



# denver merchandise mart

## rules and regulations for exhibitors

1. **Care of Spaces** absolutely nothing may be attached to the wall. Driving nails, tacks, staples or the use of tape on the walls will not be permitted. All displays must be free standing. If a room is damaged during the show by an exhibitor occupying the room, charges will be made and must be paid before move-out.
2. **Parking** all vans, campers, motor homes and other large vehicles will be required to park in the lots behind the Pavilion Building to utilize all available parking. Exhibitors are encouraged to park in the lot across Washington Street from the Expo Building.
3. **Badges** must be worn at all times.
4. **Shipping of Merchandise** see attached form.
5. **Sample Cartons** If cartons are to be saved, they must be marked with an 'empty' sticker, including space number. They will be picked up, stored and returned at the close of the show.
6. **Exhibitors are personally responsible** for the collection and payment of all sales taxes applicable and all applicable licenses for any merchandise sold at the events held in the Denver Merchandise Mart complex.
7. **Automobiles displayed on the exhibitor floor must adhere to the following rules:**
  - › gas Tank must have  $\frac{1}{4}$  tank or 5 gallons of fuel (whichever is less).
  - › gas tank must be taped shut.
  - › tires must be washed on dock before entry of hall.
  - › batteries must be disconnected.
  - › visqueen must be placed underneath to protect carpet.
  - › permit (\$50.00) from fire department\*\*a fee will be invoiced for any damaged carpet tiles.
8. **Animals** are not allowed in the complex at any time.
9. **Children** will not be permitted in the complex during set-up and dismantling periods.
10. **Food and beverage** all must be provided by the Mart's exclusive Catering Department.