



# 2019 CSI BUILD DENVER ANNUAL TRADE SHOW & EDUCATION DAY

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## **EXHIBITOR PARTICIPATION INSTRUCTIONS**

*(Please read this entire document. There are some very important instructions for this event enclosed. Please also print and bring a copy with you to this event for your reference)*

**Official Contact Person – Please contact if you have questions**

Michelle Duran

Executive Secretary, Denver Chapter

Cell Phone for the day of this event: 303-350-8584

[execsec@denvercsi.org](mailto:execsec@denvercsi.org)

**LOCATION OF EVENT:** PPA EVENT CENTER 2105 Decatur St, Denver, CO 80211

**PARKING:** Please use the North Lot to unload your exhibit supplies and you may also park there or there will be ample parking available at the parking lot on the south side of the PPA Event Center. Parking is free.

### **GUEST INVITATIONS:**

- It would be greatly appreciated if each exhibitor would invite 3 design professional guests to attend CSI Build Denver 2019.
- Please include architects, engineers, owners, construction project managers, estimators, general contractors, students, or any other construction project professionals who would benefit from attending an event like ours.
- Please use the flyer found on the CSI Denver Chapter website.

### **BOOTH SELECTION AN INFORMATION :**

- **A 6 Ft. by 18 inch** table and two chairs will be provided.
- All tabletops will be skirted, draped, signage is not provided but you may bring your own.
- **Booth selection is based on when full payments are received, Chapter Sponsors will receive the right to first selection based on full payment received date.**
- **A separate email detailing booth selection will be sent to all exhibitors mid February.**

### **SHIPPING MATERIAL INSTRUCTIONS:**

- Shipped items **must arrive no earlier than 48 hours prior to the event.**
- Exhibitors must make arrangements for the items to be picked up within 24 hours of the events conclusion but **must have shipping labels prepared in advance and shipping company scheduled for pick up.**
- Please ship items as follows: CSI Denver Chapter Construct Denver, March 8, 2018, vendor's name, PPA EVENT CENTER 2105 Decatur St, Denver, CO 80211.
- **Please also email Michelle Duran, CSI Denver Chapter Executive Secretary the shipping details as follows: how items will be shipped and estimated arrival time as she will need to inform PPA.**

### **DAY OF MOVE-IN GUIDELINES:**

- Exhibitors move in and set up into the **PPA Event Center will begin at 10:15 AM. Please DO NOT arrive before this time to allow for PPA and CSI to set up registration.**

- **LUNCH IS NOT PROVIDED**, please plan on bringing a lunch with you, order from Grub Hub or other deliver service or grab a quick bite at a local eatery.
- Registration will be held in the foyer. **Everyone participating** must check in at the registration desk. **Badges provided must be worn at all times. (Guests will begin arriving and registering at 11:30)**
- All exhibits must be **completely set up by 11 AM.**
- No exhibitor will be allowed to move materials into the Event Center after 11 AM.
- Product Show displays will not be allowed to extend beyond tabletop space into the aisle.
- We reserve the right to rearrange the floor plan to facilitate traffic flow.
- No signs or other articles shall be posted, nailed or otherwise attached to the venue pillars, walls, doors, floors, etc.

#### **DOOR PRIZES & SWAG BAGS:**

- If you are contributing a Door Prize, we will be handling it a bit differently this year envelopes containing your business card will be placed randomly under the presentation chairs.
- The envelope will have your company name on it and booth number so that the winner will visit your booth to receive their door prize.
- We would love to have you join other exhibitors in filling our guest bags with fun swag from you, if you wish to contribute email Michelle Duran at [execsec@denvercsi.org](mailto:execsec@denvercsi.org).
- Swag bag donation will need to be mailed or dropped off at the CSI Office (1801 S. Dale Ct., Denver CO 80219 - aka – Michelle's house) on or before February 26, 2019 to pack the bags prior to the event.

#### **PACKETS:** Sponsors packets will include the following:

- Program for the Construct Denver Event
- Booth assignment diagram
- Drink tickets provided (2 per person). Drink tickets are valid for domestic beer, house wine, well or soda. Additional drinks are available at your own expense.
- Sponsors name tag

#### **SECURITY/LIABILITY**

- It is agreed that the Exhibitors shall indemnify and save harmless the Denver Chapter of CSI, as well as the PPA Event Center from any liability that might ensue from any cause whatsoever.
- Please keep personal property with you at all times, the Denver Chapter of CSI, and PPA Event Center are not responsible for loss or theft of these items.

#### **DAY OF MOVE OUT GUIDE LINES:**

- All exhibitor material must be completely removed from the premises immediately after the conclusion of the program approximately 6 P.M.
- Tear down will begin after 6:00 pm, and must be complete by 7:00 pm, **this will be strictly enforced to keep continuity within the event.**

#### **PAYMENTS & REFUND POLICY:**

- Any payments must be received by February 22, 2019 or arrangements made to submit payment at the event.
- In the event you cancel your participation in this event, and you cancel prior to February 5, 2019 a full refund will be made.
- If you decide to cancel from February 6-19, 2019 you will receive a full refund less a \$100 processing fee.
- Cancellations made after February 19, 2019 will not be subject to a refund.
- All cancellations need to be made by calling Michelle Duran, Executive Secretary for CSI Denver Chapter at 303-350-8584 and a follow up email to [execsec@denvercsi.org](mailto:execsec@denvercsi.org).