

# **Denver County Fair Exhibitor Rules and Regulations**

**Show Dates: July 13, 14, 15 2018**

**National Western Complex**

**4655 Humboldt St.**

**Denver, CO 80216**

**Hours of Operation:**

Friday, July 13, 2018

Saturday, July 14, 2018

Sunday, July 15, 2018

**Hours:**

Noon - 9:00pm

10:00am - 9:00pm

10:00am - 6:00pm

**Exhibitor Check-In:**

The Check-In office is located inside the Hall of Education just east of Roll Door #1. Please pick up your Exhibitor packet before setting up your booth.

**Move-In Hours:**

Wednesday, July 11<sup>th</sup> 8:00am – 4:00pm

Thursday, July 12<sup>th</sup> 8:00am – 6:00pm

Friday, July 13<sup>th</sup> 8:00am – 10:00am

**Move-In:**

Move in instructions will be provided in advance via the email you provide at registration.

Exhibit spaces will be measured and marked according to the size you are contracted for.

Exhibits shall be arranged so that they do not cause interference with the rights of other exhibitors.

If a concern arises upon move in, it is the exhibitor's responsibility to bring it to the attention of the Trade Show department personnel before any set up begins.

If a concern arises with a neighboring vendor it must be brought to the Trade Show department personnel immediately.

All exhibits must be in place and ready for show by 10:00am Friday, July 13<sup>th</sup>.

All vehicles must be out of the building by 10:00am Friday, July 13<sup>th</sup> for our noon opening.

**Move-Out Hours:**

Sunday, July 15<sup>th</sup> 6:00pm – 10:00pm

Monday, July 16<sup>th</sup> 8:00am – Noon

**Move Out:**

Move out instructions will be provided in your Exhibitor packet upon check-in.

Vendors may dismantle and remove their exhibits from 6:00pm to 10:00pm July 15<sup>th</sup>, 8:00am – noon Monday, July 16<sup>th</sup>.

All exhibits and personal property must be removed from the grounds by noon Monday, July 16<sup>th</sup>.

**Insurance:**

All exhibitors are REQUIRED to have their own general liability insurance coverage. This must be provided to the Trade Show department by July 1, 2018. As a condition of the Exhibitor Registration Agreement the Exhibitor will provide an insurance certificate for General Liability Insurance, including product liability with a minimum of \$1,000,000.00 per occurrence.

The description field must say:

The Western Stock Show Association, its Directors, Officers, and Employees and the City and County of Denver are additional insured with respect to exhibitor operations/activities on The Western Stock Show Association grounds.

Name of event: Denver County Fair

Name of insured (event producer): Western Stock Show Association

Address of insured: 4655 Humboldt St., Denver CO 80216

Date of Event: July 13<sup>th</sup> – 15<sup>th</sup> 2018

Exhibitor Move-In/Out dates: July 11,12,13/July 15,16

Dates of Coverage: Dates to be insured – include move in and move out days.

Amount of insurance coverage: 1,000,000. General liability coverage

Additional insured listed:

The Western Stock Show Association, its directors, officers and employees and the City and County of Denver are additional insured with respect to licensee operations/activities on The Western Stock Show Association grounds.

Event Contact: Julie Nielsen (303)299-5524

[jnielsen@nationalwestern.com](mailto:jnielsen@nationalwestern.com)

Fax: 303-292-1708

If you do not have your own insurance, you may contact the Henry Ham Agency:

<https://securevendorinsurance.com/HenryHam/ApplicantInformation?GroupEventKey=3e82ca0a4f0b>

**Conduct:**

The Denver County Fair is a family-friendly event, and as such, all conduct, booth decoration, and merchandise should be appropriate for all audiences. Exhibitor booth owners are responsible for the acts, errors, omissions, representations, appearance, conduct and behavior of their employees. Please be respectful of your neighboring exhibitors, general public, staff and volunteers of the Denver County Fair.

By registering to participate in the Denver County Fair, you are agreeing to abide by our Rules and Regulations and terms as listed.

**The National Western Complex assumes no responsibility for any accident, injury, loss of merchandise or mishap which may befall upon you or your staff.**