

Commercial & Non-Profit Exhibitor Information Fact Sheet

**Rocky Mountain Horse Expo**

March 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, 2017

National Western Complex – Denver, Colorado

22 S. 4<sup>th</sup> Ave., #106, Brighton, CO 80601

Phone: (303)292-4981 Fax: (303) 293-2412 Email: [expo@rockymountainhorseexpo.com](mailto:expo@rockymountainhorseexpo.com)

Website: [www.RockyMountainHorseExpo.com](http://www.RockyMountainHorseExpo.com)

**General Information:**

OFFICIAL TRADE SHOW HOURS: (Please note as show hours have changed)

Friday, March 10 <sup>th</sup> (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 7:00 P.M.
Saturday, March 11 <sup>th</sup> (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 7:00 P.M.
Sunday, March 12 <sup>th</sup> (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 5:00 P.M.

**Special Note:**

Trade Show Exhibitors will be allowed access to their booth on the Trade Show Floor at 7:30 A.M. Friday through Sunday. Doors will open to the public at 8:00 A.M., however, booths are not required to be open until 9:00 A.M. Please report to the doors at the Northeast lobby of the Expo Hall for admission. **YOU MUST HAVE TRADE SHOW EXHIBITOR CREDENTIALS FOR ACCESS.**

**Trade Show/Expo Office:**

**This is where you will need to pick up your packet and credentials.** The Trade Show office is located in the Northeast corner of the Expo Hall and the phone number is (303) 297-1553. Please feel free to call on us for any assistance you may need. Bill Scebbi is the Expo Manager.

**Vendor Hospitality Room:**

A vendor hospitality room will be provided for all of our Exhibitors. It will be located next to the Expo office.

**Host Hotel:**

**Doubletree by Hilton Denver Stapleton North**, 4040 Quebec St., Denver, CO 80216

**Phone:** (303) 321-6666

- Call hotel for rates, amenities and services.

**Other Hotels:**

**The Westin Westminster**, 10600 Westminster Blvd., Westminster, CO 80020

**Phone:** (303) 410-5000

- Call hotel for rates, amenities and services.

**Embassy Suites Denver Stapleton** – 4444 N. Havana St., Denver, CO 80239

**Phone:** (303) 375-0400

- Call hotel for rates, amenities and services.

**Move-In Schedule:**

- Trailer, truck, large equipment or bulk space vendor move-in will be Wednesday, March 8<sup>th</sup> from 9:00am to 4:00pm.
- Vendors with 10x15 booths will move in on Thursday, March 9<sup>th</sup> from 9:00am to 6:00pm.

- All vendor booth set-ups MUST be completed and ready for the public by 8:00am Friday the 10<sup>th</sup>.
- Special needs and/or early move-ins must contact the Trade Show Manager for assistance.

All outstanding balances MUST be paid by February 24, 2017. Any outstanding balances after that date must be paid with cash, certified check or credit card. This includes any fees owed Rocky Mountain Horse Expo for extra passes, etc. Move-in will not be allowed and exhibitor passes will not be released if payment in full has not been received.

**Check-In:**

A map of the National Western Complex is available on our website. Vendors should enter through Gate 7 off of Brighton Boulevard, across from the Post Office, where you will be directed where to go. You will be greeted by our Trade Show staff that will provide you with your booth numbers. You then will be directed to enter the trade show floor through Door #2 at the northeast corner or Door #3 on the northwest side of the Expo Hall, depending on placement of booth and accessibility. Once inside, you will need to unload as quickly as possible, then remove vehicle from the building to allow space for other vendors to enter and unload. Your packet and credentials can be picked up at the Trade Show Office located in the NE corner of the Expo Hall.

**Parking:**

- Any advanced-purchased parking passes will be included with your packet and available at check-in.
- Additional 3-day parking passes may be purchased for \$25.00 each with in-and-out privileges.
- Additional 1-day parking passes are \$10.00 per day with NO in-and-out privileges.
- Parking passes are not needed on Wednesday, March 8<sup>th</sup> or Thursday, March 9<sup>th</sup>.
- Trade Show and Horse Exhibitors will be allowed to unhook trailers and park trailer for no additional charge in Lot C.
- Exhibitor vehicles must return to Lot G or H to park, where a parking pass will be required. There will be a shuttle from lots G & H (7am to 7pm, Friday through Sunday) to and from the tradeshow floor.

Trade Show and Horse Exhibitors will be allowed to unhook trailers and park at no additional charge in Lot C. This lot is locked and secured in the evening between 10:00 pm and 6:00 am. During these times, you will have access to your trailer via Security Personnel, but you will not be able to remove your trailer from the lot. Exhibitor vehicles must return to Lot G or H to park, where a parking pass will be required

Overnight RV parking must be arranged directly with the Rocky Mountain Horse Expo Office on a first come, first served basis at (303) 292-4981 unless already indicated on contract and pre-paid.

**Exhibitor Passes:**

- Any advanced-purchased Exhibitor/Entry Badges will be included with your packet and available at check-in.
- Additional 3-day exhibitor/entry badges may be purchased for \$25.00 each at the Show Office.
- Additional 1-day entry tickets are \$10.00 per day.
- All 3-day exhibitors' entry badges have in-and-out privileges.
- 3-day Exhibitor's badge does include one admission to the Mane Event for either Friday or Saturday.

**Ticket Pricing Information for the General Public:**

**General Grounds Admission**

- \$ 10.00 **Adult** 1-Day Grounds Pass *(Age 18 and over)*
- \$ 8.00 **Children/Students/Seniors** 1-Day Grounds Pass *(Children age 5 & under are free)*
- \$ 40.00 **Family Package** of (5) 1-Day Grounds Passes *(Up to 5 people-group must include 1 adult. Age 5 & under free)*

**Mane Event Admission**

- \$ 10.00 **Mane Event** Admission *(Good for 1 entry on either Fri OR Sat night event. Applies to all ages.)*
- \$ 40.00 **Family Package** of (5) Mane Event Admissions *(Up to 5 people-group must include 1 adult. Applies to all ages.) (Family 5-pack of tickets good for 1 entry per ticket; ALL TOGETHER on either Fri OR Sat night.)*

**Combo Packages:**

- \$ 15.00 **Combo Pass** (includes 1-Day Grounds Pass + 1-Mane Event Admission *(All ages)*)
- \$ 65.00 **Combo Family Package** (includes (5) 1-Day Grounds Passes + (5) 1-Mane Event Admissions  
*(Up to 5 people-group must include 1 adult. Applies to all ages.) (Family 5-pack of tickets good for 1 entry per ticket; ALL TOGETHER on either Fri OR Sat night.)*)

**Move Out Schedule/Dismantling Your Booth:**

***It is expressly prohibited to dismantle any portion of your booth prior to 5:00 P.M. on Sunday, March 12<sup>th</sup>.***

- Booths and building must be vacated by 10:00pm Sunday, March 12<sup>th</sup>.
- To insure a safe and smooth move out, volunteers will be directing traffic and will instruct you accordingly. Asking for their assistance and following their instructions will provide for an easy departure for everyone. Your cooperation is appreciated.
- **During the show, vehicle access in or out will be through Gate 7.**

**Insurance:**

A certificate of insurance is **MANDATORY** for all trade show exhibitors. If you have not already submitted your Certificate of Insurance, or your Insurance Request Form (if we're providing insurance for you), you must do so no later than February 24<sup>th</sup>. A sample copy of what is required can be found on the website.

We encourage you to supply your own liability insurance through your own resources. If you do not have your own policy, insurance is available with the purchase of your booth for \$65. See your contract for details. Insurance can be purchased online at our website at [www.coloradohorsecouncil.com](http://www.coloradohorsecouncil.com) and clicking on the **Horse Expo** tab at the top, then on the **Exhibitor Forms and Info** button at the left, then clicking on the link that says "**or click to Purchase Insurance Online**".

**Failure to provide a Certificate of Insurance by February 24<sup>th</sup> will result in an additional charge of \$65 to cover the cost of Insurance for the Rocky Mountain Horse Expo.**

**Vehicle/Trailer/Equipment Rules:**

- Vehicles shown on the Trade Show floor may have no more than one-half (1/2) tank or 5 gallons, whichever is least, of gasoline in their gas tanks.
- Any vehicle leaking flammables will be removed from inside the building immediately.
- The starting of vehicle engines will be permitted during move-in and move-out ONLY.
- The battery or other electrical source will be disconnected at all times.
- No propane, butane, or other flammable fuel tanks are allowed in mobile units unless they have not been previously filled.
- There will be no repair work done on vehicles while inside the buildings.

**Sales Tax Licenses:**

To make sales at the Rocky Mountain Horse Expo, you must have sales tax licenses for both the State of Colorado and the City and County of Denver. A State of Colorado single or multiple event permits is required. A list of all exhibitors participating in the Expo will be furnished to the City and County of Denver and the State of Colorado upon their request.

**It is the Exhibitor's responsibility to contact the following to receive the appropriate procedures for reporting and submitting all taxes due.**

Colorado Department of Revenue at (303) 866-5643  
City and County of Denver at (720) 913-9412

**Off-Premise Permit:**

The Colorado Department of Revenue requires off premise permits for all vehicle dealers who sell RV's, horse trailers, etc. that are intended for use on public highways away from their regular place of business. For additional information call the Colorado Department of Revenue – Dealers Section (303) 205-5604.

**Dogs:**

**Absolutely no dogs** are permitted on the National Western Complex grounds, except those used by individuals with disabilities. Violation of this rule may result in an exhibitor being asked to leave by ordinance of the City and County of Denver.

**Security:**

Security officers will be on grounds during all non-event hours. Security will be in place in the Expo Hall, Hall of Education and the barn area. However, please take all necessary precautions to protect merchandise and valuables. Colorado Horse Council and the National Western Complex are not responsible for stolen and/or damaged goods.

**Show Decorator:**

**Brede Exposition Service  
Maria Carabajal  
(303) 399-8600**

Brede's decorating information is available on our website. Booths will be draped with 8' back drapes and 36" (3') side drapes and will include a company name sign. Tables, chairs, carpeting, etc. may be ordered at an extra cost from Brede at the above-mentioned number, or you may bring your own.

NOTE: Orders placed on-site at the Expo are priced at a higher rate than advance orders. A packet containing order information and prices from Brede are available on our website and emailed direct to you (if you provided us with an email address).

NOTE: The National Western Complex is not a union facility and will not require an extra charge for move-in.

**Electricity:**

Booths are not wired for electricity unless paid for in advance on your contract. Cost per booth is \$60, which includes one receptacle for electricity. For additional power needs contact us at (303) 292-4981. Extension cords must be 3-wire with ground. Fire Marshals inspect each exhibit to determine compliance.

**Telephone Lines:**

If you require a telephone line for either Internet connection or telephone, contact: Steve Polson with the National Western Complex at 303-291-2561. **Requests and payment arrangements must be made at least 2 weeks prior to the Expo.**

**Please provide a copy of this information to all individuals in your group.**