E1E</p>	<p>Glass Top, Chrome</p>	<p><b>Round: 24"</b> <b>Height: 22"</b></p>
	<p><b>Timber Cocktail Table</b></p>	<p>TMBCKT</p>	<p>Distressed Wood</p>	<p><b>Round: 30"</b> <b>Height: 15"</b></p>
	<p><b>Timber End Table</b></p>	<p>TMBTBL</p>	<p>Distressed Wood</p>	<p><b>Round: 16"</b> <b>Height: 17"</b></p>

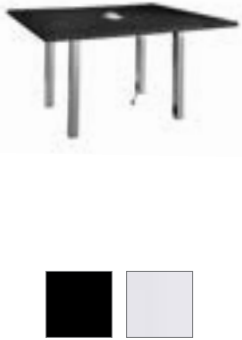




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Aura Round Table</b></p>	<p>AURA</p>	<p>White Metal</p>	<p><b>Round: 15"</b> <b>Height: 22"</b></p>
	<p><b>Sedona Side Table</b></p>	<p>SEDBWH SEDBWD SEDBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p><b>Length: 15.75"</b> <b>Depth: 15.75"</b> <b>Height: 24"</b></p>
	<p><b>Taos Side Table</b></p>	<p>TAOBWH TAOBWD TAOBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p><b>Length: 15.75"</b> <b>Depth: 15.75"</b> <b>Height: 24"</b></p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	<b>Length:</b> 16" <b>Depth:</b> 20" <b>Height:</b> 28"
	Madison Bookcase	BC8	Gray Acajou	<b>Length:</b> 36" <b>Depth:</b> 12" <b>Height:</b> 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	<b>Length:</b> 36" <b>Depth:</b> 18" <b>Height:</b> 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	<b>Round: 42"</b> <b>Height: 30"</b>
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	<b>Round: 36"</b> <b>Height: 30"</b>
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	<b>Length: 60"</b> <b>Depth: 36"</b> <b>Height: 29"</b>
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	<b>Length: 42"</b> <b>Depth: 42"</b> <b>Height: 29"</b>
	Work Table	WD3	White Top, White	<b>Length: 48"</b> <b>Depth: 24"</b> <b>Height: 30"</b>
	42" Round Madison Table	CB8	Gray Acajou, Black	<b>Round: 42"</b> <b>Height: 29"</b>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p><b>42" Round Table</b></p>	<p>CONF42 42BKCT</p>	<p>White Top, Black Black Top, Black</p>	<p><b>Round: 42"</b> <b>Height: 29"</b></p>
 	<p><b>10' Table</b></p>	<p><b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N</p> <p><b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length: 120"</b> <b>Depth: 48"</b> <b>Height: 29"</b></p>
 	<p><b>8' Table</b></p>	<p><b>Powered:</b> BKCT8P <b>Non-Powered:</b> BKCT8N</p> <p><b>Powered:</b> C8PWR <b>Non-Powered:</b> CONF8</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length: 96"</b> <b>Depth: 60"</b> <b>Height: 29"</b></p>













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>5' Table</b></p>	<p><b>Powered:</b> BKCT5P  <b>Non-Powered:</b> BKCT5N</p> <p><b>Powered:</b> C5PWR  <b>Non-Powered:</b> CONF5</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p><b>Length:</b> 60"  <b>Depth:</b> 48"  <b>Height:</b> 29"</p>
	<p><b>Madison 10' Table</b></p>	<p>MADC10</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 120"  <b>Depth:</b> 48"  <b>Height:</b> 29"</p>
	<p><b>Madison 8' Table</b></p>	<p>MADC08</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 96"  <b>Depth:</b> 60"  <b>Height:</b> 29"</p>
	<p><b>Madison 5' Table</b></p>	<p>MADC05</p>	<p>Gray Acajou, Silver</p>	<p><b>Length:</b> 60"  <b>Depth:</b> 48"  <b>Height:</b> 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	<b>Length:</b> 27" <b>Depth:</b> 30.5" <b>Height:</b> 40-43" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18.5-20.5"
	Genesis Chair	GENCHA	Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 40-43.5" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17.5-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Pro Executive Guest Chair</b></p>	<p>PROGB</p>	<p>Black Vinyl, Chrome</p>	<p><b>Length:</b> 24"  <b>Depth:</b> 26"  <b>Height:</b> 36"  <b>Seat Length:</b> 19.5"  <b>Seat Depth:</b> 19"  <b>Seat Height:</b> 18"</p>
	<p><b>Task Stool</b></p>	<p>TASKST</p>	<p>Black Fabric, Black</p>	<p><b>Length:</b> 27.5"  <b>Depth:</b> 27.5"  <b>Height:</b> 32.75-40.25"  <b>Seat Length:</b> 18.5"  <b>Seat Depth:</b> 18.5"  <b>Seat Height:</b> 18-25.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Powered Counter, Unlighted	MTCPUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 39" <b>Height:</b> 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	<b>Length:</b> 40" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Miramar Divider, White	MIRWHT	Molded Plastic	<b>Length:</b> 63" <b>Depth:</b> 23" <b>Height:</b> 83"
	Stanchion Sign Holder	STNSGN	Chrome	<b>Length:</b> 10" <b>Height:</b> 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	<b>Length:</b> 96" <b>Height:</b> 37"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p><b>Mason Floor Lamp</b></p>	<p>LA15</p>	<p>Brushed Silver</p>	<p><b>Round: 18"</b> <b>Height: 55"</b></p>
	<p><b>Mason Table Lamp</b></p>	<p>LA14</p>	<p>Brushed Silver</p>	<p><b>Round: 16"</b> <b>Height: 26"</b></p>
	<p><b>Boxwood Hedge 7'</b></p>	<p>HDG7FT</p>	<p>Green, Black</p>	<p><b>Length: 36.5"</b> <b>Depth: 12"</b> <b>Height: 84"</b></p>
	<p><b>Boxwood Hedge 4'</b></p>	<p>HDG4FT</p>	<p>Green, Black</p>	<p><b>Length: 46"</b> <b>Depth: 9"</b> <b>Height: 47"</b></p>



## CORT Events - 2025 Trade Show Kit Pricelist

[Visit www.cortevents.com/ts-kit](http://www.cortevents.com/ts-kit) to download images and brochure

### New 2025 Kit Product

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2025 PRICING
LVS002	Soft Seating	Allegro Loveseat	Blue Fabric, Brushed Metal	63"L 34.5"D 30"H	\$660
BLDBWH	Barstool	Blade Barstool	White Molded Plastic	20.5"L 20"D 40.5"H	\$118
LRCHGN	Chair	Lorna Chair	Green Leather, Antique Brass	26"L 25"D 30"H	\$460
MARBGY	Barstool	Marina Barstool	Gray Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARCGY	Chair	Marina Chair	Gray Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$156
TCHNTP	Chair	Tech Chair, Non-Powered, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$202
TCHTNP	Chair	Tech Tablet Chair, Non-Powered	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$202
TMCKCT	Table	Timber Cocktail Table	Distressed Wood	30"R x 15"H	\$254
BKC10N	Table	10' Table	Black Top, Silver	120"L 48"D 29"H	\$912
CONF10	Table	10' Table	White Top, Silver	120"L 48"D 29"H	\$912
BKC10P	Powered	10' Table, Powered	Black Top, Silver	120"L 48"D 29"H	\$1,161
C10PWR	Powered	10' Table, Powered	White Top, Silver	120"L 48"D 29"H	\$1,161
TECH3	Office	3 Drawer File Cabinet	Black Top, Black Metal w/ Casters	18"L 20"D 28"H	\$181
P30BWH	Powered	30" Round Bar Table, Powered	White Top, Black	30"RND 42"H	\$729
P30CWH	Powered	30" Round Cafe Table, Powered	White Top, Black	30"RND 29"H	\$729
30WDHB	Table	30" Round Bar Table w/ Hydraulic Base	Barnwood Top	30"RND 45"H	\$281
30BKHB	Table	30" Round Bar Table w/ Hydraulic Base	Black Top	30"RND 45"H	\$281
30BEHB	Table	30" Round Bar Table w/ Hydraulic Base	Blue Top	30"RND 45"H	\$281
30AGHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 45"H	\$281
30YSHB	Table	30" Round Bar Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 45"H	\$281
30GRHB	Table	30" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 45"H	\$281
30GSHB	Table	30" Round Bar Table w/ Hydraulic Base	Green Top	30"RND 45"H	\$281
30MTHB	Table	30" Round Bar Table w/ Hydraulic Base	Maple Top	30"RND 45"H	\$281
30OSHB	Table	30" Round Bar Table w/ Hydraulic Base	Orange Top	30"RND 45"H	\$281
30BRHB	Table	30" Round Bar Table w/ Hydraulic Base	Red Top	30"RND 45"H	\$281
30VHHB	Table	30" Round Bar Table w/ Hydraulic Base	White Top	30"RND 45"H	\$281
30WDBB	Table	30" Round Bar Table w/ Standard Black Base	Barnwood Top	30"RND 42"H	\$227
30BKSB	Table	30" Round Bar Table w/ Standard Black Base	Black Top	30"RND 42"H	\$227
30EBBB	Table	30" Round Bar Table w/ Standard Black Base	Blue Top	30"RND 42"H	\$227
30AGBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 42"H	\$227
30YBBB	Table	30" Round Bar Table w/ Standard Black Base	Brushed Yellow Top	30"RND 42"H	\$227
VTJ	Table	30" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	30"RND 42"H	\$227
30GSBB	Table	30" Round Bar Table w/ Standard Black Base	Green Top	30"RND 42"H	\$227
VTK	Table	30" Round Bar Table w/ Standard Black Base	Maple Top	30"RND 42"H	\$227
30OSBB	Table	30" Round Bar Table w/ Standard Black Base	Orange Top	30"RND 42"H	\$227
VTB	Table	30" Round Bar Table w/ Standard Black Base	Red Top	30"RND 42"H	\$227
30WH42	Table	30" Round Bar Table w/ Standard Black Base	White Top	30"RND 42"H	\$227
30WDHC	Table	30" Round Cafe Table w/ Hydraulic Base	Barnwood Top	30"RND 29"H	\$281
30BKHC	Table	30" Round Cafe Table w/ Hydraulic Base	Black Top	30"RND 29"H	\$281
30BEHC	Table	30" Round Cafe Table w/ Hydraulic Base	Blue Top	30"RND 29"H	\$281
30AGHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 29"H	\$281
30YSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 29"H	\$281
30GRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 29"H	\$281
30GSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Green Top	30"RND 29"H	\$281
30MTHC	Table	30" Round Cafe Table w/ Hydraulic Base	Maple Top	30"RND 29"H	\$281
30OSHC	Table	30" Round Cafe Table w/ Hydraulic Base	Orange Top	30"RND 29"H	\$281
30BRHC	Table	30" Round Cafe Table w/ Hydraulic Base	Red Top	30"RND 29"H	\$281
30VHHC	Table	30" Round Cafe Table w/ Hydraulic Base	White Top	30"RND 29"H	\$281
30WDBC	Table	30" Round Cafe Table w/ Standard Black Base	Barnwood Top	30"RND 29"H	\$227
30BKSC	Table	30" Round Cafe Table w/ Standard Black Base	Black Top	30"RND 29"H	\$227
30EBEC	Table	30" Round Cafe Table w/ Standard Black Base	Blue Top	30"RND 29"H	\$227
30AGBC	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 29"H	\$227
30YSBC	Table	30" Round Cafe Table w/ Standard Black Base	Brushed Yellow Top	30"RND 29"H	\$227
ZTJ	Table	30" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	30"RND 29"H	\$227
30GSBC	Table	30" Round Cafe Table w/ Standard Black Base	Green Top	30"RND 29"H	\$227
ZTK	Table	30" Round Cafe Table w/ Standard Black Base	Maple Top	30"RND 29"H	\$227
30OSBC	Table	30" Round Cafe Table w/ Standard Black Base	Orange Top	30"RND 29"H	\$227
ZTB	Table	30" Round Cafe Table w/ Standard Black Base	Red Top	30"RND 29"H	\$227
30WH29	Table	30" Round Cafe Table w/ Standard Black Base	White Top	30"RND 29"H	\$227
30MAHB	Table	30" Round Madison Bar Table w/ Hydraulic Base	Gray Acajou Top	30"RND 45"H	\$281
VTA	Table	30" Round Madison Bar Table w/ Standard Black Base	Gray Acajou Top	30"RND 42"H	\$227
30MAHC	Table	30" Round Madison Cafe Table w/ Hydraulic Base	Gray Acajou Top	30"RND 29"H	\$281
ZTA	Table	30" Round Madison Cafe Table w/ Standard Black Base	Gray Acajou Top	30"RND 29"H	\$227

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2025 PRICING
36BKHB	Table	36" Round Bar Table w/ Hydraulic Base	Black Top	36"RND 45"H	\$329
36GRHB	Table	36" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 45"H	\$329
36MTHB	Table	36" Round Bar Table w/ Hydraulic Base	Maple Top	36"RND 45"H	\$329
36WTHB	Table	36" Round Bar Table w/ Hydraulic Base	White Top	36"RND 45"H	\$329
36BKSB	Table	36" Round Bar Table w/ Standard Black Base	Black Top	36"RND 42"H	\$235
VTN	Table	36" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	36"RND 42"H	\$235
VTW	Table	36" Round Bar Table w/ Standard Black Base	White Top	36"RND 42"H	\$235
36BKHC	Table	36" Round Cafe Table w/ Hydraulic Base	Black Top	36"RND 29"H	\$329
36BKSC	Table	36" Round Cafe Table w/ Standard Black Base	Black Top	36"RND 29"H	\$235
VTP	Table	36" Round Bar Table w/ Standard Black Base	Maple Top	36"RND 42"H	\$235
36GRHC	Table	36" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 29"H	\$329
36MTHC	Table	36" Round Cafe Table w/ Hydraulic Base	Maple Top	36"RND 29"H	\$329
36WTHC	Table	36" Round Cafe Table w/ Hydraulic Base	White Top	36"RND 29"H	\$329
ZTN	Table	36" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	36"RND 29"H	\$235
ZTP	Table	36" Round Cafe Table w/ Standard Black Base	Maple Top	36"RND 29"H	\$235
ZTQ	Table	36" Round Cafe Table w/ Standard Black Base	White Top	36"RND 29"H	\$235
CB8	Table	42" Round Madison Table	Gray Acajou, Black	42"RND 29"H	\$398
42BKCT	Table	42" Round Table	Black Top, Black	42"RND 29"H	\$398
CONF42	Table	42" Round Table	White Top	42"RND 29"H	\$398
BKCT5N	Table	5' Table	Black Top, Silver	60"L 48"D 29"H	\$497
CONF5	Table	5' Table	White Top, Silver	60"L 48"D 29"H	\$497
BKCT5P	Powered	5' Table, Powered	Black Top, Silver	60"L 48"D 29"H	\$563
C5PWR	Powered	5' Table, Powered	White Top, Silver	60"L 48"D 29"H	\$563
BKCT8N	Table	8' Table	Black Top, Silver	96"L 60"D 29"H	\$912
CONF8	Table	8' Table	White Top, Silver	96"L 60"D 29"H	\$912
BKCT8P	Powered	8' Table, Powered	Black Top, Silver	96"L 60"D 29"H	\$1,161
C8PWR	Powered	8' Table, Powered	White Top, Silver	96"L 60"D 29"H	\$1,161
ACHBCB	Chair	Ace High Back Chair	Black Vinyl, Chrome	26"L 26"D 41.75-44.25"H	\$258
ACEHBC	Chair	Ace High Back Chair	White Vinyl, Chrome	26"L 26"D 41.75-44.25"H	\$258
ACMBCB	Chair	Ace Mid Back Chair	Black Vinyl, Chrome	26"L 26"D 33.25-35.75"H	\$243
ACEMBC	Chair	Ace Mid Back Chair	White Vinyl, Chrome	26"L 26"D 33.25-35.75"H	\$243
ADCTBK	Table	Adelaide Cocktail Table	Black Top, Silver	48.875"L 25.375"D 18"H	\$273
ADCTGL	Table	Adelaide Cocktail Table	Glass Top, Silver	48.875"L 25.375"D 18"H	\$273
ADCTWH	Table	Adelaide Cocktail Table	White Top, Silver	48.875"L 25.375"D 18"H	\$273
ADETBK	Table	Adelaide End Table	Black Top, Silver	21.5"L 21.5"D 18"H	\$264
ADETGL	Table	Adelaide End Table	Glass Top, Silver	21.5"L 21.5"D 18"H	\$264
ADETWH	Table	Adelaide End Table	White Top, Silver	21.5"L 21.5"D 18"H	\$264
ADCTBP	Powered	Adelaide Powered Cocktail Table	Black Top, Silver	48.875"L 25.375"D 18"H	\$381
ADCTWP	Powered	Adelaide Powered Cocktail Table	White Top, Silver	48.875"L 25.375"D 18"H	\$381
CHR002	Chair	Allegro Chair	Blue Fabric, Gray	36"L 34.5"D 30"H	\$623
SFA002	Soft Seating	Allegro Sofa	Blue Fabric, Gray	73"L 34.5"D 30"H	\$805
ALC200	Table	Alondra Cocktail Table	Brandy Maple Top, Chrome	47"L 24"D 17"H	\$331
ALC100	Table	Alondra Cocktail Table	Glass Top, Chrome	47"L 24"D 16"H	\$331
ALE200	Table	Alondra End Table	Brandy Maple Top, Chrome	20"L 20"D 21"H	\$264
ALE100	Table	Alondra End Table	Glass Top, Chrome	20"L 20"D 20"H	\$264
ATHCHA	Chair	Atherton Chair	Brown Leather, Black Metal	27"L 31"D 30"H	\$572
36ATO	Table	Atomic 36" Round Table	Glass Top, Chrome	36"RND 30"H	\$264
42ATO	Table	Atomic 42" Round Table	Glass Top, Chrome	42"RND 30"H	\$264
AURA	Table	Aura Side Table	White Metal	15"RND 22"H	\$147
BCHWHT	Chair	Baja Chair	White Vinyl	36"L 30.5"D 28"H	\$623
BLVWHT	Soft Seating	Baja Loveseat	White Vinyl	61"L 30.5"D 28"H	\$789
BSFWHT	Soft Seating	Baja Sofa	White Vinyl	86"L 30"D 28"H	\$947
BSS	Barstool	Banana Barstool	Black, Chrome	21"L 22"D 41"H	\$258
BST	Barstool	Banana Barstool	White, Chrome	21"L 22"D 41"H	\$258
BVLYBK	Ottoman	Beverly Bench Ottoman	Black Vinyl	60"L 20"D 18"H	\$357
BVLYBN	Ottoman	Beverly Bench Ottoman	Brown Fabric	60"L 20"D 18"H	\$357
BVLYGR	Ottoman	Beverly Bench Ottoman	Gray Fabric	60"L 20"D 18"H	\$357
BVLYLN	Ottoman	Beverly Bench Ottoman	Linen Fabric	60"L 20"D 18"H	\$357
BVLYOB	Ottoman	Beverly Bench Ottoman	Ocean Blue Fabric	60"L 20"D 18"H	\$357
BVLYRD	Ottoman	Beverly Bench Ottoman	Red Fabric	60"L 20"D 18"H	\$357
BVLYWH	Ottoman	Beverly Bench Ottoman	White Vinyl	60"L 20"D 18"H	\$357
BVSMBK	Ottoman	Beverly Small Bench Ottoman	Black Vinyl	30"L 24.5"D 18"H	\$299
BVSMBN	Ottoman	Beverly Small Bench Ottoman	Brown Fabric	30"L 24.5"D 18"H	\$299
BVSMGY	Ottoman	Beverly Small Bench Ottoman	Gray Fabric	30"L 24.5"D 18"H	\$299
BVSMVL	Ottoman	Beverly Small Bench Ottoman	Lavender Fabric	30"L 24.5"D 18"H	\$299
BVSMNL	Ottoman	Beverly Small Bench Ottoman	Linen Fabric	30"L 24.5"D 18"H	\$299
BVSMBL	Ottoman	Beverly Small Bench Ottoman	Ocean Blue Fabric	30"L 24.5"D 18"H	\$299
BVSMGN	Ottoman	Beverly Small Bench Ottoman	Olive Green Fabric	30"L 24.5"D 18"H	\$299
BVSMOR	Ottoman	Beverly Small Bench Ottoman	Orange Fabric	30"L 24.5"D 18"H	\$299
BVSMRD	Ottoman	Beverly Small Bench Ottoman	Red Fabric	30"L 24.5"D 18"H	\$299
BVSMWH	Ottoman	Beverly Small Bench Ottoman	White Vinyl	30"L 24.5"D 18"H	\$299
BVSMYL	Ottoman	Beverly Small Bench Ottoman	Yellow Fabric	30"L 24.5"D 18"H	\$299
BLDBBK	Barstool	Blade Barstool	Black Molded Plastic	20.5"L 20"D 40.5"H	\$118
BLDBRD	Barstool	Blade Barstool	Red Molded Plastic	20.5"L 20"D 40.5"H	\$118
BLDBSB	Barstool	Blade Barstool	Sky Blue Molded Plastic	20.5"L 20"D 40.5"H	\$118



CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2025 PRICING
BLDCBK	Chair	Blade Chair	Black Molded Plastic	20.5"L 19"D 30.5"H	\$77
BLDCRD	Chair	Blade Chair	Red Molded Plastic	20.5"L 19"D 30.5"H	\$77
BLDCSB	Chair	Blade Chair	Sky Blue Molded Plastic	20.5"L 19"D 30.5"H	\$77
BOWCHA	Chair	Bowery Chair	Ochre Fabric	29.75"L 31"D 27.25"H	\$572
HG4FT	Accessory	Boxwood Hedge, 4'	Green, Black	46"L 9"D 47"H	\$579
HG7FT	Accessory	Boxwood Hedge, 7'	Green, Black	36.5"L 12"D 84"H	\$912
SC3	Chair	Brewer Chair	Onyx, Chrome	20"L 20"D 32"H	\$133
BNMCOW	Chair	Brooklyn Meeting Chair	White Vinyl, Oak-look	24.5"L 25.5"D 31.75"H	\$331
BNMCSB	Chair	Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$331
BNMCOB	Chair	Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	24.5"L 25.5"D 31.75"H	\$331
BNMCSW	Chair	Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	24.5"L 25.5"D 31.75"H	\$331
CNTCHR	Chair	Century Chair	Gray Velvet	30"L 30"D 31"H	\$572
CBSBAZ	Barstool	Chelsea Barstool	Black Tower Base, Azure Blue	18.5"L 22"D 46"H	\$180
CBSBBK	Barstool	Chelsea Barstool	Black Tower Base, Black	18.5"L 22"D 46"H	\$180
CBSBYL	Barstool	Chelsea Barstool	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 46"H	\$180
CBSBYG	Barstool	Chelsea Barstool	Black Tower Base, Gray	18.5"L 22"D 46"H	\$180
CBSBOR	Barstool	Chelsea Barstool	Black Tower Base, Orange	18.5"L 22"D 46"H	\$180
CBSBWL	Barstool	Chelsea Barstool	Black Tower Base, Walnut-look	18.5"L 22"D 46"H	\$180
CCSCAZ	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Azure Blue	18.5"L 22"D 34"H	\$133
CCSCBK	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Black	18.5"L 22"D 34"H	\$133
CCSCYL	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Goldenrod Yellow	18.5"L 22"D 34"H	\$133
CCSCGY	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Gray	18.5"L 22"D 34"H	\$133
CCSCOR	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Orange	18.5"L 22"D 34"H	\$133
CCSCWL	Chair	Chelsea Chair	Black Swivel Base w/ Casters, Walnut-look	18.5"L 22"D 34"H	\$133
CCBTAZ	Chair	Chelsea Chair	Black Tower Base, Azure Blue	18.5"L 22"D 34"H	\$133
CCBTBK	Chair	Chelsea Chair	Black Tower Base, Black	18.5"L 22"D 34"H	\$133
CCBTYL	Chair	Chelsea Chair	Black Tower Base, Goldenrod Yellow	18.5"L 22"D 34"H	\$133
CCBTGY	Chair	Chelsea Chair	Black Tower Base, Gray	18.5"L 22"D 34"H	\$133
CCBTOR	Chair	Chelsea Chair	Black Tower Base, Orange	18.5"L 22"D 34"H	\$133
CCBTWL	Chair	Chelsea Chair	Black Tower Base, Walnut-look	18.5"L 22"D 34"H	\$133
XBAR	Barstool	Christopher Barstool	White Vinyl, Chrome	19"L 19"D 41"H	\$202
XCHR	Chair	Christopher Chair	White Vinyl, Chrome	17"L 19"D 35"H	\$133
DIVFRE	Divider	Clear Divider, Freestanding	Silver, Clear	39"L 1.5"D 72"H	\$331
DIVFCR	Divider	Clear Divider, Freestanding Corner	Silver, Clear	39"L 39"D 72"H	\$660
DIVFWL	Divider	Clear Divider, Freestanding Wall	Silver, Clear	40"L 1.5"D 72"H	\$331
COCHTP	Soft Seating	Cordoba Chair	Taupe Fabric, Black	37"L 32"D 33"H	\$497
COLVTP	Soft Seating	Cordoba Loveseat	Taupe Fabric, Black	60.5"L 32"D 33"H	\$712
CUPCHA	Chair	Cupertino Mid Back Chair	Black Vinyl	27"L 30.5"D 40-43"H	\$243
DIVFWB	Divider	Divider, Freestanding Whiteboard	Silver, White	39"L 1.5"D 72"H	\$446
DUET	Chair	Duet Stack Chair	Black, Chrome	21"L 23"D 33"H	\$77
END01B	Ottoman	Endless Curved Ottoman	Black Vinyl, Chrome	60.5"L 37.5"D 15"H	\$467
END01W	Ottoman	Endless Curved Ottoman	White Vinyl, Chrome	60.5"L 37.5"D 15"H	\$467
END02B	Ottoman	Endless Square Ottoman	Black Vinyl, Chrome	34"L 34"D 15"H	\$389
END02W	Ottoman	Endless Square Ottoman	White Vinyl, Chrome	34"L 34"D 15"H	\$389
FAIRCW	Chair	Endless Square Ottoman	White Vinyl, Brushed Metal	27"L 26"D 30"H	\$424
FAIRSW	Soft Seating	Fairfax Loveseat	White Vinyl, Brushed Metal	62"L 26"D 30"H	\$546
GENCHA	Chair	Genesis Chair	Black	27.5"L 27.5"D 40-43.5"H	\$180
C1FWB	Table	Geo Cocktail Table	Brandy Maple Top, Black	47"L 24"D 17"H	\$273
C1C	Table	Geo Cocktail Table	Glass Top, Chrome	50"L 22"D 16"H	\$273
E1FWB	Table	Geo End Table	Brandy Maple Top, Black	20"L 20"D 21"H	\$214
E1C	Table	Geo End Table	Glass Top, Chrome	24"L 24"D 20"H	\$214
CF2	Table	Geo Table, Rectangle	Glass Top, Black	60"L 36"D 29"H	\$497
CE2	Table	Geo Table, Rectangle	Glass Top, Chrome	60"L 36"D 29"H	\$497
CF1	Table	Geo Table, Rounded Square	Glass Top, Black	42"L 42"D 29"H	\$298
CE1	Table	Geo Table, Rounded Square	Glass Top, Chrome	42"L 42"D 29"H	\$298
KABSWH	Barstool	Kamden Barstool	Chrome Base, White Vinyl	16.5"L 20"D 25"-33.5"	\$239
KEYCHR	Chair	Key Largo Chair	Black Fabric, Wood	35"L 35"D 34"H	\$424
KEYLOV	Soft Seating	Key Largo Loveseat	Black Fabric, Wood	57"L 35"D 34"H	\$497
KEYSOF	Soft Seating	Key Largo Sofa	Black Fabric, Wood	79"L 35"D 34"H	\$546
LABREA	Chair	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	35"L 27"D 40"H	\$497
LMBAR	Barstool	Laguna Barstool	Maple, Chrome	18"L 20"D 47"H	\$180
LMCHR	Chair	Laguna Chair	Maple, Chrome	18"L 19"D 34"H	\$133
ROLLBL	Barstool	Lift Barstool	Black Vinyl, Chrome	15"RND 23-33.5"H	\$202
ROLLGY	Barstool	Lift Barstool	Gray Vinyl, Chrome	15"RND 23-33.5"H	\$202
ROLLRD	Barstool	Lift Barstool	Red Vinyl, Chrome	15"RND 23-33.5"H	\$202
ROLLWH	Barstool	Lift Barstool	White Vinyl, Chrome	15"RND 23-33.5"H	\$202
LUBSCL	Barstool	Lucent Barstool	Frosted Acrylic, Chrome	22"L 22.5"D 45.5"H	\$258
LUCHCL	Chair	Lucent Chair	Frosted Acrylic, Chrome	19.5"L 19.75"D 32.5"H	\$202
MADC10	Table	Madison 10' Table	Gray Acajou, Silver	120"L 48"D 29"H	\$912
MADC05	Table	Madison 5' Table	Gray Acajou, Silver	60"L 48"D 29"H	\$497
MADC08	Table	Madison 8' Table	Gray Acajou, Silver	96"L 60"D 29"H	\$912
BC8	Office	Madison Bookcase	Gray Acajou	36"L 12"D 72"H	\$463
JD8	Office	Madison Executive Desk	Gray Acajou, Chrome	60"L 30"D 29"H	\$597
BCW	Chair	Madrid Chair	White Vinyl, Chrome	30"L 30"D 31"H	\$572
MALGRY	Chair	Malba Chair	Gray, Chrome	20"L 20"D 32"H	\$77

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2025 PRICING
MALGRN	Chair	Maiba Chair	Green, Chrome	20"L 20"D 32"H	\$77
MAR015	Ottoman	Marche Swivel Ottoman	Black Vinyl	17"RND 18"H	\$202
MAR010	Ottoman	Marche Swivel Ottoman	Blue Fabric	17"RND 18"H	\$202
MAR014	Ottoman	Marche Swivel Ottoman	Distressed Brown Vinyl	17"RND 18"H	\$202
MAR012	Ottoman	Marche Swivel Ottoman	Forest Green Vinyl	17"RND 18"H	\$202
MAR002	Ottoman	Marche Swivel Ottoman	Gray Fabric	17"RND 18"H	\$202
MAR016	Ottoman	Marche Swivel Ottoman	Ivory Faux Sheep Fur	17"L 17"D 18"H	\$202
MAR003	Ottoman	Marche Swivel Ottoman	Linen Fabric	17"RND 18"H	\$202
MAR008	Ottoman	Marche Swivel Ottoman	Meadow Green	17"RND 18"H	\$202
MAR020	Ottoman	Marche Swivel Ottoman	Olive Faux Sheep Fur	17"RND 18"H	\$202
MAR011	Ottoman	Marche Swivel Ottoman	Orange Velvet	17"RND 18"H	\$202
MAR009	Ottoman	Marche Swivel Ottoman	Pear Yellow Fabric	17"RND 18"H	\$202
MAR007	Ottoman	Marche Swivel Ottoman	Plum Fabric	17"RND 18"H	\$202
MAR004	Ottoman	Marche Swivel Ottoman	Raspberry Fabric	17"RND 18"H	\$202
MAR005	Ottoman	Marche Swivel Ottoman	Red Fabric	17"RND 18"H	\$202
MAR006	Ottoman	Marche Swivel Ottoman	Rose Quartz Fabric	17"RND 18"H	\$202
MAR013	Ottoman	Marche Swivel Ottoman	Teal Velvet	17"RND 18"H	\$202
MAR021	Ottoman	Marche Swivel Ottoman	Terracotta Faux Sheep Fur	17"RND 18"H	\$202
MAR001	Ottoman	Marche Swivel Ottoman	White Vinyl	17"RND 18"H	\$202
MARBBK	Barstool	Marina Barstool	Black Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARBBR	Barstool	Marina Barstool	Brown Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARBBE	Barstool	Marina Barstool	Ocean Blue Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARBRD	Barstool	Marina Barstool	Red Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARBWH	Barstool	Marina Barstool	White Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$258
MARCBK	Chair	Marina Chair	Black Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$156
MARCBR	Chair	Marina Chair	Brown Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$156
MARCBE	Chair	Marina Chair	Ocean Blue Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$156
MARCRD	Chair	Marina Chair	Red Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$156
MARCWH	Chair	Marina Chair	White Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$156
LA15	Accessory	Mason Floor Lamp	Brushed Silver	18"RND 55"H	\$264
LA14	Accessory	Mason Table Lamp	Brushed Silver	16"RND 26"H	\$141
MESCTW	Table	Mesa Cocktail Table	Barnwood Top, Bronze	32.25"RND 17.25"H	\$273
MESCTB	Table	Mesa Cocktail Table	Black Top, Bronze	32.25"RND 17.25"H	\$273
MESCTG	Table	Mesa Cocktail Table	Glass Top, Bronze	36"RND 17.25"H	\$273
MESETW	Table	Mesa End Table	Barnwood Top, Bronze	20.5"RND 21.25"H	\$214
MESETB	Table	Mesa End Table	Black Top, Bronze	20.5"RND 21.25"H	\$214
MESETG	Table	Mesa End Table	Glass Top, Bronze	24"RND 21.25"H	\$214
MTBLPI	Bar	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,269
MTBUUL	Bar	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,120
MTCLPI	Counter	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,270
MTCPUL	Counter	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,121
MIRWHT	Divider	Miramar Divider, White	Molded Plastic	63"L 23"D 83"H	\$480
MONCHA	Chair	Montreal Chair	Blue, Black Metal	30"L 23.25"D 30"H	\$623
MONLOV	Soft Seating	Montreal Loveseat	Blue, Black Metal	62"L 27.25"D 29.5"H	\$789
MNCHCH	Chair	Munich Armless Chair	Gray Fabric, Black	22.5"L 27"D 28.5"H	\$390
NPLOCHR	Chair	Naples Chair	Black Vinyl	36"L 30"D 33.25"H	\$623
NPLCHP	Powered	Naples Chair, Powered	Black Vinyl	36"L 30"D 33.25"H	\$772
NPLLOV	Soft Seating	Naples Loveseat	Black Vinyl	62"L 30"D 33.25"H	\$789
NPLLOP	Powered	Naples Loveseat, Powered	Black Vinyl	62"L 30"D 33.25"H	\$955
NPLSOP	Soft Seating	Naples Sofa	Black Vinyl	87"L 30"D 33.25"H	\$947
NPLSOP	Powered	Naples Sofa, Powered	Black Vinyl	87"L 30"D 33.25"H	\$1,128
PALSOF	Soft Seating	Palm Beach Loveseat	White Vinyl, Chrome	69"L 29"D 33"H	\$805
PASCHR	Chair	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	27"L 25"D 26"H	\$331
PSHCCS	Product Display	Posh Shelving	Chrome, Acrylic	36"L 18"D 72"H	\$381
PDL36B	Product Display	Powered Locking Pedestal, 36"	Black	24"L 24"D 36"H	\$530
PDL36W	Product Display	Powered Locking Pedestal, 36"	White	24"L 24"D 36"H	\$530
PDL42B	Product Display	Powered Locking Pedestal, 42"	Black	24"L 24"D 42"H	\$623
PDL42W	Product Display	Powered Locking Pedestal, 42"	White	24"L 24"D 42"H	\$623
PROGB	Chair	Pro Executive Guest Chair	Black Vinyl, Chrome	24"L 26"D 36"H	\$218
SC10	Chair	Razor Armless Chair	White	19"L 23.5"D 31.75"H	\$77
REGBEN	Ottoman	Regis Bench/Table	Brushed Metal	47"L 15.5"D 16"H	\$299
REGOTT	Table	Regis End Table	Brushed Metal	16"L 15.5"D 16.5"H	\$264
RSTSTL	Barstool	Rustique Barstool	Gunmetal	13"L 13"D 30"H	\$118
RSTDIN	Chair	Rustique Chair w/ Arms	Gunmetal	20"L 18"D 31"H	\$133
RSTSQT	Table	Rustique Square Metal Bar Table	Gunmetal	23.75"L 23.75"D 41.25"H	\$314
SEDBBK	Table	Sedona Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$147
SEDBWH	Table	Sedona Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$147
SEDBWD	Table	Sedona Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$147
BS001	Barstool	Shark Barstool	White, Chrome	22"L 19"D 34-44"H	\$281
C1E	Table	Silverado Cocktail Table	Glass Top, Chrome	36"RND 17"H	\$273
E1E	Table	Silverado End Table	Glass, Chrome	24"RND 22"H	\$214
STNSGN	Product Display	Stanchion Sign Holder	Chrome	10"L 13"H	\$66
STNCH1	Product Display	Stanchion w/ Retractable Belt	Black, Chrome	96"L 37"H	\$74
STECHA	Chair	Sterling Chair	Gray Fabric	33"L 33.5"D 32"H	\$772
STESOF	Soft Seating	Sterling Sofa	Gray Fabric	82"L 33.5"D 32"H	\$1,128

CODE	CATEGORY	ITEM	DETAILS	DIMENSIONS	2025 PRICING
SWAN	Chair	Swanson Swivel Chair	White Vinyl, Chrome	28"L 25"D 30"H	\$390
BSR	Barstool	Syntax Barstool	Black, Chrome	23"L 19"D 43.25"H	\$202
CS4	Chair	Syntax Chair	Black, Chrome	23"L 19"D 32.25"H	\$187
TAOBK	Table	Taos Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$147
TAOBWH	Table	Taos Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$147
TAOBWD	Table	Taos Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$147
TASKST	Chair	Task Stool	Black Fabric, Black	27.5"L 27.5"D 32.75"-40.25"H	\$156
TCHP	Powered	Tech Chair, Powered, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$202
TECH	Powered	Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$390
TECH3B	Powered	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$589
TCHGRY	Powered	Tech Tablet Chair, Powered	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$202
TRCHCO	Chair	Terrace Accent Chair	Black Base, Cognac Leather	24"L 30.5"D 31.25"H	\$530
TMBTBL	Table	Timber End Table	Distressed Wood	16"RND 17"H	\$147
VALCGN	Soft Seating	Valencia Chair	Green Fabric	28"L 30.5"D 31"H	\$424
VALCOT	Soft Seating	Valencia Chair	Oat Fabric	28"L 30.5"D 31"H	\$424
VALCHA	Soft Seating	Valencia Chair	Spice Orange Velvet	28"L 30.5"D 31"H	\$424
VALVOT	Soft Seating	Valencia Loveseat	Oat Fabric	63"L 30.5"D 31"H	\$546
VALSOF	Soft Seating	Valencia Loveseat	Coffee Brown Velvet	63"L 30.5"D 31"H	\$546
VNTBNP	Table	Ventura Communal Bar Table	Black Top, Silver	72.25"L 26.25"D 42"H	\$772
VNTMNP	Table	Ventura Communal Bar Table	Maple Top, Silver	72.25"L 26.25"D 42"H	\$772
VNTWNP	Table	Ventura Communal Bar Table	White Top, Silver	72.25"L 26.25"D 42"H	\$772
VNTBMW	Table	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 42"H	\$772
VNTBWW	Table	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 42"H	\$772
VNTBLK	Powered	Ventura Communal Bar Table, Powered	Black Top, Silver	72.25"L 26.25"D 42"H	\$995
VNTWHT	Powered	Ventura Communal Bar Table, Powered	White Top, Silver	72.25"L 26.25"D 42"H	\$995
VNTCBN	Table	Ventura Communal Cafe Table	Black Top, Silver	72.25"L 26.25"D 30"H	\$579
VNTCMN	Table	Ventura Communal Cafe Table	Maple Top, Silver	72.25"L 26.25"D 30"H	\$579
VNTCWN	Table	Ventura Communal Cafe Table	White Top, Silver	72.25"L 26.25"D 30"H	\$579
VNTCMW	Table	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 30"H	\$579
VNTCWW	Table	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 30"H	\$579
VNTCBK	Powered	Ventura Communal Cafe Table, Powered	Black Top, Silver	72.25"L 26.25"D 30"H	\$812
VNTCWH	Powered	Ventura Communal Cafe Table, Powered	White Top, Silver	72.25"L 26.25"D 30"H	\$812
VIB10	Ottoman	Vibe Cube Ottoman	Black Vinyl	18"L 18"D 18"H	\$108
VIB02	Ottoman	Vibe Cube Ottoman	Blue Vinyl	18"L 18"D 18"H	\$108
VIB05	Ottoman	Vibe Cube Ottoman	Bright Yellow Vinyl	18"L 18"D 18"H	\$108
VIB21	Ottoman	Vibe Cube Ottoman	Caramel Vinyl	18"L 18"D 18"H	\$108
VIB14	Ottoman	Vibe Cube Ottoman	Citrus Green Vinyl	18"L 18"D 18"H	\$108
VIB17	Ottoman	Vibe Cube Ottoman	Desert Rose Vinyl	18"L 18"D 18"H	\$108
VIB01	Ottoman	Vibe Cube Ottoman	Green Vinyl	18"L 18"D 18"H	\$108
VIB22	Ottoman	Vibe Cube Ottoman	Navy Vinyl	18"L 18"D 18"H	\$108
VIB08	Ottoman	Vibe Cube Ottoman	Orange Vinyl	18"L 18"D 18"H	\$108
VIB13	Ottoman	Vibe Cube Ottoman	Purple Vinyl	18"L 18"D 18"H	\$108
VIB04	Ottoman	Vibe Cube Ottoman	Red Vinyl	18"L 18"D 18"H	\$108
VIB12	Ottoman	Vibe Cube Ottoman	Silver Vinyl	18"L 18"D 18"H	\$108
VIB16	Ottoman	Vibe Cube Ottoman	Spice Orange Vinyl	18"L 18"D 18"H	\$108
VIB11	Ottoman	Vibe Cube Ottoman	Steel Blue Vinyl	18"L 18"D 18"H	\$108
VIB15	Ottoman	Vibe Cube Ottoman	Taupe Vinyl	18"L 18"D 18"H	\$108
VIB09	Ottoman	Vibe Cube Ottoman	White Vinyl	18"L 18"D 18"H	\$108
VILHUB	Powered	Village Charging Hub	Cream	12"L 12"D 28.25"H	\$299
WENCHA	Chair	Wentworth Swivel Chair	Brown Vinyl	31"L 24"D 31.5"H	\$390
CUBPOW	Powered	Wireless Charging Table, Powered	White, AC Plug In	20"L 20"D 18"H	\$448
WD3	Table	Work Table	White Top, White	48"L 24"D 30"H	\$306
ZENBAR	Barstool	Zenith Barstool	White, Chrome	19"L 20"D 44"H	\$180
ZENCHR	Chair	Zenith Chair	White, Chrome	18.25"L 22"D 32"H	\$133
BS002	Barstool	Zoey Barstool	White, Chrome	15"L 16"D 30-34.75"H	\$258



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**AVOID 20% SURCHARGE BY PLACING YOUR ORDER ONLINE!!!**

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

[www.denverconvention.com/exhibit-at-an-event](http://www.denverconvention.com/exhibit-at-an-event)



**In this kit, you will find orders for:**

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: [www.denverconvention.com](http://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](http://www.denverconvention.com). These rates are available only on the web and will avoid the 20% surcharge on the listed rates in this kit.**

**Checklist Requirements/Reminders:**

- ◇ Individual orders are required for each booth you will occupy.
- ◇ If you have any questions, call us direct at 303.228.8027 before you order.
- ◇ All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE:** If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

**We look forward to seeing you in Denver!**

## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the **CCC** will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **CCC/ASM Global** in connection therewith.
  - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **Colorado Convention Center/ASM**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

## CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/ASM**

1. Online at [www.denverconvention.com](http://www.denverconvention.com)
2. US Mail/ First Class Mail/Couriers or Overnight Express:  
Colorado Convention Center  
Attn: Exhibitor Services  
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101  
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 977-127-1711 • Routing# 107005047  
Attn: Exhibitor Services  
**All wire transfers must include the following information:**  
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$200 will be added to individual orders for each occurrence.**
4. **CCC/ASM** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by CCC/ASM staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **CCC/ASM** reserves the right to disconnect any service for failure to adhere to these published policies.

### ELECTRICAL

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

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**STANDARD 120V  
ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$155.00	
10 AMPS OR 1000 WATTS		\$175.00	
20 AMPS OR 2000 WATTS		\$195.00	
<b>TOTAL PAYMENT</b>			

**\*\*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	
<b>TOTAL PAYMENT</b>			

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

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- Services are provided in the most convenient manner for CCC Electricians UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians will not split/branch service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com.**



# SERVICE LOCATOR PLAN

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

**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

				<b>BACK</b>				
				<b>FRONT</b>				

Note adjacent booth # to front side of your booth

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**STANDARD 120V – 24 HR & OH ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto: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	
<b>TOTAL PAYMENT</b>			

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

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

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- **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](mailto:eorders@denverconvention.com).

# SERVICE LOCATOR PLAN

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

				<b>BACK</b>				
				<b>FRONT</b>				

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

\_\_\_\_\_



# SERVICE LOCATOR PLAN

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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Island Booth

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\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

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**denverconvention.com/exhibit-at-an-event**

**INDUSTRIAL 208V-24HR & OH ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Account Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$495.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email <a href="mailto:eorders@denverconvention.com">eorders@denverconvention.com</a>		
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			
<b>TOTAL PAYMENT</b>					

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

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage call 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) for **quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

# SERVICE LOCATOR PLAN

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

**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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**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

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

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**TELEPHONE  
ORDER FORM**



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Colorado Convention Center  
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 \_\_\_\_\_ 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	
<b>TOTAL PAYMENT</b>			

**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**

**CABLE TV & SATELLITE DISH  
INFORMATION FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

**A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.**

SERVICE TYPE	QTY	STANDARD RATE	QTY
<b>COMCAST CABLE TV</b>			
<b>DIGITAL (HDTV)</b> (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio) By request for legacy devices		<b>\$300.00</b>	

**CABLE CARDS** - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.

<b>SATELLITE DISH</b>		
<b>NOTE:</b> 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. <b>Must coordinate drop-off and pick-up of equipment with CCC.</b>	<b>DISH ANTENNA TO BE INSTALLED ON ROOF</b>	<b>Needs Quoted</b>
	<b>CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA</b>	

**DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY:** \_\_\_\_\_

ADDITIONAL SERVICE REQUIREMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

INTERNAL USE ONLY		
	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		
ADDITIONAL MATERIALS USED: _____		

# SERVICE LOCATOR PLAN

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

**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

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

## CONDITIONS AND REGULATIONS

### TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **CCC/ASM** staff will complete all installations inside the facility.
4. **CCC/ASM** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

### DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

#### Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

#### Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

### WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.



# SERVICE LOCATOR PLAN

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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**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

\_\_\_\_\_

				<b>BACK</b>					
				<b>FRONT</b>					

Note adjacent booth # to front side of your booth

\_\_\_\_\_

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### GENERAL BUILDING POLICIES

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

### SMOKING POLICY

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

### FOOD AND BEVERAGE

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

### SECURITY

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

### DELIVERY PROCEDURES

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

### PARKING

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

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### RIGGING/SUSPENSION OF LOADS

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

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by CCC or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to CCC two copies of your rigging plot to Exhibitor Services two months prior to move in for the CCC approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
  - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - B. Rigging plots must be drawn in 1/16"=1' scale.
  - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester  
Director of Event Operations  
303.228.8126  
JHiester@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

### BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **CCC/ASM** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
  - A. Battery cables must be disconnected.
  - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

## WASTE DIVERSION POLICY

We recognize our important role in protecting and enhancing the environment and to help secure the long term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

## **PROHIBITED ITEMS AT THE CENTER:**

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including 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.**

<u>Abandoned Item</u>	<u>Flat Rate Charge</u>	<u>(+) Charge Fee</u>
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100.00	\$5.00/ea.
Single use plastic bags	\$100.00	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100.00	\$10.00/lb.
Large exhibits	\$650.00	% of roll off
Electronics	\$100.00	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250.00	\$50.00/lb.
Furniture and/or equip.	\$75.00	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75.00	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

*\*Unrecyclable or reusable by event organizer (excluding decals and window clings)*



# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## **BASIC FIRE CODE REGULATIONS continued**

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the CCC should have written authorization by the CCC management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the CCC management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
  - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval prior to move in:
    - Diagram of the booth layout with dimensions.
    - Detail of the covered area including materials used.
    - Flame retardant certificate is required if soft goods are used as the covering.
  - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
  - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at [mbrisse@denverconvention.com](mailto:mbrisse@denverconvention.com), for approval a minimum of 15 days prior to move in:
    - Engineer stamped drawings of the double deck structure and/or enclosed room.
    - Diagram of the booth layout with dimensions.
    - Elevation drawing of the double deck structure and/or enclosed room.
  - B. Contact CCC Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
  - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

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

***Questions should be directed to:***  
**Exhibitor Services Department**  
**700 14<sup>th</sup> Street**  
**Denver, Colorado 80202**  
**Phone: 303.228.8027      Fax: 303.228.8101**  
**Email: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)**

INTERNET



# COLORADO

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
**TECHNOLOGY**  
Meets **HOSPITALITY**

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

## KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

## REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

## 24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





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.

# 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	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

What if it's

# MISSION CRITICAL?

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

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

**Dedicated Services Include:**

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *			
DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

**\* NOT FOR STREAMING.**

**\*\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

**ORDER NOW** 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 or call 888.446.6911

[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE								
STREAMING								
BANDWIDTH ALLOCATION	SD	or	HD	or	UHD	INCENTIVE *	BASE	ON-SITE
10 Mbps	3		N/A		N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6		4		N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10		6		1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13		8		1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16		10		2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A		N/A		N/A	<b>\$750</b>	\$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)
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[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 or call 888.446.6911

[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)



# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

**Please Note:** Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

## Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**



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# 2025 EXHIBITOR BOOTH SERVICES MENU

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## ***PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.***

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

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

### **EXCLUSIVITY**

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

### **FOOD AND BEVERAGE PRICING**

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

### **ADMINISTRATIVE CHARGES AND TAX**

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

### **TAX EXEMPTION POLICY**

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

### **PAYMENT POLICY**

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

### **CANCELATION POLICY**

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

#### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
Rev 9.16.24*

## **DEADLINES AND GUARANTEES**

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

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

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

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

## **GENERAL SERVICES**

### **LABOR FEES**

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

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

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

### **CATERING SERVICES SALES MINIMUM**

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

### **BEVERAGE (BAR) SERVICES SALES MINIMUM**

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

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

### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
Rev 9.16.24*

### **EXHIBITOR BOOTH CATERING**

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Should a "Drop Off" only service be requested, the fee will be \$50 per delivery.

### **ALLERGIES & DIETARY RESTRICTIONS**

**Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space.**

Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

### **HOLIDAY SERVICE**

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

### **DELAYED OR EXTENDED SERVICE**

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

### **More Menu Items to Choose From!**

*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 9.16.24*

# EXHIBITOR BOOTH SERVICES MENU 2025

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**

## BEVERAGES

Freshly Brewed Starbucks Coffee	\$89.50 per gallon
Freshly Brewed House Blend Coffee,	\$77.00 per gallon
Decaffeinated Coffee and Herbal Tea	
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	\$52.50 per gallon
Orange, Cranberry, & Grapefruit Juice	\$59.50 per gallon
Bottled Water	\$6.00 each
Assorted Soft Drinks	\$5.00 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	\$29.00 each
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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
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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	\$ 48.00 per dozen
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Served with Mustard and Hot Cheese Dip

Assorted Bagels with Cream Cheese	\$ 53.00 per dozen
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Accompanied by a Toaster – 120 volt, 10 amps required

Assorted Local Freshly Baked Danish	\$ 60.00 per dozen
Assorted Local Freshly Made Donuts	\$ 62.00 per dozen
Local Freshly Baked Muffins	\$ 63.00 per dozen
Homemade Brownies or Blondies	\$ 48.00 per dozen
Assorted Freshly Baked Cookies	\$ 56.50 per dozen

Chocolate Chip, Oatmeal Raisin, and Sugar

Assorted Homemade Cupcakes	\$ 59.00 per dozen
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Red Velvet, Oreo, Vanilla, and Lemon

## SNACKS

Whole Fresh Fruit	\$ 5.50 each
Nature Valley Granola Bar	\$ 6.50 each
Assorted Candy Bars	\$ 4.50 each
Assorted Lays Potato Chips	\$ 4.50 each
Snack Mix	\$ 21.50 pound
Mixed Nuts with Peanuts	\$ 35.50 pound
Potato Chips & French Onion Dip	\$ 7.50 per person
Pretzel Twists	\$ 10.50 pound
Sliced Seasonal Fresh Fruit Platter	\$ 8.50 per person
Imported and Domestic Cheese Display	\$10.50 per person
Signature Homemade Granola Bar	\$ 53.00 per dozen

## TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!

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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## KEURIG MACHINE COFFEE KIT

**\$ 195.00**

- One time set up fee of \$195.00 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 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following:

- (1) 120 volt, 20 amps
- Approximate cost for power will be an additional \$ 155.00

## ICE CREAM NOVELTIES

**\$ 950.00**

- Includes (100) Ice Cream Bars and Freezer:  
Varieties to include: Haagen Dazs, Cookiewich, Drumstick , Strawberry Shortcake and Chocolate Éclair Bars
- Additional Servings @ \$ 9.50++ 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.

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

### **EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE**

**\$1,795.00**

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Cappuccino, Café Latte, Café Mocha
  - Includes 4 hours of service with 1 trained/professional barista
  - Includes (300) 8oz beverages
  - Includes Regular and Decaf Espresso
  - Includes Whole, Skim, Almond, Oat & Soy Milk
  - Additional Beverages @ \$4.95++ea
  - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table/counter from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

### **EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE**

**\$2,895.00**

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
  - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
  - Includes Regular and Decaf Espresso
  - Includes Whole, Skim, Almond, Oat & Soy Milk
  - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
  - Includes custom logo/branded coffee sleeves (logo is required 14 business days prior to service; rush orders are subject to a \$125 fee)
  - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

### **EXPRESS KAFEH COLD BREW STATION**

**\$1,795.00**

- Includes (250) 10oz Cold Brew servings
  - Includes Whole, Skim, Almond & Soy Milk
  - Includes: Vanilla, Caramel, Hazelnut and Sugar Free Syrups
  - Includes 4 hours of service with 1 trained/professional server
  - Additional Beverages @ \$4.95++ea
  - Dimensions: 6'x4' Area required
- Please note that you will need to order a table from your Decorator.
- No Power required

### **EXPRESS KAFEH COFFEE BAR ADD-ONS**

- Cold Brew\* (in combo with espresso bar) **\$995.00**
- Nitro Bar\* (250 cups) **\$1,995.00**  
\*Includes barista attendant for 4 hours
- Branded Cup Sleeves **\$250.00/day**
- Branded Beverage Toppers **\$250.00/day**
- Branded Bar **\$500.00/day**
- Ripple Maker (Custom Foam Branding) **\$500/day**

#### **More Menu Items to Choose From!**

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

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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: 2’x2’ cart or 4’x8’ full size smoothie cart
  - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (2) 110 volt, 10amps
  - Approximate cost for power will be an additional \$155.00

## SIMPLY NUTS

**\$750.00**

- Gourmet Flavored Nut Machine creating on site the following treats:  
Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
  - Includes (100) 1/2 lb Individual Bags
  - Additional Servings @ \$7.50++ each
  - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20amps
  - Approximate cost for power will be an additional \$155.00

## SIMPLY NUTS ADD-ONS

- Frozen Chocolate Dipped Cheesecake (Minimum Order of 100 each) **\$7.00 each**
- Frozen Cheesecake Bites on a stick (Minimum Order of 200 each) **\$7.00 each**

### More Menu Items to Choose From!

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

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## HOSTED BAR SERVICES

**DELUXE LIQUORS:** **\$10.50 PER DRINK**  
 Jim Beam Bourbon, New Amsterdam Vodka, Bacardi Rum,  
 Dewar's White Label Scotch, New Amsterdam Gin, Cuervo Blanco Tequila

**PREMIUM LIQUORS:** **\$11.50 PER DRINK**  
 Bulleit Bourbon, Absolute Vodka, Captain Morgan Rum,  
 Glenlivet 12yr Scotch, Bombay Sapphire Gin, Familia Camarena Tequila

**ULTRA-PREMIUM LIQUORS:** **\$12.50 PER DRINK**  
 Crown Royal Whiskey, Grey Goose Vodka, Bacardi 8 Rum,  
 Hendrick's Gin, Johnnie Walker Black, Altos Anejo Tequila

**DELUXE WINE:** **\$10.50 PER GLASS**  
 14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

**PREMIUM WINE:** **\$11.50 PER GLASS**  
 14 Hands Sauvignon Blanc, Mimi St Michelle Chardonnay,  
 Chateau St Michelle Cabernet Sauvignon, Alamos Malbec

**ULTRA-PREMIUM WINE:** **\$12.50 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)** **\$9.50 PER BOTTLE**  
 Coors Banquet, Coors Light, Heineken 0.0 N/A and Topo Chico  
*\*Please select (2) for your service*

**\*IMPORTED/CRAFT BEER (12 oz)** **\$9.50 PER BOTTLE**  
 Sam Adam's, Voodoo Ranger IPA, Blue Moon and Modelo  
*\*Please select (2) for your service*

### HOUSE COCKTAILS:

<b>House Mimosa</b> \$ 13.00 CASH \$ 12.50 HOSTED	<b>House Bloody Mary</b> <i>Celery Stick, Lime and Olive</i> \$ 12.00 CASH \$ 11.00 HOSTED	<b>House Margarita</b> \$ 12.00 CASH \$ 11.00 HOSTED	<b>Moscow Mule</b> <i>(minimum order of 50)</i> \$ 12.00 CASH \$ 11.50 HOSTED
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### DRAFT BEER – KEG

<b>DOMESTIC</b> Coors Banquet, Coors Light and Miller Light	<b>\$680.00 PER KEG</b>
<b>LOCAL CRAFT</b> Colorado Native, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA	<b>\$780.00 PER KEG</b>
<b>IMPORT/PREMIUM</b> Corona, Heineken, Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier and Kolsch	<b>\$1,020.00 PER KEG</b>

*Customization of all liquor, beer, and wine available upon request.*

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$160.00 Bartender Labor Fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$40 per bartender, per hour, applies regardless of the sales achieved. **Sodexo Live! recommends and requires one bartender per 100 guests.**

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

### More Menu Items to Choose From!

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
 Rev 9.16.24*



**Ordering is Simple...**

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

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Contact Phone Number: _____
On-site Contact Name: _____	On-site Contact Cell Number: _____
Street Address: _____	Fax Number: _____
City, State, Zip: _____	Email Address: _____

Would you like Sodexo Live! to provide a table your catering services?  YES  NO

*Minimum labor charges associated with booth delivery or catering services apply.  
 ++ All items subject to a 24% service charge and 8% tax.*

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

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

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

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

Colorado Convention Center • 700 14<sup>th</sup> St. Denver, CO. 80202 • 303-228-8050 (phone)

**More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
 Rev 9.16.24*

# ImageAV



The Onsite Production Partner at the CCC



IATSE Labor Union Management, Logistical Planning & Payroll

50% Discount on Electrical and Utility Pricing

Dedicated, Onsite Event Production Management

Rigging and CAD Services

Onsite Video, Audio, and Lighting Inventory

Event Design Services Including Modular Backdrops

# ImageAV

## Exhibitor Services

We Make Exhibitor Orders A Hassle-Free Process



### Onsite Equipment + Tech Support

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Equipment Packages Designed Based on Common Needs

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Custom + Unique Exhibit Services From LED Walls to Lighting Packages

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Expertise With The CCC Halls And Guidelines



Online Exhibitor Order Form