

Dear Exhibitor:

Thank you for exhibiting in the 2026 Colorado Roofing Association Table Top Trade Show. The show will be held Thursday, January 29 at the Arapahoe County Fairgrounds & Event Center at Quincy & E-470. Public Show hours are 11:00 am to 3:00 pm.

We are excited about this year's show. Please share the following information with anyone involved with your exhibit.

### 📍 LOCATION

Arapahoe County Fairgrounds and Event Center  
25690 East Quincy Avenue  
Denver, CO 80216  
Park in West lot.



### MOVE-IN

Move-in will be January 29, 2026 from 9:00 am to 11:00 am. *If your exhibit requires additional time, please contact the CRA office to make other arrangements.*

All tables will be 8' draped tables in black with 2 chairs and a wastebasket. ID Signs will be included.

Table assignments are made on or after Jan 16 and not given in advance. **Upon your arrival, please check with the registration desk or volunteer at back door for your table number.**

### MOVE-OUT

Move-out will immediately follow the close of the show, 3:00 - 4:00 pm. All exhibits must be removed by 4:00 pm, January 29, 2026. **WE ALSO ASK THAT YOU PLEASE RESPECT SHOW HOURS and OUR ATTENDEES WHO COME LATER IN THE DAY. PLEASE DO NOT TEAR DOWN YOUR EXHIBITS BEFORE 3:00 PM.**

### 🚮 TRASH REMOVAL: \*\*REMINDER \*\*

Vendors are responsible for cleaning & trash removal from their displays. After Jan 29 at 4:30 pm, if trash remains, a \$250 fine will be levied, and the vendor responsible for the trash will be charged accordingly.

### 📍 SOCIAL MEDIA, SHOW FLYER & ATTENDEE PROMOTION

Attendee registration is open at <http://www.coloradoroofing.org/events>. Use the enclosed flyer (Eng & Spa) and social media template to promote the event to customers, associates, and prospects. *(The social post includes a blank space for you to incorporate your logo)*. Share the above link or email debbie@coloradoroofing.org for a flyer in email format or social media template.

### 🏨 EXHIBITOR SERVICES | LVE DENVER

We are pleased to partner with LVE Denver (formerly Coast-to-Coast Trade Show Services) as the official show decorator. They can assist with shipping, booth setup, and ordering furnishings for the event. Contact LVE Denver at 888-989-EXPO (3976).

➤ **SHIPPING** - Do not ship directly to Event Center, contact with LVE. *Please note you will not have a table number in advance, so make sure the company name and show contact is listed on your label. See attached LVE services sheet.*

### 🏨 HOTEL

**Fairfield Inn & Suites.** Free WiFi breakfast & parking. The Fairfield Inn & Suites is located to south of the fairgrounds in Southlands Mall at 24192 E. Prospect Ave., Aurora. Call 303-928-7500.

**QUESTIONS?** Contact Debbie Hathorne at the CRA Office at (303) 484-0549 or by email at [debbie@coloradoroofing.org](mailto:debbie@coloradoroofing.org).

### 📶 WIRELESS INTERNET \*UPDATE

The Arapahoe County Event Center has upgraded its Wi-Fi and moved to a new vendor. **Service will likely be improved; however, with 1,000–1,500 people in the building at the same time, the network could still become overloaded.** As a precaution, please download any presentations to a local drive in advance and/or plan to use your own cellular hotspot as a backup.

### ⚡ ELECTRICAL SERVICE

Standard electrical service is included with your table fee - one outlet (110-volt, 5-amp, 500 watt). All power comes from the ceiling or wall. **We do not supply extension cords. Please bring your own.** All extension cords **MUST BE three-prong grounded type.** Please contact the CRA office if you require special electrical service beyond 500-watt service. Also, the Main hall does have a few tables we can't get electric to. If you are assigned there, we can move you.

### ✉ EXHIBITOR BADGE REGISTRATION FORM:

Please submit the attached exhibitor badge registration form to [accounting\\_cra@coloradoroofing.org](mailto:accounting_cra@coloradoroofing.org) by Monday, Jan 26 at 5 pm, and your badge(s) will be ready for you at your table. Be sure to include the first and last names of all employees working at your table: **Badges Included with table:**

1 table = 4 badges	3 tables = 12 badges
2 tables = 8 badges	4 tables = 12 badges

Additional badges are \$20 each. For example, 1 table + 6 badges = \$40. Exhibitor badges will be a different color than the attendees.

### 🚗 VEHICLE DISPLAYS: FUEL & BATTERY POLICY \*NEW

All fuel in tanks must not exceed 1/4 tank or five (5) gallons, whichever is less. All vehicle batteries **must be disconnected and cable ends taped.**

### 🖨 LITERATURE DISTRIBUTION

Literature distribution is strictly prohibited in exhibit halls, lobbies, lunch areas, and entrances. **Printed or product promotion materials can only be distributed at the Exhibitor's booth.** Exhibitors must limit activities to contracted spaces and report any unauthorized solicitation to Show Management.

### ❓ MISCELLANEOUS INFO

- If you have a space along the wall, do not tape, nail or staple any items to the wall. You are allowed to use painters tape or the new Command Strips.
- 10'x10' Canopies, Tents and or Coverings are **NOT** allowed inside the building.
- Popcorn & balloons (no helium) are allowed in the event center.

### 🍽 COMPLIMENTARY BUFFET LUNCH

A buffet lunch will be offered from 11 am to 2 pm. It is available to exhibitors and attendees at no charge, but you will need a lunch ticket.

**Lead Retrieval Not Available.** We suggest you collect business cards or search lead collection apps for your phone/tablet.



# CRA Trade Show

Thursday, January 29, 2026 • 11:00 am - 3:00 pm

Arapahoe County Event Center ▪ 25690 E. Quincy Ave. ▪ Aurora, CO 80016

# Pre-Registration Form

## Exhibitor Badges

Have your badge(s) waiting for you at your table by emailing the names of your team members working the show to the CRA Office by January 26, 2026.

**\*\*NEW\*\* Badges Included with table:** 1 table = 4 badges 3 tables = 12 badges  
2 tables = 8 badges 4 tables = 12 badges

**Any additional badges requested will be billed at \$20.00 per name. (i.e., if you purchase 1 table and need 6 badges, you will owe  $2 \times 20 = \$40.00$ )**

If you did not include names when purchasing your table or need to add new names, you can do that via the online Vendor Registration Page (scroll down to badge ticket area) at <https://www.coloradoroofing.org/events/trade-show-2026-vendor/register> and add names there and or purchase extra badges. *(If you need to remove or change people you have already given us, please [email a note](#) and we'll adjust it for you on our end).*

Or, just use this form and email it back to us.

**Company** \_\_\_\_\_

List prepared by \_\_\_\_\_ Date: \_\_\_\_\_

**Extra Badges:** Any badges used beyond your booth's allotted amount that are not purchased in advance will be billed accordingly.

**Scan/Save & email to:** accounting cra@coloradoroofing.org



## CRA TRADE SHOW BADGE FORM

### VENDOR BADGE & PAYMENT AUTHORIZATION FORM

Event Date: Thursday, January 29, 2026

#### CONTACT:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

#### Extra Badges (Included with Purchase of:

1 table = 4 badges  
2 tables = 8 badges

3 tables = 12 badges  
4 tables = 12 badges

Any additional badges requested are \$20.00 per name.

\$20 x \_\_\_\_\_ Extra \_\_\_\_\_

(i.e., if you purchased 1 table and need 6 badges, you will owe 2x20=\$40.00)

**TOTAL DUE:** \_\_\_\_\_

#### PAYMENT:

Credit Card (below) \_\_\_\_\_

Card Type:  VISA  M/C  AMEX  DISCOVER

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

Security Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Cardholder Billing City, State, Zip: \_\_\_\_\_

→ Cardholder Signature: \_\_\_\_\_

Please Email Receipt to: \_\_\_\_\_

I hereby authorize the Colorado Roofing Association, to charge my Credit Card for the amount listed above. Any default to this agreement will result in legal action against card holder. Chargeback's to authorized charges will be treated as NSF and reported to Credit reporting service of choice.

The information contained is "CONFIDENTIAL" and must be treated in accordance with company policy.

#### PLEASE RETURN TO:

Colorado Roofing Association  
P.O. Box 740550  
Arvada, CO 80006-0550

Scan & Email to:  
Diana Johnson  
accounting\_cra@coloradoroofing.org

Phone/SMSText:  
303-484-0549

**Show Cancellation Policy.** A 75% refund will be issued on all written cancellations received on or before October 1, 2025. A 50% refund will be issued on all written cancellations received on or before December 23, 2025. There will be no refunds for cancellations made on or after December 24, 2025. \*\* There are no refunds for outdoor space in the event of inclement weather on 1-29-26.



# **Colorado Roofing Association Trade show 2026**

**Arapahoe Country Fairgrounds**

**January 29, 2026**

**Exhibitor Service Manual**

**888-989-EXPO**

LAS VEGAS • ORLANDO • NASHVILLE • DENVER • DALLAS 1

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**IMPORTANT DATES**

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

<b>DESCRIPTION</b>	<b>DISCOUNT RATES</b>	<b>STANDARD RATES</b>	<b>ONSITE RATES</b>
	<b>RECEIVED BY</b>	<b>BEGIN</b>	<b>BEGIN</b>
<b>FURNITURE</b>		<b>1/8/2026</b>	<b>1/9/2026</b>
<b>MATERIAL HANDLING</b>		<b>Begins</b>	<b>Ends</b>
Advance Warehouse Shipments Standard Rates	<b>12/18/2026</b>	-	<b>1/15/2026</b>
Late Advance Warehouse Shipments	<b>1/16/2026</b>	-	<b>1/29/2026</b>
Direct to Show Shipments Standard Rates	<b>1/29/2026</b>	-	<b>1/29/2026</b>

**COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

January 29, 2026

Arapahoe Country Fairgrounds

**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 6' x 8' inline booth will consist of:

HALL FLOORING		FACILITY IS NOT CARPETED	
One	6' Table Skirted Black	Two	Side Chairs
One	Wastebasket	One	11" x 17" Identification Sign

**SHOW DATES**

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Thursday, January 29, 2026	8:00 AM	11:00 AM	Exhibitor Setup
Thursday, January 29, 2026	11:00 AM	3:00 PM	Show Hours
Thursday, January 29, 2026	3:00 PM	6:00 PM	Exhibitor Move Out
ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:			4:30 PM on Thursday, January 29, 2026
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:			6:00 PM on Thursday, January 29, 2026

**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 - Wednesday, December 24, 2025 (NO freight receiving available)**

**CLOSED - Thursday, December 25, 2025 (NO freight receiving available)**

**CLOSED - Wednesday, December 31, 2025 (NO freight receiving available)**

**CLOSED - Thursday, January 1, 2026 (NO freight receiving available)**

**COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

January 29, 2026

Arapahoe Country Fairgrounds

**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 18, 2026		WAREHOUSE RECEIVING HOURS			
	STANDARD RECEIVING RATE DEADLINE	Thursday, January 15, 2026		MONDAY - FRIDAY 8:00 AM - 3:30 PM			
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Wednesday, January 28, 2026		EXCLUDING HOLIDAYS			
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				
WAREHOUSE SHIPPING ADDRESS:  All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	<b>COLORADO ROOFING ASSOCIATION TRA</b>			BOOTH #		
	COMPANY			c/o	LVE-Denver		
	ADDRESS	<b>15755 E. 32nd Street, Dock 31, Aurora, CO 80011</b>					
<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 the show.**

SHOWSITE RECEIVING											
DAY/DATE		START TIME		END TIME							
<b>Thursday, January 29, 2026</b>			<b>8:00 AM</b>		<b>11:00 AM</b>						
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.											
SHOW SITE SHIPPING ADDRESS:  All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	<b>COLORADO ROOFING ASSOCIATION TRA</b>			BOOTH #						
	COMPANY			c/o	LVE-Denver						
	ADDRESS	<b>Arapahoe Country Fairgrounds 25690 E. Quincy Ave, Aurora, CO 80016</b>									

**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.

**COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

January 29, 2026

Arapahoe Country Fairgrounds

**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.**

CONTACT	COMPANY NAME						CLIENT NAME					
	ADDRESS					BOOTH #						
	CITY	STATE	ZIP		PHONE							
	EMAIL					FAX						
CREDIT CARD AUTHORIZATION	<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)											
	<i>*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.        All credit card information will be kept on file to be used for future shows and all outstanding balances.        Signer authorizes agent/employees to sign off and create order for the company.</i>											
ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE								
				FURNITURE								
				ESTIMATED MATERIAL HANDLING								
				TAX								
	TOTAL		TOTAL		TOTAL		CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.					
	<b>Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.</b>											
<i>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.</i>												



# COLORADO ROOFING ASSOCIATION TRADESHOW 2026

January 29, 2026

Arapahoe Country Fairgrounds

COMPANY NAME		BOOTH #	
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## FURNITURE

ORDER ONLINE  
[order.lvexpo.com](http://order.lvexpo.com)

	QTY	DISCOUNT RECEIVED BY 1/8/2026	STANDARD BEGINS 1/9/2026	ONSITE BEGINS 1/29/2026	TOTAL
CHAIRS	SIDE CHAIR	\$ 120.00	\$ 168.00	\$ 192.00	
	ARM CHAIR	\$ 150.00	\$ 210.00	\$ 240.00	
	STOOL COUNTER HEIGHT	\$ 195.00	\$ 273.00	\$ 312.00	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*	\$ 155.00	\$ 217.00	\$ 248.00	
	6'L x 30"H x 24"W TABLE SKIRTED*	\$ 181.00	\$ 253.40	\$ 289.60	
	8'L x 30"H x 24"W TABLE SKIRTED*	\$ 211.00	\$ 295.40	\$ 337.60	
	4'L x 30"H x 24"W TABLE UNSKIRTED	\$ 110.00	\$ 154.00	\$ 176.00	
	6'L x 30"H x 24"W TABLE UNSKIRTED	\$ 128.00	\$ 179.20	\$ 204.80	
	8'L x 30"H x 24"W TABLE UNSKIRTED	\$ 150.00	\$ 210.00	\$ 240.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*	\$ 195.00	\$ 273.00	\$ 312.00	
	6'L x 42"H x 24"W COUNTER SKIRTED*	\$ 220.00	\$ 308.00	\$ 352.00	
	8'L x 42"H x 24"W COUNTER SKIRTED*	\$ 252.00	\$ 352.80	\$ 403.20	
	4'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 140.00	\$ 196.00	\$ 224.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 163.00	\$ 228.20	\$ 260.80	
	8'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 190.00	\$ 266.00	\$ 304.00	
CAFÉ	TABLE ROUND 36"W x 30"H	\$ 220.00	\$ 308.00	\$ 352.00	
	TABLE ROUND 36"W x 42"H	\$ 255.00	\$ 357.00	\$ 408.00	
ACCESSORIES	4th SIDE TABLE SKIRT*	\$ 88.00	\$ 123.20	\$ 140.80	
	4th SIDE COUNTER SKIRT*	\$ 98.00	\$ 137.20	\$ 156.80	
	RISER FOR TABLE TOP 4'L x 14"H	\$ 130.00	\$ 182.00	\$ 208.00	
	RISER FOR TABLE TOP 6'L x 14"H	\$ 170.00	\$ 238.00	\$ 272.00	
COLOR	*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.				
	<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.*

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

*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.*

**COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

January 29, 2026

Arapahoe Country Fairgrounds

COMPANY NAME

BOOTH #

MATERIAL HANDLING

**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.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
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ADVANCE WAREHOUSE	\$ 150.00 Per 100 lbs	\$ 195.00 Per 100 lbs	\$ 202.50 Per 100 lbs	\$ 263.25 Per 100 lbs
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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
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SHOW-SITE	\$ 160.00 Per 100 lbs	\$ 208.00 Per 100 lbs	\$ 216.00 Per 100 lbs	\$ 280.80 Per 100 lbs
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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 the show.**

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE	WAREHOUSE	SHOW SITE	SHOW SITE
	FIRST PACKAGE	ADDITIONAL PACKAGE	FIRST PACKAGE	ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 80.00	\$ 60.00	\$ 95.00	\$ 75.00
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)**

**PUBLISHED RATES LISTED ABOVE 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 \$150.00 per 100 lbs = minimum charge of \$300.00*

**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 \$150.00 = \$600.00*



**LVE**

# WAREHOUSE DELIVERY

## **RECEIVING DATES WITHOUT LATE FEES**

**Friday, December 18, 2026 - Thursday, January 15, 2026**

**TO:**

## EXHIBITOR NAME

c/o: LVE-Denver

**15755 E. 32nd Street, Dock 31  
Aurora, CO 80011**

**EVENT: COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

**NO. OF PIECES**

**BOOTH #:**



# LVE

# WAREHOUSE DELIVERY

## RECEIVING DATES WITHOUT LATE FEES

**Friday, December 18, 2026 - Thursday, January 15, 2026**

**TO:**

**EXHIBITOR NAME**

c/o: LVE-Denver

**15755 E. 32nd Street, Dock 31  
Aurora, CO 80011**

**EVENT: COLORADO ROOFING ASSOCIATION TRADESHOW 2026**

**NO. OF PIECES**

**BOOTH #:**



## DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Thursday, January 29, 2026 : 8:00 AM - 11:00 AM

TO:

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EXHIBITOR NAME

C/O: **LVE-Denver**

Arapahoe Country Fairgrounds

25690 E. Quincy Ave Aurora, CO

80016

EVENT:

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COLORADO ROOFING ASSOCIATION TRADESHOW 2026

NO.            OF            PIECES

BOOTH #:



## DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Thursday, January 29, 2026 : 8:00 AM - 11:00 AM

TO:

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EXHIBITOR NAME

C/O: **LVE-Denver**

Arapahoe Country Fairgrounds

25690 E. Quincy Ave Aurora, CO

80016

EVENT:

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COLORADO ROOFING ASSOCIATION TRADESHOW 2026

NO.            OF            PIECES

BOOTH #:

## COLORADO ROOFING ASSOCIATION TRADESHOW 2026

January 29, 2026

Arapahoe Country Fairgrounds

### 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 8:00 AM - 3:30 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.