

denver merchandise mart services and accommodations

The following items are provided by the Denver Merchandise Mart at no additional costs or fees

- › free parking
- › tables (4', 6', 8') uncovered/skirted, chairs and wastebaskets (form enclosed)
- › no rental charge for 1 day of move-in & set-up for decorator and exhibitors
- › cash & carry food service/concessions
- › banners (hanging up to 5 banners, inside the hall, outside of the building)
- › daily cleaning of the hall and exhibitor trash cans
- › carts provided at the dock for move-in and move-out
- › event directional signage for days of event
- › easels to the extent of the Mart's available inventory
- › stages in varying heights can be provided to the extent of the Mart's available inventory
- › podiums (5) and/or to the extent of the Mart's available inventory
- › house sound/microphones (5 corded, 1 cordless lapel, 1 cordless handheld) and/or to the extent of the Mart's available inventory
- › 2 portable sound systems or to the extent of the Mart's available inventory
- › 1 – 8' x 8' portable screen, 2 – 10' x 10' portable screens to the extent of the Mart's available inventory
- › over-head projector (transparencies only)
- › 3 dry erase boards to the extent of availability
- › electrical service provided for A/V needs
- › catered events receive

linen (choice of color)	candles
tables stanchions	dance floor
china	flatware
rounds/tables	banquet padded chairs
	12" x 12" square beveled mirrors

provided by the Denver Merchandise Mart for an additional fee

- › telephone service/internet access. (form enclosed)
- › flexible, cost efficient labor
- › electrical service for exhibitor's booths. (form enclosed)
- › security/event host @ \$17.00 per hour, per person, all hours building is occupied by lessee. (this service is a facility requirement). one security guard during move-in and move-out hours and one event host during the hours of the event will be required for your event.
- › catered food & beverage service.

miscellaneous

- › a vehicle permit from the fire department will be required. the fire department charges the denver merchandise mart \$50.00 – this cost of \$50.00 for the permit will be invoiced to the client.
- › an exact number of vehicles with a floor plan stating the locations of the vehicles will be required 3 weeks before the event.
- › a fee of \$35.00 will be invoiced for damage to any carpet tiles. **NO EXCEPTIONS.**

If you have any questions or concerns please do not hesitate to contact the Denver Merchandise Mart Sales Department at 303.292.6278.

THE DENVER MERCHANDISE MART IS CONVENIENTLY LOCATED AT I-25 AND 58TH AVENUE

451 East 58th Avenue | Denver, Colorado 80216 | phone 303/292.6278 800/289.6278 | fax 303/297.8473 | email sales@denvermart.com | www.denvermart.com



denver merchandise mart

rules and regulations for exhibitors

1. **Care of Spaces** absolutely nothing may be attached to the wall. Driving nails, tacks, staples or the use of tape on the walls will not be permitted. All displays must be free standing. If a room is damaged during the show by an exhibitor occupying the room, charges will be made and must be paid before move-out.
2. **Parking** all vans, campers, motor homes and other large vehicles will be required to park in the lots behind the Pavilion Building to utilize all available parking. Exhibitors are encouraged to park in the lot across Washington Street from the Expo Building.
3. **Badges** must be worn at all times.
4. **Shipping of Merchandise** see attached form.
5. **Sample Cartons** If cartons are to be saved, they must be marked with an 'empty' sticker, including space number. They will be picked up, stored and returned at the close of the show.
6. **Exhibitors are personally responsible** for the collection and payment of all sales taxes applicable and all applicable licenses for any merchandise sold at the events held in the Denver Merchandise Mart complex.
7. **Automobiles displayed on the exhibitor floor must adhere to the following rules:**
 - › gas Tank must have ¼ tank or 5 gallons of fuel (whichever is less).
 - › gas tank must be taped shut.
 - › tires must be washed on dock before entry of hall.
 - › batteries must be disconnected.
 - › visqueen must be placed underneath to protect carpet.
 - › permit (\$50.00) from fire department
 - **a fee will be invoiced for any damaged carpet tiles.
8. **Animals** are not allowed in the complex at any time.
9. **Children** will not be permitted in the complex during set-up and dismantling periods.
10. **Food and beverage** all must be provided by the Mart's exclusive Catering Department.

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denver merchandise mart wireless internet access guide

The Denver Merchandise Mart now offers high-speed wireless Internet access. With your laptop (or other wireless compatible device) and a wireless network card, you can access the Internet in open trade show areas — Pavilion, Terrace Gardens, Expo, Plaza, Showroom Bar and Grill and the Forum Meeting Rooms.

Service Fees

\$ 9.99 one day pass

\$18.99 two day pass

\$25.99 three day pass

\$49.99 one week pass

There are many different brands of Wireless Network Adapters available, so we cannot address every possible setup option. This guide should be of assistance in most common installations.

1. setup the wireless adapter to obtain an IP address automatically

- › right-click on *My Network Places*
- › select *Properties* from the drop-down menu
- › right-click on *Local Area Connection*
(or the name assigned to your wireless network adapter)
- › select *Properties* from the drop-down menu
- › click on *Internet Protocol (TCP/IP)* once to select it
- › click on the *Properties* button
- › click on the selection circle next to *Obtain an IP address automatically*
- › click on the selection circle next to *Obtain DNS server address automatically*
- › click on the *OK* button twice
- › close the Network and Dial-up Connections window

2. select the appropriate wireless network at the Denver Merchandise Mart

- › activate your wireless network adapter application
- › select the option to view available network sites
- › select the appropriate available network
(all Denver Merchandise Mart wireless access points are named DMM_x where x refers to the area of location i.e. Expo, Pavilion, Plaza, Terrace Gardens, Forum or Showroom)
(all areas will NOT be visible — only those with an active signal from your location. Select the access point with the best signal strength)



denver merchandise mart

shipping instructions

shipping to the denver merchandise 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 Merchandise 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 Merchandise Mart
451 East 58th Avenue
Denver, Colorado 80216

Name of Event
Date of Event
Building
Company Name & Booth Number

shipping out of the 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 Mart for the following business day** (possibly Monday) **after the show.**
- › **Exhibitor will leave all freight and paper work in booth.**
- › **Mart Dock staff will come by the booth and pick up all freight and ship out of Mart Dock.**

Incomplete freight shipments will not be shipped.

The Denver Merchandise Mart is not responsible for incomplete freight shipments.

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denver merchandise mart equipment order form

The following equipment is included in the cost of your room/booth rental

Tables and risers are not covered/skirted, contact the official service contractor for covers, table skirting and upgraded furniture.

number of tables <i>30" wide, 29 1/2" floor to top of table</i>	8' tables _____	6' tables _____	4' tables _____
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number of clothing racks <i>total width 5'</i>	single (4' hang space x 5' high) _____	double (4' hang space x 6' high) _____
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number of table risers <i>11" wide</i>	8' boards on 10" risers	8' boards on 5" risers	6' boards on 10" risers	6' boards on 5" risers	4' boards on 10" risers	4' boards on 5" risers
	_____	_____	_____	_____	_____	_____

number of chairs	_____
number of waste baskets	_____

we do not need equipment

event name _____ event date _____

company name _____ booth number _____

address _____

city _____ state _____ zip _____

phone number _____ fax number _____

ordered by _____ title _____

signature _____ date _____

RETURN TO

Denver Merchandise Mart
Attention: Event Services Manager
451 East 58th Avenue, Suite 4270
Denver, CO 80216-8470

QUESTIONS?

Call 303/292.6278

RETURN NO LATER THAN 10 BUSINESS DAYS PRIOR TO EVENT

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denver merchandise mart electrical service order form

event name _____ event date _____ booth number _____
 company _____ phone number _____ fax number _____
 address _____ city _____ state _____ zip _____
 ordered by _____ title _____
 signature _____ date _____

qty.	service requested	amps. max.	watts max.	advance rate	floor rate*	total
	110 Volts	5	500	\$60.00	\$85.00	
	110 Volts	10	1,000	\$70.00	\$90.00	
	110 Volts	15	1,500	\$80.00	\$95.00	
	110 Volts	20	2,000	\$90.00	\$100.00	
	208v Single Phase	10	----	\$130.00	\$230.00	
	208v Single Phase	20	----	\$160.00	\$260.00	
	208v Single Phase	30	----	\$190.00	\$290.00	
	208v Three Phase	10	----	\$170.00	\$270.00	
	208v Three Phase	20	----	\$200.00	\$300.00	
	208v Three Phase	30	----	\$230.00	\$330.00	

208 service available ONLY in the Mart Pavilion and EXPO II Hall

TOTAL DUE:

*Floor orders are limited to available circuits and/or physical limitations.

Check or money order (made payable to the Denver Merchandise Mart) or credit card information MUST accompany this form.

<input type="checkbox"/> visa	<input type="checkbox"/> mastercard	<input type="checkbox"/> american express	amount _____
credit card number _____		expiration 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 Merchandise Mart
 Attn: Coordinator of Building Operations
 451 East 58th Avenue, Suite 4270
 Denver, CO 80216-8470

FAX FORM TO: 303/531-6976

RETURN NO LATER THAN 15 BUSINESS DAYS PRIOR TO EVENT

Electrical service other than listed above will be priced on request, please contact DEBBIE REED at 303/292.6278 ext. 5202 or DAVE MILOTES at ext. 5226.
 DUE TO ELECTRICAL REGULATIONS, ALL ELECTRICAL HOOKUPS MUST BE PERFORMED BY A QUALIFIED ELECTRICIAN. The Denver Merchandise 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 Merchandise 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.

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denver merchandise mart lighting order form- flood lights

event name _____ event date _____ booth number _____
 company _____ phone number _____ fax number _____
 address _____ city _____ state _____ zip _____
 ordered by _____ title _____
 signature _____ date _____

qty.	service requested	watts max.	advance rate	floor rate*	total
	Flood Light	150 watt	\$30.00 each	\$40.00 each	
	Quartz Light	300 watt	\$90.00 each	\$100.00 each	

TOTAL DUE:

PLEASE INDICATE LAYOUT OF LIGHTS IN DIAGRAM BELOW



Front of Exhibit Space

IMPORTANT POLICY

To receive advanced rate pricing, your order **AND** payment must be received **NO LATER THAN 15 business days prior to the event**.
 If your order is sent by fax or mail prior to the deadline, but payment is **not received until after the deadline**, floor rate pricing will apply.
 Any new orders or changes after that date must be handled at the Mart Show Services desk at the show site.

QUESTIONS: Contact Debbie Reed 303/292.6278 ext. 5202

Check or money order (made payable to the Denver Merchandise Mart) or credit card information MUST accompany this form.

<input type="checkbox"/> visa	<input type="checkbox"/> mastercard	<input type="checkbox"/> american express	amount _____
credit card number _____		expiration date _____	
billing address _____		city _____	state _____ zip _____
signature _____		date _____	
<i>I, the cardholder, authorize the amount specified above be charged to my credit card.</i>			

RETURN TO:
 Denver Merchandise Mart
 Attn: Coordinator of Building Operations
 451 East 58th Avenue, Suite 4270
 Denver, CO 80216-8470
FAX FORM TO: 303/531-6976
RETURN NO LATER THAN 15 BUSINESS DAYS PRIOR TO EVENT

The Denver Merchandise 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.

denver merchandise mart telephone service order form

- > telephone service is available in your booth at the dmm pavilion building and expo building.
- > service must be ordered in advance (15 business days prior to move-in).
- > floor orders will not be available.
- > all long-distance calls must be placed by using your phone card, credit card, collect or third-party billing.
- > all telephone orders must be accompanied by payment with a separate check. **no credit cards accepted**

request for telephone service:

Install Single Line Service (Expo Building)	\$190.00
Install Single Line Service (Plaza Building)	\$245.00
Install Single Line Service (Pavilion Building)	\$245.00
Telephone Instrument Deposit (\$10.00 Usage Fee)	\$50.00
Total check or money order enclosed*	\$ _____

*Forms received without a check or money order will be returned

event name _____ event date _____

company name _____ booth number _____

address _____

city _____ state _____ zip _____

phone number _____ fax number _____

ordered by _____

title _____

signature _____ date _____

RETURN TO

Gary Krous
4440 West Vassar Avenue
Denver CO 80219-5640

FAX: 303.936.0037/

QUESTIONS?

Call 303/829.6283

RETURN NO LATER THAN 15 BUSINESS DAYS PRIOR TO EVENT

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denver merchandise mart
local suppliers

audio/visual companies	phone	fax	website
CEAVCO Audio Visual	303.238.0443	303.238.2247	www.ceavco.com
Davis Audio-Visual	800.572.1220 * 303.455.3343	303.455.2207	www.davisav.com
Image Audiovisuals	800.818.1857 * 303.758.1818	303.758.5722	www.imageav.com
J & S Audio Visual	800.835.7966 * 303.792.5588	303.792.5599	www.jsav.com
Multimedia Audio-Visual	303.623.2324	303.623.0829	
Spectrum Audio-Visual	800.477.4752 * 303.477.4456	303.477.0114	www.spectrumav.com

decorating companies	phone	address	website
Brede Expositions	303.399.8600	5140 Colorado Blvd. Denver, Colorado 80216-3120	
Décor 'n More	303.936.9224	3999 Holly Street, #14 Denver, Colorado 80207	
Elite Expo Services	303.991.2791	3857-B Steele Street Denver, Colorado 80205	
Freeman Decorating	303.329.3442	4493 Florence Street Denver, Colorado 80238	

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denver merchandise mart preferred hotels

annexed to the mart

Comfort Inn

Bar and restaurant, free deluxe continental breakfast, outdoor pool. Free shuttle within 5 miles. High-speed wireless internet.
303/297-1717 or 800/842-4415

central

Holiday Inn Denver Central

I-25 & 48th Ave. (1.2 miles south of Mart)
Night club, restaurant, outdoor heated pool and hot tub, fitness room, and gift shop. High-speed wireless internet. Complimentary airport shuttle and within 5 miles of hotel.
303/292-9500 or 800/638-8941

denver north

Ramada Plaza & Convention Center

I-25 & 120th Ave. (8 miles north of Mart)
Two restaurants, bar, indoor pool, exercise room, whirlpool and sauna. High-speed wireless internet.
303/452-4100

Radisson North Denver

I-25 & 120th Ave. (8 miles north of Mart)
Restaurant, indoor heated pool/spa/sauna, fitness area. Complimentary high-speed internet access. Complimentary airport shuttle and within five miles.
303/451-1002

denver northwest

Double Tree Hotel Denver North

Hwy 36 & Sheridan (7 miles northwest of Mart)
Complimentary hot buffet breakfast. Complimentary high-speed internet access. Indoor heated pool, hot tub/sauna, fitness center. Free shuttle within 7 miles.
303/427-4000 or 877/387-8277

Westminster Hampton Inn

Hwy 36 & Sheridan (7 miles northwest of Mart)
Complimentary hot breakfast, indoor heated pool and hot tub. Free high-speed wireless internet.
303/427-0700

Residence Inn by Marriott

Hwy 36 & Sheridan (7 miles northwest of Mart)
Complimentary hot breakfast buffet, complimentary light dinner Mon.–Thurs., heated indoor pool and spa. Fitness Center.
303/427-9500 or 800/331-3131

downtown

Embassy Suites

18th & Curtis (5.5 miles south of Mart)
Free breakfast buffet, complimentary evening cocktails, athletic club, restaurant and bar. High-speed wireless internet.
303/297-8888 or 800/733-3366

Executive Tower Hotel

14th & Curtis (5.5 miles south of Mart)
Athletic club, restaurant and lounge, indoor pool and jacuzzi.
303/571-0300 or 800/525-6651

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