



EXHIBITOR SERVICES ORDER FORM

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

RECEIVE 20% OFF BY PLACING YOUR ORDER ONLINE!!!

Order must be placed no later than two weeks prior to
first show move-in date at:

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

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE- IN DATE.

CCC must have order, booth floor plan, and full payment by this deadline to honor online discount pricing.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Order Online, Fax, or Mail at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

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

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

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

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

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EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- Services are provided in the most convenient manner for center 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.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- 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.**

INTERNAL USE ONLY

CHECK NO. _____

SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

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

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

Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

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SPECIAL 120V ELECTRICAL ORDER FORM



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Event Name: _____
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 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

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- **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.

Rates effective through 12/31/17

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

INTERNAL USE ONLY
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SERVICE LOCATOR PLAN

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

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

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Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

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INDUSTRIAL 208V ELECTRICAL ORDER FORM



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Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
LABOR (Special placement, changes, or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

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- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage call Exhibitor Services at 303.228.8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- Services are provided in the most convenient manner for center electricians UNLESS booth floor plan is submitted prior to first show move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

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 Denver, CO 80202

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Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1,135.00			
60 AMPS OR 10,000 WATTS		\$1,335.00			
100 AMPS OR 16,600 WATTS		\$2,055.00			
THREE-PHASE SERVICES	QTY	24-Hour Power			TOTAL
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1,065.00			
50 AMPS OR 14,400 WATTS		\$1,350.00			
60 AMPS OR 17,200 WATTS		\$1,650.00			
100 AMPS OR 28,800 WATTS		\$2,425.00			
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TELEPHONE & CABLE TV ORDER FORM



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Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

Onsite Contact _____

TELEPHONE SERVICE - dial 9 for all outside calls	QTY	STANDARD RATE	TOTAL
STANDARD ANALOG PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
DIGITAL MULTI-BUTTON PHONE SERVICE (with instrument)		\$450.00	
POLYCOMM SPEAKER PHONE		\$450.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(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	
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CABLE TV SERVICES—(Provided By Comcast)	QTY	STANDARD RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$250.00	
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

TOTAL PAYMENT

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
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- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable TV Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. _____

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CABLE TV AND SATELLITE DISH INFORMATION FORM



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SERVICE TYPE	SEL		QTY	
COMCAST CABLE TV				
STANDARD DEFINITION TV (SDTV) (Standard RF output/Channel 3/4 modulated audio/video to TV) [Motorola DCH70 Cable Receiver]				
		NUMBER OF CABLE DROPS		
DIGITAL (HDTV) (Outputs: Standard RF, HDMI, S Video, YPvPr component, L/R audio, coaxial, and Optical digital audio) [Motorola DCH3200 M-Card]		SINGLE DROP(S) W/SPLITTERS		
		INDIVIDUAL CABLES NO SPLITTERS		
CABLE CARDS - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.				
SATELLITE DISH				
NOTE: Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close.	DISH ANTENNA TO BE INSTALLED ON ROOF			
	CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA			

DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____

ADDITIONAL SERVICE REQUIREMENTS:

INTERNAL USE ONLY

	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		

ADDITIONAL MATERIALS USED: _____

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

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 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
**Other Fill and Drain Services call 303.228.8027 for quote and requirements. **			
LABOR (Connections, changes and repairs are charged in 1 hour increments.)		\$75.00	
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PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:
		SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water features that require more than one fill & drain will require the purchase of two separate services.

Rates effective through 12/31/17

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

INTERNAL USE ONLY
 CHECK NO. _____

SERVICE LOCATOR PLAN

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

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

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

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

Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth



In this kit, you will find orders for:

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

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

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save time and even more money, order on-line at www.denverconvention.com. These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements/Reminders:

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

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

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

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

We look forward to seeing you in Denver!

PAYMENT POLICIES

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

CANCELLATION POLICIES

1. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
2. Credit will not be given for service or equipment installed and not used.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

SUBMITTING YOUR PAYMENT/ORDER

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

1. Online at www.denverconvention.com
2. US Mail/ First Class Mail/Couriers or Overnight Express:
Colorado Convention Center
Attn: Exhibitor Services
700 14th Street, Denver CO 80202
3. Fax To: 303.228.8101
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047
Attn: Exhibitor Services
All wire transfers must include the following information:
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

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

CONDITIONS AND REGULATIONS

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. Analog/Digital phone lines must dial a 9 before accessing an outside line unless no dial 9 option is ordered.
8. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Analog Phone Service:** Analog phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument
Standard Analog Line Optional phone services:
 - No Dial 9 to access outside line.
 - 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. **Fax, Modem, Credit Card Line:** Touch-tone analog phone line.
3. **Digital Multi-Button Phone Service:** Digital 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, and transfer.
Digital Line Optional phone services:
 - No Dial 9 to access outside line.
 - Call Appearance: Any ordered extension number analog/digital can ring on labeled key on digital set.
 - Call Forward
 - Last Number Redial
4. **Extension:** Analog/Multi Line is an extension's of the Ordered Phone Service. This would be ordered if you need one telephone number shared by two telephone instruments. (only if you have ordered Standard Analog/ Digital Multi-Button Service)
5. **Voicemail Box:** Voicemail box added to Standard Phone Service or Multi-Button Phone.
6. **Polycomm Speaker Phone:** Speaker phone hooked to an Analog phone line used for small to medium conference room sets.
7. **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.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

GENERAL BUILDING POLICIES

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

SMOKING POLICY

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

FOOD AND BEVERAGE

1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached (303) 228-8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

SECURITY

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

DELIVERY PROCEDURES

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

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303-228-8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



RIGGING/SUSPENSION OF LOADS

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

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval.
3. 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.
4. Call 303.228.8220 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC**.

BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
 - A. Battery cables must be disconnected.
 - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
 - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to the Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval prior to move in:
 - Diagram of the booth layout with dimensions.
 - Detail of the covered area including materials used.
 - Flame retardant certificate is required if soft goods are used as the covering.
 - B. Once all the information has been received by Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
 - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Mark Brisse, Operations Manager at mbrisse@denverconvention.com, for approval a minimum of 15 days prior to move in:
 - Engineer stamped drawings of the double deck structure and/or enclosed room.
 - Diagram of the booth layout with dimensions.
 - Elevation drawing of the double deck structure and/or enclosed room.
 - B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
 - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

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

Questions should be directed to:
Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
Phone: 303.228.8027
Fax: 303.228.8101
Email: eorders@denverconvention.com



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: - Web Casting - HD Streaming - Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: - Wired Cyber Cafe - Social Media Feeds - Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: - Email - Surfing the Internet Supports 1 device only
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Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service				\$1,095	\$1,395	\$1,674
b. Additional Devices for Premium Service				\$150	\$185	\$222
c. Upgrade to Public IP Address for Premium Internet Service				\$199	\$299	\$358
d. Basic Internet Service				\$695	\$895	\$1,074
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps				\$3,495	\$4,370	\$5,244
b. Dedicated 6Mbps				\$5,900	\$7,375	\$8,850
c. Dedicated 10Mbps				\$7,850	\$9,810	\$11,772
d. Upgrade to 29 Public Static IP Addresses				\$995	\$1,194	\$1,433
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports				\$185	\$225	\$270
b. Patch Cable (up to 50') – Cat5e				\$50	\$62	\$74
c. Labor / Floor Work – Fee Per Hour				\$125	\$125	\$125
4. Special Quote – Attachment A or Statement of Work (if applicable)						
5. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
				SUBTOTAL		
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% TAX / FEES		
				GRAND TOTAL		
Effective January 1, 2017 – December 31, 2017			Customer No: 2017 - 051 -			

INTERNET – NETWORK SERVICE CONTRACT

Network Security Declaration

Center: Colorado CC - (051) - CO

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2017 - 051 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____

Security Updates Last Performed: _____

Are You Renting Computers? ☐ Yes ☐ No

Rental Company Name: _____

Rental Company Contact: _____

Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 051 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO

Show: ABC EXAMPLE SHOW

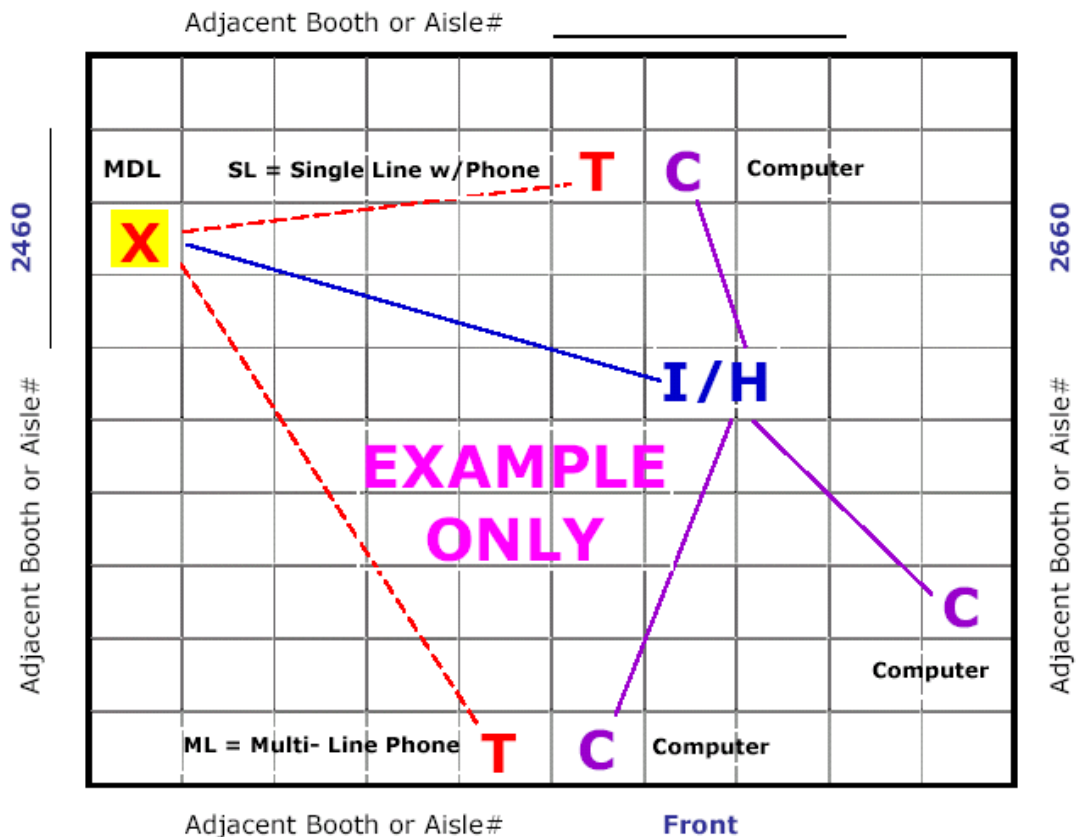
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2017 - 051 - XXX - XXXX

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

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Network Security Declaration

Center: Colorado CC - (051) - CO
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2017 - 051 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 051 -

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		Adjacent Booth or Aisle# _____											
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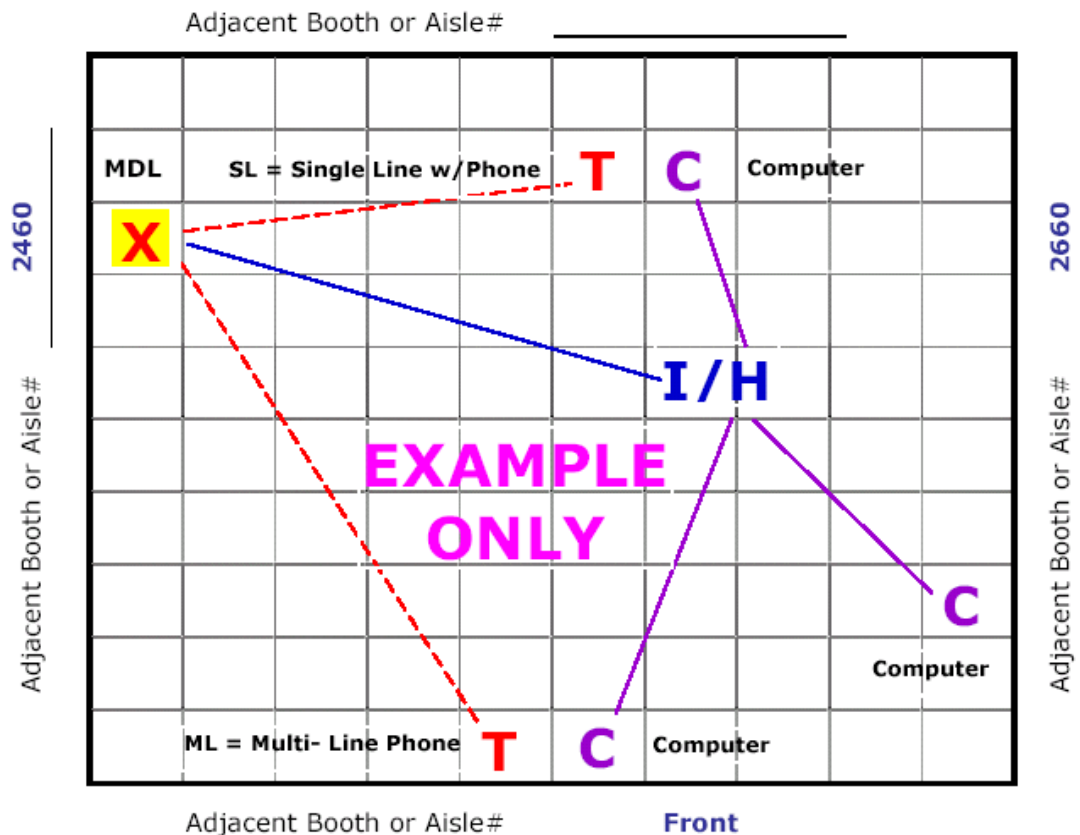
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Shipping Solutions at The UPS Store at the Colorado Convention Center



Before you Arrive

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

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

During the Event

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

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

After the Event

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

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

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

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

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

Located in: The Colorado Convention Center

Address: The Colorado Convention Center

700 14th St, Denver, CO 80202

Phone: (720) 904-2300

Hours:

Friday 8AM-6PM

Saturday 9AM-3PM

Sunday Closed

Monday 8AM-6PM

Tuesday 8AM-6PM

Wednesday 8AM-6PM

Thursday 8AM-6PM

**Extended Hours during Larger Conventions

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



EXHIBITOR BOOTH SERVICES MENU





Centerplate

EXHIBITOR BOOTH SERVICES MENU

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

BEVERAGES

Freshly Brewed Lavazza Coffee	\$55.00 per gallon
Freshly Brewed House Blend Coffee,	\$49.00 per gallon
Decaffeinated Coffee and Herbal Tea	\$25.00 per pot
Fruit Punch, Lemonade or Iced tea	\$35.00 per gallon
	\$15.00 per pitcher
Fresh Squeezed Orange Juice	\$40.00 per gallon
Apple or Cranberry Juice	\$40.00 per gallon
Individual Bottled Juices	\$4.25 each
Chilled Whole, Low-fat and Non-fat Milk	\$3.00 each
Non-carbonated Bottled Water	\$ 4.00 each
Assorted Soft Drinks	\$3.00 each
Water Cooler (Cold)	\$ 85.00 each
Water Replenishments	\$ 35.00 each

BAKE SHOP SPECIALTIES

Soft Pretzels Served Warm	\$ 48.00 per dozen
Pecan Sticky Buns	\$ 55.00 per dozen
Cinnamon Rolls	\$ 55.00 per dozen
Assorted Bagels with Cream Cheese	\$ 36.00 per dozen
Assorted Danish Pastries	\$ 40.00 per dozen
Assorted Donuts	\$ 40.00 per dozen
Breakfast Breads	\$ 40.00 per loaf
<i>(One loaf serves approximately 12 guests)</i>	
Chocolate Dipped Strawberries	\$36.00 per dozen
Double Fudge Brownies or Blondies	\$35.00 per dozen
Assorted Giant Homemade Cookies	\$30.00 per dozen
Sliced Seasonal Fresh Fruit Platter	\$6.00 per person

SNACKS

Bulk Candy with Candy Dish (call for prices)	\$/pound
Whole Fresh Fruit	\$ 2.50 each
Granola Bars	\$ 2.75 each
Assorted Candy Bars	\$ 3.00 each
Assorted Lays Potato Chips	\$ 2.50 each
Snack Mix	\$ 15.00 pound
Trail Mix	\$ 16.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & Dip	\$ 5.00 per person
<i>French Onion Dip</i>	
Pretzel Twists	\$ 8.00 pound
Tortilla Chips, Salsa & Guacamole	\$ 5.00 per person

BOX LUNCH SELECTIONS

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

Box Lunch Sandwich	\$18.00 each
<i>Choice of any of the following:</i>	

- ~Smoked Turkey & Swiss
- ~Roast Beef & Cheddar
- ~Sliced Deli Ham & Cheddar
- ~Grilled Vegetables

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050
Rev 5.1.14

Tempting Treats That Attract Attention & Draw attendees to your booth!**Keurig Machine Coffee Kit****\$150.00**

- One time set up fee of \$150 Includes 26 K Cups- Assortment: 12 Fair Trade Vermont Country Regular, 6 Vermont Country Decaf, 2 Devonshire English Tea, 2 Lemon Zinger, and 2 Milk Chocolate Hot Cocoa
- 40 disposable coffee cups, creamers, sugar packets, stir sticks, and paper napkins
- 5 Gallon Water Cooler
- Additional beverages used will be charged on consumption at \$3.00++ per K Cup
- Client to request additional K Cups as needed- Limited variety available

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

- *(1) 115 volt, 20amps*
- *Approximate cost for power will be an additional \$155.00*

Antique Popcorn Cart**\$375.00**

- Includes (250) Individual Servings
- Additional Servings @ \$225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

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

Hot Pretzel Warmer**\$350.00**

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$115.00 a case (50 Pretzels)
- Dimensions: 31 ½" x 20" x 20" cart
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

Ice Cream Cart**\$400.00**

- Includes (100) Ice Cream Bars:
Varieties to include: Snickers, Ice Cream Sandwiches, Cookiewiches & Drumsticks
- Additional Servings @ \$4.00++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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- *(1) 120 volt, 10amps*
- *Approximate cost for power will be an additional \$115.00*

Host One of Our Specialty Subcontractors At Your Booth...

“Mad Berry’s” Smoothies Tiki Bar

\$500.00

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

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

- (2) 110 volt, 10amps
- *Approximate cost for power will be an additional \$155.00*

Gourmet Coffee Bar by “Blue Bear”

\$625.00

- A Full Service Espresso Bar providing the following coffee drinks: Cappuccino, Espresso, Latte, Americano & Hot Chocolate
- Includes (125) 12oz beverages
- Additional 12oz Beverages @ \$5.00++ea
- Dimensions: 3’x8’ (with 2 foot clearance for Barista behind cart) or 10’x10’
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

- (1) 220 Volt, 20 amps
- (1) 110 volt, 10amps
- *Approximate cost for power will be an additional \$395.00*

Simply Nuts

\$500.00

- Gourmet Flavored Nut Machine creating on site the following treats: Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
- Includes (100) Individual Servings
- Additional Servings @ \$5.00++ each
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

Artisan Gelato by Amore Gelato

\$625.00

- A full service Artisan Gelato Cart providing freshly made Italian style Ice Cream Customer’s choice of 4 flavors
- Includes (120) 5oz Servings
- A second refrigerated cart with 120 additional 5oz. servings can be provided for \$425.00.
- Dimensions: 10’x10’
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

- (1) 120 volt (3phase), 30amps
- *Approximate cost for power will be an additional \$185.00*

The Donut Lady

\$500.00

- Fresh Made to Order Donuts in the following flavors :
Plain, Cinnamon and Sugar
- Includes (100) Bags with 10 Mini Donuts in Each
- Additional Serving of 10 donuts @ \$5.00++ each
- Dimensions: 3'x6' cart
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

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

- (1) 208 volt, 30amps
- (1) 110 volt, 10amps
- Approximate cost for power will be an additional \$440.00

HOSTED BAR SERVICES

PREMIUM LIQUORS

\$6.50 PER DRINK

Pinnacle Vodka, Pinnacle Gin, Cruzan Rum, Cluney Scotch, Sauza Tequila,
Jim Beam Bourbon, Canadian Club Whiskey

ULTRAPREMIUM LIQUORS

\$7.50 PER DRINK

Effan Vodka, Beefeater Gin, Cruzan Single Rum, Glenlivet Scotch,
Honitos Plata Tequila, Makers Mark Bourbon, Jameson Irish Whiskey

DELUXE WINE

\$7.00 PER GLASS

Berringer California Collection – Chardonnay, Cabernet Sauvignon,
Merlot, Sauvignon Blanc, White Zinfandel

PREMIUM WINE

\$8.00 PER GLASS

Gabbino - Pinot Grigio
Casillero del Diablo- Pinot Noir
Clors de Sol - Malbec

CORDIALS

\$6.50 PER DRINK

Courvosier, Amaretto, Kahlua, St. Brendan's Irish Cream,
Grande Marnier

DOMESTIC BEER- 16 oz

\$6.00 PER BOTTLE

Coors, Coors Light

IMPORTED/MICRO BREW BEER- 12 oz

\$6.00 PER BOTTLE

Corona Extra, Avalanche, Heineken

DRAFT BEER – KEG

DOMESTIC
IMPORTED

STARTING AT \$450.00 PER KEG
STARTING AT \$550.00 PER KEG

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

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. ***Centerplate Catering recommends one bartender per 100 guests.***

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



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

Call Catering Sales at 303.228.8050

or

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

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

Order: *Minimum labor charges associated with booth delivery or catering services apply.*

Date of Delivery: _____ Time of Delivery: _____ a.m. / p.m. Ending Time / Time of Pickup: _____ a.m. / p.m.

1. Quantity: _____ Item: _____
2. Quantity: _____ Item: _____
3. Quantity: _____ Item: _____
4. Quantity: _____ Item: _____
5. Quantity: _____ Item: _____

Method of Payment: ☐ Check

☐ Credit Card: (circle one) Amex Visa Master Card

Credit Card Number: _____ Expiration: _____ Security Code: _____

Signature: _____ Name on Credit Card: _____

****To process your credit card you must include with your fax a photocopy of the front and back of the credit card****

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

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee of \$25 will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

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

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