



ELEVATE
Your Game!



Dear Exhibitor:

Sorry the kit is late. There is a lot of NEW information we have had to gather for you. Hope you find this information useful.

Enclosed are your Exhibitor Service Kit forms for the 2023 Colorado Golf Expo. It contains the information necessary to complete arrangements for your exhibit. **Please read the following information carefully!**

- The Decorating Company for this year's show is Jim Handzel, Coast to Coast Trade Show Services, 3999 Holly St., Unit 14, Denver, CO 80207
Ph. 303-991-2791 Fax. 303-991-2794
- Note that several of the enclosed order forms have a specific deadline which requires your attention.
- **Your booth comes with a draped 6' table, two chairs and a wastebasket.**
- You are strongly encouraged to carpet your booth, either through the decorator or by bringing in your own carpet. The exhibit floor is uncarpeted concrete, which is not only unsightly, but also extremely hard on your legs and feet after a few hours.
- Electric is not included in a booth package. If needed, please order from available form found in this kit.
- 10' x 10' Tents are OK to set up this year!!! Tents larger than 10' x 10' will require a sprinkler system (see notice from Fire Dept. in this kit).

If we can be of assistance in your preparations, please contact us at (303) 771-2000 OR lcramer@expomasters.com mcramer@expomasters.com

We look forward to working with you.

Sincerely,

Kevin Morton/Tee Box Events
kmorton@teeboxevents.com support@teeboxevents.com

**Colorado Golf Expo
EXHIBITOR FORMS CHECKLIST**

| FORM | DUE DATE | RETURN TO |
|--|------------------|---|
| <input type="checkbox"/> Booth Equipment Rental (advance rates) | Feb. 6, 2023 | Coast to Coast Trade Show Services |
| <input type="checkbox"/> Exhibitor Badges pick up at Exhibitor Move-In Will not be mailed | February 6, 2023 | <u>CLICK HERE TO REGISTER</u> |
| <input type="checkbox"/> Audio Visual Rental (advance rates) | Feb. 6, 2023 | Coast to Coast Trade Show Services |
| <input type="checkbox"/> Shipping & Drayage Information | Feb. 13, 2023 | Coast to Coast Trade Show Services |
| <input type="checkbox"/> Electrical Service Form | Feb. 1, 2023 | Smart City |
| <input type="checkbox"/> Wifi Order Form | Feb 2, 2023 | Smart City |
| <input type="checkbox"/> Phone Line for Credit Card Processing | Feb. 1, 2023 | Smart City |
| <input type="checkbox"/> Marketing Materials Order Form | No deadline | ExpoMasters |
| <input type="checkbox"/> Sales Tax Form and License | Feb 16, 2023 | City & County of Denver |

Colorado Golf Expo

EXHIBITOR SERVICE KIT

For additional information not included in this kit, please contact the following:

Exhibition & Conference Management

Kevin Morton

Tee Box Events, LLC

Phone 303-949-1112

Email: kmorton@teeboxevents, support@teeboxevents.com, sales@teeboxevents.com

website: www.coloradogolfexpo.com

Decorating & Drayage

Jim Handzel

Coast to Coast Trade Show Services

3999 Holly St., Unit 14

Denver, CO 80207

Ph. 303-991-2791

Fax. 303-991-2794

CONVENTION CENTER UTILITIES(electricity)

Colorado Convention Center

700 14th Street

Denver, CO 80202

Phone (303) 228-8027 • Fax (303) 228-8104 • <http://denverconvention.com/exhibit-at-an-event/order-exhibitor-services/>

INTERNET

Smart City (form contained in this mailing)

Phone (303) 228-8056 <http://denverconvention.com/exhibit-at-an-event/order-internet/>

HOTEL INFORMATION

The following link will help you find just the right hotel room, <http://www.denver.org/hotels>

EXHIBITOR SCHEDULE

Location

Colorado Convention Center
700 14th Street
Denver, Colorado 80202
Phone (303) 228-8000
Fax (303) 228-8104
<http://www.DenverConvention.com>

Show Hours

| | |
|-----------------------|--------------------|
| Friday, February 17 | 10:00 am - 6:00 pm |
| Saturday, February 18 | 9:00 am - 5:00 pm |
| Sunday, February 19 | 10:00 am - 4:00 pm |

Move-In (SEE BELOW)

Thursday, February 15-16 8:00 am - 6:00 pm
If there is a problem with the move-in hours, or additional time is required, please contact us immediately at 303-949-1112

Move-Out

Sunday, February 19 4:00 pm - 12:00 am
Important: Decorator reserves the right to "force freight" from the floor if move-out is completed sooner than scheduled. For this reason, if you are using a different freight service than decorator's and need to leave the premises with any of your items remaining on the floor, please be sure they are crated and the bill of lading is securely attached to each piece. Exhibitors are responsible to incur the costs of forced freight returned to them.

*MOVE-IN INFORMATION

Staggered Move-In

Move-in is staggered according to your location on the exhibit floor. This is because we only have 6 docks available for our move-in.

Move-in Schedule

We will be sending you a **DOCK PASS** for move in **ALONG WITH YOUR PRE-SCHEDULED TIME**. You cannot move-in prior to your scheduled time but can come in any time after. Any unscheduled early move-ins that have not been cleared with show management could be turned away at the door and have to come back during their scheduled move-in time.

Move-in Passes

A move-in pass will be emailed to your company. The pass must be on your dashboard when you arrive to move-in.

Dock Access

Dock access to the Convention Center is on the 12th & Champa Street side of the building. When you arrive during your scheduled time, dock personnel will meet you at the bottom of the loading ramp to check you in. From there, you will proceed up to the loading dock area.

Loading Docks

There are limited amount of loading docks where you can unload your materials (6). Unattended vehicles in the dock area will be towed. Personal dollies or 2 wheelers are not allowed through the dock entrance or front doors (main entrances on street level) of the Convention Center. Any items taken in or out of these doors must be hand carried only.

Move in Procedures

Please have at least 2 people come to unload, one to get your stuff to your booth and one to park the car after unloading. You will be given 15 minutes to unload and move your vehicle off the dock or it will be towed. You need to clear your vehicle from the dock to make room for other exhibitors trying to move in. We have limited space on the dock.

Union Move In Help

We have hired 3 union employees with dollies to help you get your heavier items to your booth. The union members we have hired will be wearing Yellow vests. YOU can only hand carry items to your booth from the dock or through the main entrance but you cannot use dollies, 2 wheelers or forklifts because of Hall and Union policy. Let's respect the Hall and Union by following the rules!

Please note, the show floor is a work area until show opens, show management is not responsible for any damage to booths.

MOVE-OUT INFORMATION

All exhibits must be removed from the building on Sunday evening February 27 by 8:00 pm

Per your contract, exhibitors are not permitted to tear down before 4 p.m. on Sunday Please Note: All Booths MUST be staffed until 4 p.m.

Exhibitors will be permitted to drive onto the floor -

- Before vehicles are permitted to enter the show floor, YOUR BOOTH must be entirely packed and ready to go.
- Staging vehicles at the bottom of the loading dock will be the same manner as move-in. You will be permitted on the loading dock area and permitted to drive to the show floor on a space available basis.
- Dock access is at the 12th & Champa side of the building; dock personnel will meet you at the bottom of the ramp and guide you up to the show floor. You will exit the Champa side of the building.

If you can hand carry your items to your vehicle -

- At 4:00 p.m. exhibitors may carry items out through the front doors of the Colorado Convention Center. Please be aware, you will not be allowed to use dollies or carts of any kind when taking items out of the front doors (main entrance on street level) of the Convention Center. These items must be hand carried only.

Important Move-Out Information -

- Do not try to access the loading dock before **3:30 p.m. on Sunday**. Any vehicles on the dock will be towed away so that the docks are clear for move-out. Your complete cooperation will ensure that this move-out runs as smoothly as possible.
- DO NOT LEAVE VALUABLES SUCH AS COMPUTERS, TELEVISIONS, ETC. UNATTENDED IN THE EXHIBIT HALL SUNDAY NIGHT DURING MOVE-OUT

EXHIBITS MUST REMAIN INTACT UNTIL 4:00 PM Sunday. PLEASE DO NOT BREAK DOWN YOUR DISPLAY EARLY!

GENERAL INFORMATION

Parking

The Convention Center has provided us with a link to the available parking near the CCC. There are only 625 parking spots in the CCC Garage, so we are asking you to use these surrounding parking lots. Info is also on our website under Attend and New Venue. Please share with your employees.

<https://www.google.com/maps/search/Colorado+Convention+Center+Denver+Parking/@39.7436527,-104.9915458,16z/data=!3m1!4b1>

Light Rail

During the show you are encouraged to think about using, and encouraging your employees to use, the Light Rail. They have a stop literally under the Convention Center directly below Hall F.

Tents-Fire Marshall Instruction

Per Fire Code in the Colorado Convention Center, any floor area of 100 sq/ft (10'x10' booth) can have a covering with no fire mitigation needs. A covered space larger than 110 sq/ft requires fire mitigation.

- 110 sq/ft – 200 sq/ft require a smoke detector and fire extinguisher.
- 210 sq/ft and larger require (1) smoke detector per 100 sq/ft and (1) fire extinguisher per 200 sq/ft.

With the use of pop-up tents and/or any other overhead covering, the floor space underneath each tent/covering is what the Fire Department calculates. If two or more tents do not have a 2 ft minimum gap (on all sides) between them, they will be regarded as a combined covered floor space, in the Fire Marshals eyes.

Exhibitors with a single 10'x10' booth are fine on their own. If neighboring adjacent exhibitors have pop-up tents in their booths, they will need to have the necessary fire mitigation. Because they will not have a large enough gap between each tent and the combined covered floor space is larger than 100 sq/ft. This applies to all coverings, like a golf simulation setup.

SECURITY

Exhibitor badges must be worn at all times (i.e. move-in, move-out and during the show)! This includes drivers making deliveries and personnel working the booth.

EXHIBIT SPACE

3' side drape in green
8" back drape in green / white
7" x 44" company ID sign

SALES TAX LICENSES

To sell merchandise from your booth, you MUST have a Sales Tax License from BOTH the state of Colorado and the City & County of Denver. Treasury Division Inspectors will be checking during move-in and the Show itself that exhibitors have the licenses displayed. Order forms are in this packet. If you need additional forms or information please contact the Department of Treasury at 720-865-7046.

WILL CALL

During move-in and during the show, the Will Call desk will be located at the Exhibitor Registration Counter located top lobby Hall F by the show entrance.

ON-SITE SHOW OFFICE

We are always at the show. The onsite show management office will be located in the F-Mezzanine, which is located one level up from the show floor. The onsite office phone number is 303-909-5317.

BUSINESS CENTER (doing business as My Office Business Center)

Business Center services for convention exhibitors and attendees is located off Lobby A within the Colorado Convention Center. Services offered are copies, flyers, brochures, handouts and posters, computer workstations with printers, faxing, office supplies, UPS & FedEx shipping as well as wheelchair and medical mobility scooter rentals. Open 7:30 a.m. – 5:30 p.m. on convention days: <http://denverconvention.com/attend-an-event/ups-business-center> Phone: (720) 904-2300.

IMPORTANT SECURITY NOTICE

Exhibitors are urged to take all items of value with them any time the exhibit area is left unattended!! This procedure applies to exhibition closing hours as well as to the final close of the exhibition. **Exhibitors are required to consult with their insurance companies for proper coverage of any materials from the time they leave their company until they are returned and to make sure that adequate personal liability insurance is in place for them at the show.** The show management, hall management, contractors and sub-contractors cannot in any way be held responsible for the loss, damage or theft of any exhibit or show materials.

Special Events

We have a bunch of them this year.

- This year's attendees will get a 12-month digital subscription to Colorado Avid Golfer or Divot Magazine and some free golf offers from South Suburban Parks and Recreation.
- The PGA, Colorado Section, is sponsoring a PGA Instruction Area, Junior Golf Central and the Swing Seminars at the Expo.
- We will have a special display area called the Junior Golf Central where youth will receive free instruction and parents can find out about the multitude of junior golf opportunity that are present in the state.
- Closest to the pin, Longest Drive and popular Long Putt Challenge, Chipping Challenge, and new is a Putt Putt mini course.
- More information on all these programs can be found at www.coloradogolfexpo.com

EXHIBITOR BADGES Return by Feb 6

6 badges per booth rented. \$8.00 per badge after that.

List below the names of all personnel who will be staffing your exhibit. **BADGES WILL NOT BE MAILED THIS YEAR. YOU CAN GET THEM AT EXHIBITOR CHECK-IN**

Please complete this form by typing or using business cards to ensure accuracy. Include any variations in company name for each employee listed. If the company name for the booth personnel staffing the exhibit is different than the exhibiting company (i.e., dealer, distributor, rep group, etc.), please list their separate company. [You may CLICK HERE to REGISTER ONLINE](#) or You may email these names to support@teeboxevents.com

Return to Tee Box Events, LLC. by February 6, 2023
3362 S Boston Ct, Denver, CO 80231 Fax (720) 627-6348

Company: _____

Address: _____

Person for all contact: _____

Telephone: _____ Booth No: _____

Booth Personnel:

Name _____

Name _____

Company _____

Company _____

City/State _____

City/State _____

Name _____

Name _____

Company _____

Company _____

City/State _____

City/State _____

Name _____

Name _____

Company _____

Company _____

City/State _____

City/State _____

6 badges allowed per booth rented. \$8.00 per badge after that.

Return this form by Feb 6 return to support@teeboxevents.com

Payment Method (circle one): Visa | Master Card | American Express

Credit Card Number: _____ Expiration Date: _____

Signature: _____

Name on Credit Card: _____

Billing Address _____

Amount Authorized to be charged \$ _____



Colorado Golf Expo
FREE MARKETING MATERIALS

PROMOTION IS PARAMOUNT!

Show management conducts an extensive advertising campaign each year. Some of the methods include TV, radio, newspaper, direct mail to thousands of prospective attendees through in-house, purchased, or and donated mail lists, a variety of display ads in publications, Internet advertising, email broadcast, fax broadcasting and more. Nonetheless, it's impossible for us to reach all prospects for every exhibiting company.

YOU CAN HELP!

Exhibitors are strongly encouraged to co-market Colorado Golf Expo by personally inviting clients and prospects to the exhibition. This also helps to you get the maximum amount of traffic by your booth. *Co-marketed events enjoy greater success for you and us.*

HERE'S HOW:

Order an unlimited number of discount exhibits passes *at no charge*. Order camera-ready Colorado Golf Expo logos and use them when advertising your participation in the event. There is no deadline for these items. Your methods of distributing these materials might include:

- Produce a special mailing to all your clients and prospects informing them about the Expo, and the specific products and services you will be displaying.
- Include passes with all outgoing sales correspondence and proposals between now and the show.
- Insure that all sales agents and field reps are provided with an adequate supply of these items when calling on clients.
- Provide a hotlink to the Colorado Golf Expo (www.denvergolffexpo.com) web page from your own.
- If someone you invite is unable to attend Colorado Golf Expo, ask them to pass the information on to a colleague.
- Distribute handouts at all professional gatherings and association meetings attended.

Golf Expo

**FREE MARKETING MATERIALS
ORDER FORM**

PLEASE SEND ME: Discount EXHIBIT PASSES (#) _____
Colorado Golf Expo LOGO, electronic file _____

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP _____ Email _____

Return to Tee Box Events 3362 S Boston Ct, Denver, CO 80231 Fax (720) 627-6348
or email your request to kmorton@teeboxevents.com; support@teeboxevents.com

Promote Yourself On-Site

We will help to promote you on-site if you can give us a door prize(s) to give away to attendees. We are looking for any of the following items:

Door Prizes

Cameras
Binoculars
Camcorders
Stay and plays
Telephones
Golf Bags
Golf Vacations
Clubs
Tickets to sporting events

Golf Gifts

Balls
Bags for shoes
Pen sets
Umbrellas
Shirts
Hats
Jackets
Sweaters
any other ideas you might have

We will promote the participants of the door prize program by acknowledging your company and your booth number over the public address system at the time we are announcing the winners for the door prize. You will be announced every time we give away a door prize from you. **Please respond by February 6.**

Please Respond Below

_____ Yes, I will contribute a prize! Number to be donated? _____

Please describe the prize as you want it promoted _____

Name _____

Company _____

Phone _____ email _____

Return to kmorton@teeboxevents.com
Tee Box Events 3362 S Boston Ct, Denver, CO 80231 Fax (720) 627-6348

Please bring the prizes with you during move-in or send them to us at our address.