

RMCAVS 2018 Vendor Exhibition, Thursday September 13, 2018

Exhibitor Quick Reference

Where: DoubleTree Hotel, 8773 Yates Dr, Westminster, CO 80031 (see map). 303-262-5076

Setup hours: 8-10AM on Thursday, September 13, 2018

Exhibit Hours: 10AM – 6PM

Parking: There is plenty of free parking around the hotel



Map: The DoubleTree Hotel is conveniently located near the Denver Boulder Turnpike (HWY 36).

Lodging: RMCAVS has negotiated a block of discounted rooms which are available on a first come, first served basis. Reservations can be made via the following link. Our Group Code is AMV.

http://doubletree.hilton.com/en/dt/groups/personalized/D/DENNSDT-AMV-20180911/index.jhtml?WT.mc_id=POG

Exhibitor guidelines: This is a table top show. Each vendor table is either 6' or 8' in size and comes with a black cloth cover. The tables are generally laid out against the wall in the exhibit area, with the exhibitors standing or sitting in front of the tables. Table top displays and popup banners are appropriate for this show. **Large backdrop displays, such as the ones designed for 10'x10' booths, are not allowed.** Please be courteous of your neighboring exhibitors. A 120VAC outlet is available at each table, but note that each table does not have a dedicated 15A circuit. If you need more than a few amps, please specify this in your registration and we will work to accommodate you.

Shipping your materials to the show: The hotel is equipped to handle standard UPS and FedEx shipments that weigh 150lbs or less. The hotel is not equipped to receive or send motor freight shipments by common carrier. If you require this service, please contact the hotel directly. Ship your items to the address below for arrival between Monday, September 10 and Wednesday September 12:

DoubleTree Hotel
Attn: RMCAVS Exhibit
8773 Yates Dr
Westminster CO 80031
303-427-4000

Note that it is not necessary to specify your table # on your address label.

Shipping your materials from the show: For your convenience, you may leave your packaged materials with prepaid shipping labels attached in the vendor exhibition area after the show. ***Please look for the designated package drop-off locations at the end of the show.*** DoubleTree staff will coordinate standard UPS or FedEx (non-freight) pickup of all materials on Friday September 14, 2018. Note that if you are shipping by a method other than ground you must schedule a pickup with the carrier. Shipping labels will not be available at the show, but there are UPS and FedEx retailers in the area if you need them.

Should you have any difficulty finding your materials upon arrival, please contact:

Krystyna S. Zatorski
Catering Manager
(303) 262.5076

Exhibitor Resources: For additional information please consult our website at <http://www.rmcavs.org/> or contact Mike Simmons at msimmons@intelli-vation.com, 970-692-2335 x112