

Dear Exhibitor:

Thank you for exhibiting in the 2025 Colorado Roofing Association Table Top Trade Show. The show will be held Thursday, January 23 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 23, 2025 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 17 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 23, 2025. 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 23 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 303-991-2791.

- **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.*

📶 WIRELESS INTERNET

WIFI is not available for the show. Please download any presentations to a local drive. If you do need internet, **we suggest using a cellular Hotspot of your own.**

⚡ 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.*

📄 EXHIBITOR BADGE REGISTRATION FORM: ***NEW POLICY**

Please submit the attached exhibitor badge registration form to accounting_cra@coloradoroofing.org by Monday, Jan 20 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.

📖 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.

🏨 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.

🔍 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. The lunch is compliments of and sponsored by:

Agency of Credit Control, Inc., American Roofing Supply, Beacon Building Supply, Eagle Roofing Products, F-Wave Roofing, Malarkey Roofing Products, and Owens Corning.

FINAL NOTE...

Lead Retrieval Not Available. Because of the cost and set-up involved with Lead Retrieval systems and the short duration of our show, it is not cost effective to offer this service during our show. We suggest you collect business cards or search lead collection apps for your phone/tablet.



CRA Trade Show

Thursday, January 23, 2025 ▪ 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 21, 2025.

| | | |
|--|---------------------|----------------------|
| **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 2x20 = \$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 at <https://www.coloradoroofing.org/events/trade-show-2025-vendor/register>. (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:** _____

TYPE OR PRINT CLEARLY (Type "Company" only if different from the one listed above. If you need more space, please attach sheet).

| | |
|------------|---------------|
| Name _____ | Company _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Extra Badges: If you exceed your booth's badge allotment, please visit our website to purchase additional badges at <https://www.coloradoroofing.org/sponsorandmarketing/trade-show-extra-badges>. Otherwise, you 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 23, 2025

CONTACT:

Name: _____

Company: _____

Extra Badges (Included with Purchase of:

1 table = 4 badges

3 tables = 12 badges

2 tables = 8 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:
accounting_cra@coloradoroofing.org

Or, by Fax to:
720-633-9776

Cancellation Policy. A 50% refund will be issued on all written cancellations received on or before December 23, 2024. There will be no refunds for cancellations made on or after December 24, 2024. ** There are no refunds for outdoor space in the event of inclement weather on 1-23-25.

Billing Questions: Please email accounting_cra@coloradoroofing.org or call the CRA Office at 303-484-0549.

ROOFERS... YOU'RE INVITED!

TRADE SHOW

January 23, 2025

11:00 a.m. to 3:00 p.m.

Arapahoe County Event Center
E-470 and Quincy Ave.



WHY ATTEND:

- Free workshops!
- **Chance to win a door prize!**
- New Materials & Techniques
- Innovative Tech Solutions
- Energy-Saving Products
- Roofing Solutions & Growth Tools
- Safety Gear & More!

Free!

Admission & Lunch

Compliments of:

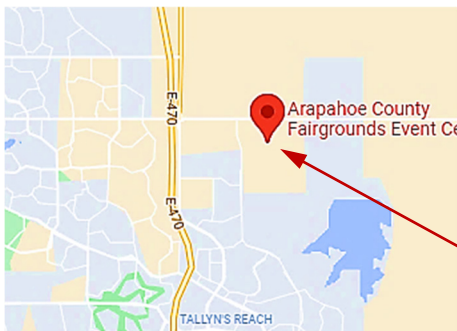


Beacon



Invite your subs!

Install crews welcome!



LOCATION!

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

Right off E-470 & Quincy!



REGISTER NOW!

Register for Free online
at ColoradoRoofing.Org.



REGISTER TO ATTEND ONLINE AT ▶ ▶ ▶
COLORADOROOFING.ORG



PO Box 740550
Arvada CO 80006
Ph: 303.484.0549
www.coloradoroofing.org



TRADE SHOW

40
YEARS

FREE workshops, lunch and admission!



THURSDAY
23RD JANUARY



ARAPAHOE COUNTY
EVENT CENTER
(E-470 & QUINCY AVE)



11AM - 3PM



CRA
COLORADO ROOFING ASSOCIATION

www.coloradoroofing.org

2025



**REGÍSTRESE
GRATIS
AHORA**

FERIA DE TECHADO

**40
YEARS**

¡Talleres, almuerzo y
entrada GRATIS!



**JUEVES
23 DE ENERO**



**CENTRO DE EVENTOS
DEL CONDADO DE
ARAPAHOE
(E-470 Y AVENIDA DE QUINCY)**



11AM A 3PM



CRA
COLORADO ROOFING ASSOCIATION
www.coloradoroofing.org

2025

Drop by our table - let's connect!

ROOFING TRADE SHOW

40
YEARS

FREE workshops, lunch and admission!



THURSDAY
23RD JANUARY



ARAPAHOE COUNTY
EVENT CENTER
(E-470 & QUINCY AVE)



11AM - 3PM

REGISTER



2025

www.coloradoroofing.org

CRA
COLORADO
ROOFING ASSOCIATION