



November 3-5, 2023

# VENDOR MANUAL



This Vendor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Denver Christmas Show.

Enclosed you will find helpful information to make your participation in our show successful.

**We strongly urge you give this manual to those responsible for your participation and set up of the show and visit the vendor kit page at <https://www.denverchristmasshow.com/vendor-kit> for the most up to date information.**

[DenverChristmasShow.com](https://www.denverchristmasshow.com)

**MARKETPLACE | EVENTS**  
Largest Home Show Producer | in North America

## SHOW MANAGEMENT

The Denver Christmas Show is produced and managed by:

Marketplace Events

5495 S 4015W #18278

Taylorsville, UT 84129

720.893.0737

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## SHOW FACILITY

The Denver Christmas Show is held at:

The Colorado Convention Center

700 14<sup>th</sup> Street

Denver, CO 80202

303.228.8000

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## SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, forklift services & labor.

[Order Online](#)

Gilbert Exposition Management Services, Inc (GEMS)

- GEMS Warehouse 12684 International Parkway, Dallas, TX 75228

- 214.388.5722 Ext. 1 | [jill@gemsevents.com](mailto:jill@gemsevents.com)

- All orders with full payment (including tax) must be received before October 16th, to receive discounted pricing.

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## UTILITIES

### Electricity & Internet

**Electricity** can be ordered at a cost from Colorado Convention Center.

Order should be placed online. [Order Online](#)

Exhibitor Services 303.228.8027 | [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

**WIFI** can be accessed for a fee from Smart City. There is no pre-order incentive pricing.

Exhibitor Internet orders should be placed on-site at the Smart City Service Desk. If vendors experience any issues, you must call Smart City for assistance using the phone available at the service desk. From there a Smart City team member will help walk through the process.

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## MOVE-IN | MOVE-OUT DAYS AND HOURS

Move-in DRIVE TIME varies based on booth location. Please refer to the colored move in schedule with map on the [Vendor Kit Page](#)

Move-in must be completed by 8:00am on Friday, November 3. Make sure to clear all trash, boxes, crates, etc. from the aisles prior to the beginning of the show.

**If you need additional time, please make special arrangements with Show Management.**

### MOVE-OUT DAYS AND HOURS

**THERE IS NO MONDAY MOVE-OUT THIS YEAR. ALL BOOTH MUST BE COMPLETELY REMOVED FROM THE BUILDING SUNDAY EVENING.**

Sunday	November 5, 2023	5:01PM – 11:59PM
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**NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL 5:01pm OR THE PUBLIC HAS CLEARED THE BUILDING.**

During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup. Any damage to the facility floor will be charged to your company.

### SHOW HOURS

Friday	November 3, 2023	<b>9:00am</b> – 7:00pm
Saturday	November 4, 2023	9:00am – 7:00pm
Sunday	November 5, 2023	10:00am – <b>5:00pm</b>

**\*You must man your booth each day from show open to show close. Leaving early is a violation of your signed contract.**

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## ENHANCED LISTING

Your Company's basic vendor listing is now live on our show website. It includes your company name, booth number and product category along with a form that allows web visitors to reach out to you directly to obtain more information.

We encourage you to enhance your listing by adding your logo, a company description, and a **show special**.

The virtual showroom is one of the most visited pages across all show websites. Consumers view the virtual showroom before, during and after the show and we want your listing to be the best it can be. Attendees are looking for trusted seller status, show specials, and new products.

## ACCOUNT BALANCES

Final payment for exhibit space must be made by **October 15**. Show management reserves the right to refuse entry to any vendor whose account has not been paid in full.

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## PARKING

Colorado Convention Center Parking Garage <https://denverconvention.com/attend-an-event/parking>

Open lots and garages around the Convention Center

<https://www.denvergov.org/Government/Departments/Parking-Division/Lots-and-Garages>

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## VENDOR BADGES

Vendor badges can be picked up at the registration desk during move in. Badges are required to identify yourself as an authorized vendor. Vendors will not be allowed access during show days without a badge. Vendor badges are not required during move-in.

Five (5) vendor badges are provided for 100 -300 square feet.

Ten (10) vendor badges are provided for 400+ square feet of space.

**VENDOR BADGES MAY NOT BE USED AS ADMISSION TICKETS FOR GUESTS**

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## SHOW OFFICE/REGISTRATION/INFORMATION DESK

**Both the On-site Show Office and Vendor Registration/Info desk** will be open on Wednesday, November 1st and remain open through the entire show. When you arrive to move-in, please check in and pick up your vendor badges.

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## WILL CALL

Will Call will be located at the box office.

**VENDOR BADGES ARE FOR VENDORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES. THEY MAY ONLY BE LEFT FOR INDIVIDUALS WORKING IN YOUR BOOTH.**

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## FLOORING

Flooring is **REQUIRED** this year. Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

Do not drill holes, paint, nail glue or affix flooring to the convention center flooring.

**Any damage to the flooring will be repaired at the vendor's expense.**

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## TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirtings must be pressed and neat. **Use of plastic tablecloths, sheets, shower curtains or any type of “makeshift” tablecloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the vendor’s expense.



All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

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## VEHICLES IN EXHIBITS

If you plan to have a motorized vehicle in your booth as part of your display, please contact Show Management for pre-approval and move-in instructions. All vehicles, boats and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- a. There is to be no more than five (5) gallons of fuel or  $\frac{1}{4}$  the capacity of the fuel tank, whichever is less.
  - b. Fuel tanks used for storage of excess fuel must meet applicable Federal, State and Local fuel storage requirements.
  - c. Fuel tanks are to be locked or taped shut, and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover can only be detached from inside the vehicle.
  - d. Ignition keys are to be removed and given to show management to remain onsite at all times.
  - e. Vehicles, boats, and similar exhibited products with more than hundred square feet (100 sq. ft.) of roofed area are to have a smoke detector.
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## FOOD SAMPLING

The City of Denver & the Colorado Convention Center requires that all vendors sampling food during the show have a temporary food service permit.

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.

[Food and Beverage Sampling and Donations Policies](#)

[Sampling Request Form](#)

[Demo Waiver of Liability](#)

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## COLORADO SALES TAX

For information regarding sales taxes prior to the event please visit the [Colorado Department of Revenue](#) website.

[Denver/Colorado Sales and Special Event Tax License Information](#)

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## DENVER DISPOSABLE BAG FEES

Per Denver's Fee on Disposable Bags (Chapter 48, Article IX of the Denver Revised Municipal Code), retail stores shall impose, collect, and account for a fee of \$0.10 on every disposable bag provided at checkout for the purpose of transporting goods. Retail stores are required to remit \$0.06 of the fee collected on every disposable bag to the City and County of Denver on a quarterly basis.

For more information [Click Here](#) to be redirected to the City and County of Denver's website or email questions to [bringyourownbag.finance@denvergov.org](mailto:bringyourownbag.finance@denvergov.org).

[Bag Fee Remittance Form](#)

[How to Complete the Bag Fee Remittance Form](#)

[How to Remit Bag Fees](#)

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## BOOTH INFORMATION, RULES & REGULATIONS

### **Staffing Your Booth**

All vendors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-staffed displays. Our visitors pay an entrance fee and expect to be able to do business with our vendors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

### **Demonstrations and handouts**

Vendors demonstrating products and/or distributing marketing materials, product samples or

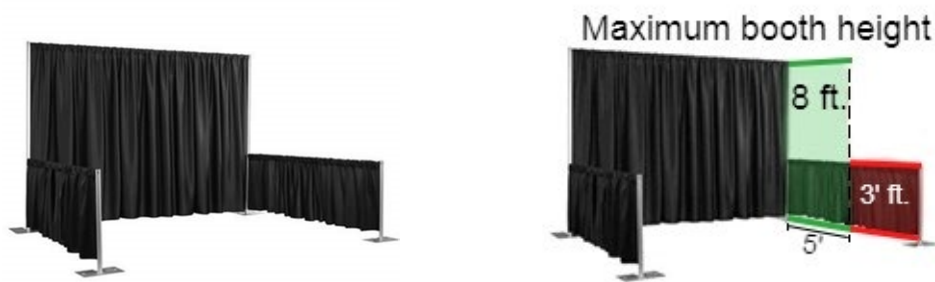
souvenirs are not permitted to do so outside the confines of their rented exhibit space. Working in the aisle is strictly prohibited and will be enforced by show management. This includes any mascots.

### Product Display

Only products agreed upon in the signed contract can be sold and displayed in your booth. Only one product per 100 sq. ft. unless otherwise authorized by show management.

### Booth Guidelines

MPE provides each inline vendor with a back curtain 8 feet in height, two side curtains, each 3 feet in height and an ID sign with company name and booth number. A corner booth has only back drape. An island booth (open on all 4 sides) does not have any pipe and drape or ID sign. Example of inline booth 8' high x 10' wide x 3' front to back sides



### Booth Regulations

- Booth displays, including signage, shall not exceed 8 feet in height. Your display may be 8 feet high for the width of your back drape. Side walls may go as tall as 5 feet from the back of your booth, or  $\frac{1}{2}$  the depth of your booth. For the remaining 5 feet toward the aisle, your display must return to the same 3 feet height of the side curtain unless otherwise approved by show management.
- All unfinished portions of displays must be draped or finished to be pleasant to the public view. Show Management may require vendors to purchase drape if display is not finished adequately.
- No balloons allowed. Helium or otherwise.
- **NO TENTS OR CANOPIES ALLOWED**
- Signs **MAY NOT** exceed 8 Feet. This is the height of the back drape provided to you in your booth space.
- No tear-drop flags, paper banners, or hand-written signs allowed. All signs must be professionally made.
- Rotating, flashing, strobe or projection lights are not permitted.
- No flag poles above 8 feet. (Unless prior approval has been given by show management)

# **BUILDING REGULATIONS**

## **Smoking Regulations**

Smoking or Vaping is not permitted inside The Colorado Convention Center.

## **Alcohol/Drugs Regulations**

No alcohol may be consumed on show site during show hours. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including vendors, service providers, employees, attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

## **Outside Food & Beverages**

**No outside food or beverage will be allowed inside the Colorado Convention Center.**

## **Sale of Merchandise at the Show**

All Vendors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations of Marketplace Events. Vendors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. Vendors must agree to issue refunds for any returned items. No food or drinks may be sold without the approval of show management and The Convention Center.

## **Animals/Pets**

Only trained and certified service animals are permitted. **Personal pets are not allowed.**

## **Aerial items**

No vendor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

## **Fire Regulations**

No flammable products, open flames, or flammable display materials, etc. are permitted in the exposition hall by order of the Fire Department and the Facility Security Department. Enclosed structures over 300 sq. ft. must have a fire extinguisher and smoke detector. Enclosed structures of over 300 sq. ft. must install a sprinkler system inside the structure. No cartons, boxes, or crates may be stored behind booth curtains.

Pine straw/ hay is not allowed unless treated.

All material used in the construction and decoration of an exhibit must be flame retardant.

This includes scenery, backdrops, drapes, table, and dust covers.

No hazardous material will be permitted in an exhibit.

No vehicles or other apparatus, which has a fuel tank, will be permitted as a display without written permission from show management.

**THE FIRE MARSHALL OF THE STATE OF COLORADO RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS**



### **Microphone, Audio Equipment & Music**

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the vendor from using sound equipment for the remainder of the show.

### **Music, Photographs & Other Copyrighted Materials**

Each vendor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in vendor's booth or display. No vendor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the vendor has, or does not need, a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs, or other copyrighted material and for which the vendor fails to produce proof that the vendor holds all required licenses. The vendor shall remain liable for all claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by vendor, vendor's agent or employees of any patent, copyright or trade secret rights or privileges.

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## **SECURITY**

Show Management provides security for the show floor during move-in, move-out, show hours and overnight. However, neither Show Management nor the Colorado Convention Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out.

**Report anything of a suspicious nature to Show Management and/or Security.**

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## **INSURANCE**

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover vendors' property, which is placed on display at the vendor's risk. Every reasonable precaution will be taken to protect vendors' properties, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes. Please refer to items #4 and 5 on your vendor contract/application or contact Show Management if you have questions.

**Ensure you are adequately insured.**

# SHIPPING INFORMATION

All shipments must go through Gilbert Exposition Management Services Inc. (GEMS), please contact them for pricing on handling shipments.

GEMS

**R U S H**

**DO NOT DELAY**

Must Not Arrive Before  
Wed, November 01 2023

To: \_\_\_\_\_  
(Exhibitor Name)

Colorado Convention Center  
c/o GEMS  
2023 Christmas Show  
Company Name & Booth #  
700 14th Street  
Denver, Colorado 80202

**S H O W   S I T E**

Denver Christmas Show

BOOTH NUMBER: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

**All shipments must be prepaid and should be clearly marked with your company name, booth number and Building Name.** Special arrangements may be made with GEMS on items that need special care. Shipping items to the venue, may incur additional charges.

**Show Management is not responsible for your packages; please do not send packages before your arrival as you MUST be present to sign for them.**

Please plan to dispose of or store shipping crates with the show decorator.

**We thank you for being part of the Denver Christmas Show and are here to ensure you and your team have a wonderful experience!**

**Please contact our team with any questions.**