

# Denver County Fair Exhibitor Rules and Regulations

**Show Dates: July 19-21, 2019**

**National Western Complex  
4655 Humboldt St.  
Denver, CO 80216**

**Hours of Operation:**

Friday, July 19, 2019

Saturday, July 20, 2019

Sunday, July 21, 2019

**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 17 8:00am – 4:00pm

Thursday, July 18 8:00am – 6:00pm

Friday, July 19 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 set-up begins.

If a concern arises with a neighboring exhibitor it must be brought to the Trade Show department personnel immediately. All exhibits must be in place and ready for the show by 10:00am Friday, July 19.

All vehicles must be out of the building by 10:00am Friday, July 19 for the show opening at noon.

**Move-out Hours:**

Sunday, July 21 6:00pm – 10:00pm

Monday, July 22 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 on July 21 and 8:00am to noon on Monday, July 22. All exhibits and personal property must be removed from the grounds by noon on Monday, July 22.

**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, 2019. 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 read:

The Western Stock Show Association, it's 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 19-21, 2019

**Exhibitor Move-in/out dates:** July 17-19/July 21-22

**Dates of Coverage:** July 17-22, 2019

**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: Bridget Oakes, Trade Show Manager

(303)299-5524

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

Fax: 303-292-1708

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

<https://securevendorinsurance.com/PFS/ApplicantInformation?GroupEventKey=e601da1fe8c4>

**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.**

**Exhibitor Booth Cancellation Policy:**

There is a \$50 non-refundable administrative fee

**Before June 1, 2019-** 100% refund less \$50 administrative fee

**June 2-June 19, 2019-** 50% refund less \$50 administrative fee

**After June 19, 2019-** No refunds will be given

Cancellation requests should be sent to [boakes@nationalwestern.com](mailto:boakes@nationalwestern.com) on or before the dates specified above.