

## Exhibitor Information - Rocky Mountain Green 2010

USGBC Colorado will host its third annual green building conference April 21-22, 2010. Rebranded this year as “Rocky Mountain Green”, this event draws hundreds of professionals and industry leaders from across the state and around the region.

Rocky Mountain Green 2010 will include two days of educational and social programming, including two plenary sessions, an evening networking and social event, over forty breakout sessions, educational exhibits and demonstrations, building tours, and more.

### Exhibit at Rocky Mountain Green 2010

Almost one hundred companies and organizations participated in the Expo at USGBC Colorado’s 2009 Conference, and 2010 promises to be even better. This is an extraordinary opportunity to exhibit your company’s green building service, technology, or product at the premier green building and sustainable development conference in the southwest. The application form for exhibitors is included at the end of this document.

### 2010 Booth Pricing

In recognition of the ongoing challenging fiscal environment faced by our supporters, USGBC Colorado is dramatically reducing the price for booths for the 2010 conference to \$750 for an inline booth and \$850 for a booth in a premiere location (e.g. a corner). This price includes a 10ft by 10ft location on the main Expo Hall floor, one 8 ½ x 11 ID sign with company name and booth number, four non-transferable exhibitor badges, and your company name listed as an exhibitor in the Conference Program published on the website and distributed at the event.

### Payment Policy

Vendors may pay by check or major credit card. Checks should be made out to USGBC Colorado. All vendors will be asked to provide a credit card to cover any damages directly caused by the vendor, or the penalty related to failing to abide by the Leave No Trace Policy (see Policies & Regulations Section).

To qualify for the early bird discount, full payment must be **received** by the early bird cut-off date (see page four for details). Checks should be mailed to:

USGBC Colorado  
1536 Wynkoop Street, Suite 302  
Denver, CO 80202

### Green Exhibition Guidelines

USGBC Colorado is committed to producing an environmentally responsible conference and exposition. Exhibitors are strongly encouraged to support that goal through sustainable procedures and practices of its services and its employees, vendors, and contractors.

Exhibitors should consider exhibit construction and material usage, staff training, packing materials, transportation and logistics, printed materials and giveaways, and strategies for

minimizing waste as areas where exhibitors can contribute to a more sustainable conference. A [great resource for greening exhibitions](#) has been developed by USGBC for Greenbuild 2010.

### Cancellation Policy

Notice of cancellation must be received in writing at least 60 days prior to the conference. If written cancellation notice is received by February 5, 2010, 50% of the booth price will be refunded. If written cancellation notice is received after February 5, 2010 and before February 26, 2010, 25% of the booth price will be refunded. No refunds will be given after 5:00 pm, February 26, 2009.

## Rocky Mountain Green 2010 Exhibitor Application

Please fill out this application and submit it along with your booth deposit to USGBC Colorado. Vendors will be informed of the status of their application and if accepted, the location of their booth within 30 days of receipt of payment. USGBC CO reserves the right to reject any application, in which case the deposit will be fully refunded. Exhibitor applications can be emailed to Sarah Michaels at sarah@usgbccolorado.org, or mailed to USGBC Colorado, 1536 Wynkoop Street, Suite 302, Denver, CO 80202.

### Company Information

Company Name: \_\_\_\_\_

Contact Name (First & Last): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Cell / Alt Phone: \_\_\_\_\_

Brief description of your company (100 word maximum):

**Please indicate the green services, technologies, or products you represent:**

Primary Product/Service:

Primary Product/Service Description:

Secondary Product/Service:

Secondary Product Description/Service:

Additional services, technologies, or products you will be bringing:

Service/Product Categories (please check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Distributor       | <input type="checkbox"/> Developer          | <input type="checkbox"/> Engineer                |
| <input type="checkbox"/> Retailer          | <input type="checkbox"/> Real Estate        | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Consultant        | <input type="checkbox"/> Builder/Contractor | <input type="checkbox"/> Industry Representative |
| <input type="checkbox"/> Education         | <input type="checkbox"/> Architect/Designer | <input type="checkbox"/> Government              |
| <input type="checkbox"/> Interior Designer | <input type="checkbox"/> Manufacturer       |  |

Other (please specify): \_\_\_\_\_



## **POLICIES & REGULATIONS**

THIS AGREEMENT, entered into on the registration date by and between USGBC COLORADO and the exhibiting company, is made with the following terms and conditions, mutually agreed upon by both parties:

1. EXHIBITOR will receive a ROCKY MOUNTAIN GREEN Exhibitor Information Kit containing information regarding set up and breakdown schedules, schedule of events, federal, city and state policies, Colorado Convention Center facility policies, fire department regulations, health department requirements, greening policies (zero waste), and biodegradable disposable policies. IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO BECOME FAMILIAR WITH THIS INFORMATION.

2. USGBC COLORADO shall not be liable or responsible for any injury to exhibitors, their employees, guests or visitors while within the space or spaces contracted for by the EXHIBITOR; EXHIBITOR shall be solely responsible for insuring that all display devices within or leading into their exhibit space shall be of a type normally suited for such purposes and shall comply with all applicable building codes and safety standards.

3. If liability or property damage insurance is desired, it is to be obtained by the EXHIBITOR. USGBC COLORADO is not responsible for lost or stolen goods. Security will be provided at the event, but EXHIBITORS are responsible for obtaining their own general liability insurance for the show dates, including move-in and move-out, to cover any event of loss. It is recommended that in addition, exhibitor obtain public liability insurance to protect against possible claims arising from the exhibit or the event.

4. EXHIBITOR shall comply with all applicable electrical, fire and health department rules and regulations and all city, state and federal laws.

5. EXHIBITOR shall not deface the building or booth, and is financially responsible for any damage caused to booths, decorations or to any Colorado Convention Center property. Do not nail, screw, staple, pin, tack, tape, etc. any materials directly to the fabric, walls or columns. Do not remove or tamper with any part of the building or booth structure.

6. EXHIBITOR shall keep aisles and exits, as designated on approved show plans, clean and clear and free of obstacles. No maintenance or electrical room doors or panels may be blocked in any way. Easels, signs, etc. shall not be placed beyond the booth area into the aisle or lobby areas or on ceiling. Distribution of samples and literature is strictly limited to the confines of the EXHIBITOR'S booth. All voice and/or music amplification must be kept to a sufficiently low volume so as not to disturb other exhibitors or attendees.

7. No firearms or weapons of any type are permitted in the Colorado Convention Center.

8. EXHIBITOR may not sublease, assign or apportion their space. You may make prior arrangements with the USGBC COLORADO STAFF to share your booth space.

9. Exhibitor's booth shall be staffed during all EXHIBIT HALL event hours. Booth vendors are

not allowed to break down their booths prior to the official end of the event. Failure to abide by this policy may result in being prohibited from exhibiting at future conferences.

10. EXHIBITOR shall be required to keep their space neat and attractive. Display may not create a visual block that will distract from adjoining displays, taking every precaution against injury to visitors, guests, or employees.

11. LEAVE NO TRACE POLICY. EXHIBITORS are responsible for leaving their booth space clean and free of trash or other materials. Booths will be inspected after move out is complete. If booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, the EXHIBITOR'S credit card will be charged \$50 to cover the cost of resource recovery in space. Vendors paying for their booth by check will be asked to provide a credit card which will only be charged in the event that the Leave No Trace Policy is violated.

12. Smoking is not permitted inside the Colorado Convention Center, and drugs of any kind are prohibited at ROCKY MOUNTAIN GREEN.

13. USGBC COLORADO STAFF and its officers are not responsible for the safety of exhibitor property from theft or damage by fire, water, storm, vandalism or other causes. Its staff will, however, take responsible precautions to protect exhibitors from such loss.

14. No animals or pets allowed on the premises unless pre-authorized by USGBC COLORADO staff.

15. USGBC COLORADO STAFF reserves the right to relocate exhibitors in comparable spaces other than those specified on the executed exhibitor contract if it is deemed advisable and necessary and in the best interest of the show and, or, of the association.

16. USGBC COLORADO STAFF reserves the right to refuse exhibits, which would in any way detract from the purpose, dignity and intent of the event. We reserve the right to deny exhibit space to any business, organization or individual deemed unsuitable by event managers.

17. No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without written permission of USGBC COLORADO.

18. ACTS OF GOD, FIRES, STRIKES, ETC. In the event that any outside cause, such as war, fire, strike or other emergency, prevent the ROCKY MOUNTAIN GREEN from being held, EXHIBITOR'S payments may be retained for expense compensation.

18. REFUND POLICY: Notice of cancellation must be received in writing at least 60 days prior to the conference. If written cancellation notice is received by February 5, 2010, 50% of the booth price will be refunded. If written cancellation notice is received after February 5, 2010 and before February 26, 2010, 25% of the booth price will be refunded. No refunds will be given after 5:00 pm, February 26, 2009.

The information provided is accurate and true. I understand that by filling out this contract I acknowledge and accept the binding Policies and Regulations above.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For USGBC Colorado:**

Signature: \_\_\_\_\_

Deborah Kleinman, Executive Director

Date: \_\_\_\_\_