

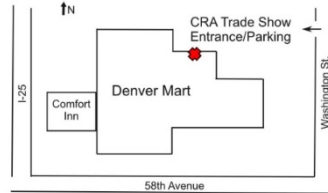
Dear Exhibitor:

Thank you for exhibiting in the 2020 Colorado Roofing Association Table Top Trade Show. The show will be held Thursday, January 23 at The Denver Mart PLAZA at I-25 & 58th Ave. 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.

**CENTRAL LOCATION **

The Denver Mart
Plaza Building
451 East 58th Avenue
Denver CO 80216



MOVE-IN

Move-in will be January 23, 2020 from 10:00 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. Signs will not be included.

Table assignments are made the week of January 20 and not given in advance. **Upon your arrival, please check with the registration desk 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, 2020. 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.

SHOW FLYERS – ATTENDEE PROMOTION

Online attendee registration is open at <http://www.coloradoroofing.org/events>. Please share this address **and distribute to your customers, associates, prospects, etc. inviting them to visit you at the show.**

SHIPPING

See enclosed shipping information for instructions on shipping your items to the show. Freight will be accepted 10 business days prior the show (Jan 3). Shipments sent prior to this date will be refused. The Denver Mart staff will deliver all freight to your table on the day of move-in. *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

High-speed wireless internet is available with your laptop (or other wireless compatible device) and a wireless network card. *DI Seamers is Sponsoring the WiFi for everyone this year & you will receive free access code upon arriving at the show.*

ELECTRICAL SERVICE

Electrical service is available and must be purchased directly from the Denver Mart. Please fill out the enclosed Electrical Services Order form and return with payment to the address listed on their form. *You will not have a table number in advance, so make sure the company name and show contact is listed on your form.*

EXHIBITOR BADGE REGISTRATION FORM

Exhibitor badges will be a different color than the attendees. Be sure to send the names of all employees who will be working in your exhibit to debbie@coloradoroofing.org by Monday, January 20 at noon and your badge(s) will be waiting for you at the registration desk. (First name, last name, Company if different than what table was purchased under).

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. For those of you near a railing, you may hang banners with zip ties or string. 10'x10' Canopies, Tents and or Coverings are allowed. Tents larger than this will require an approved fire alarm system in place (i.e. sprinkler system). Popcorn and balloons (no helium) are allowed in the Plaza.

PRE-SHOW SEMINAR

CRA has planned a free seminar to be held from 10:00 to 11:00am. Topic: **"TO BE ANNOUNCED"**. **Exhibitors are welcome to attend, but you must sign up in advance.** *If you are the only one working your table, please call to make arrangement for early move-in.*

BUFFET LUNCH/CASH BAR

A buffet lunch will be offered throughout the show. It is available to exhibitors and attendees for no charge. Two cash bars will be available for alcoholic refreshments. Current lunch Sponsors are *American Roofing Supply, Owens Corning, Supreme Roofing Done Right and TAMKO.*

Lead Retrieval. *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. Please plan on collecting business cards or check out these apps for your phone/tablet:*

[The 6 Best Business Card Scanner Apps of 2020 | Zapier](#)

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



451 East 58th Avenue, Suite 2490 | Denver, Colorado 80216-8470 | denvermart.com | 303.292.6278 | 800.289.6278
 fax 303.531.6976 | accountingdept@denvermart.com

Electrical Service Order Form

Event Name **Colorado Roofing Association Trade Show** Event Date Jan 23, 2020 Booth Number By Company

Company _____ Phone Number _____ Fax Number _____

Address _____ City _____ State _____ Zip _____

Ordered by _____ Title _____ Email _____

Signature _____ Date _____

Service Requested	Amps. Max.	Watts Max.	Quantity	10 Business Days Before Event	Less than 10 Business Days Before Event	Day of/On Site Floor Rate	Total
110 Volts	5	500		\$60.00	\$85.00	\$120.00	
110 Volts	10	1,000		\$70.00	\$90.00	\$140.00	
110 Volts	15	1,500		\$80.00	\$95.00	\$160.00	
110 Volts	20	2,000		\$90.00	\$100.00	\$180.00	
208v Single Phase	10	---		\$130.00	\$230.00	\$260.00	
208v Single Phase	20	---		\$160.00	\$260.00	\$320.00	
208v Single Phase	30	---		\$190.00	\$290.00	\$380.00	
208v Three Phase	10	---		\$170.00	\$270.00	\$340.00	
208v Three Phase	20	---		\$200.00	\$300.00	\$400.00	
208v Three Phase	30	---		\$230.00	\$330.00	\$460.00	

Total Due:

IMPORTANT POLICY

DUE TO ELECTRICAL REGULATIONS, ALL ELECTRICAL HOOKUPS MUST BE PERFORMED BY A QUALIFIED ELECTRICIAN. **The Denver Mart DOES NOT supply extension cords.** All extension cords MUST BE three-prong grounded type.

When ordering 208-volt service, the exhibitor must provide the male and female connectors. The electrical service is provided to a disconnect box and includes ONLY wiring of the female plug with pigtail to the disconnect. Any additional wiring to the equipment or elsewhere will be charged as labor at current rates with a one-hour minimum by our electrical contractor. Payment must be made at the time of service.

Any special requirements, such as electrical service not listed above, etc., must be ordered immediately upon receipt of this form. Please include the specific information as to 1) VOLTAGE, 2) AMPERAGE, and 3) TOTAL NUMBER OF LINES REQUESTED. Also include a copy of the electrical specifications for the machine(s) you wish to be connected. For large booths, please include a sketch illustrating the location desired for each outlet. Although every effort will be made to comply with your exact requirements, the Mart reserves the right to make modifications in the location to be compatible with the overall electrical system.

The Denver Mart reserves the right to limit, reduce and/or discontinue electrical service to any exhibitor or booth(s) to prevent electrical hazard and/or maintain human safety.

CHECK OR MONEY ORDER (MADE PAYABLE TO THE DENVER MART) OR CREDIT CARD INFORMATION MUST ACCOMPANY THIS FORM.

RETURN NO LATER THAN 10 BUSINESS DAYS PRIOR TO EVENT

VISA
 MASTERCARD
 AMERICAN EXPRESS
 AMOUNT \$ _____

Cardholder Name _____ CVV# _____
(3-4 digit security code)

Card# _____ Exp. Date _____

Billing Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

I, the cardholder, authorize the amount specified above be charged to my credit card.

RETURN TO:
 Denver Mart
 451 East 58th Avenue, Suite 2490
 Denver, CO 80216-8470
FAX FORM TO: 303.531.6976
EMAIL FORM TO:
 accountingdept@denvermart.com
QUESTIONS? 303.292.6278
PLEASE NOTE:
 Electrical service other than listed above
 will be priced on request, please call
 303.292.6278 for more information.

Shipping Instructions

Shipping to the Denver Mart

Mart Dock Staff will deliver all freight to the building and booth on day of move-in.

- › **Freight will be accepted 10 business prior to the event**, stored and locked on the Denver Mart Dock— Freight delivered MORE than 10 business days before the event may be refused.

- › **Shipping label MUST include the following information**

Name (personnel on site to receive freight)

Denver Mart

451 East 58th Avenue

Denver, Colorado 80216

Name of Event

Colorado Roofing Association

Date of Event

January 23, 2020

Building

Plaza

Company Name & Booth Number

Company Name

Shipping Out of the Denver Mart

At conclusion of the show to ship freight out of the Mart:

- › **All freight must be packed and ready to ship.**
- › **All freight must be labeled.**
- › **All freight must have shipping labels.**
- › **Shipping labels/paperwork must be completed.**
- › **Payment must be arranged** (credit card, corporate account #, pre payment etc.).
- › **Exhibitor must notify their carrier for pick up, from the Denver Mart for the following business day** (possibly Monday) **after the show.**
- › **Exhibitor will leave all freight and paper work in booth.**
- › **Denver Mart Dock staff will come by the booth and pick up all freight and ship out of Denver Mart Dock.**

Incomplete freight shipments will not be shipped.

The Denver Mart is not responsible for incomplete freight shipments.