



denver merchandise mart services and accommodations

The following items are provided by the Denver Merchandise Mart at no additional costs or fees

- > free parking
- > tables (4', 6', 8') uncovered/skirted, chairs and wastebaskets (form enclosed)
- > no rental charge for 1 day of move-in & set-up for decorator and exhibitors
- > cash & carry food service/concessions
- > banners (hanging up to 5 banners, inside the hall, outside of the building)
- > daily cleaning of the hall and exhibitor trash cans
- > carts provided at the dock for move-in and move-out
- > event directional signage for days of event
- > easels to the extent of the Mart's available inventory
- > stages in varying heights can be provided to the extent of the Mart's available inventory
- > podiums (5) and/or to the extent of the Mart's available inventory
- > house sound/microphones (5 corded, 1 cordless lapel, 1 cordless handheld) and/or to the extent of the Mart's available inventory
- > 2 portable sound systems or to the extent of the Mart's available inventory
- > 1 – 8' x 8' portable screen, 2 – 10' x 10' portable screens to the extent of the Mart's available inventory
- > over-head projector (transparencies only)
- > 3 dry erase boards to the extent of availability
- > electrical service provided for A/V needs
- > catered events receive

linen (choice of color)	candles
tables stanchions	dance floor
china	flatware
rounds/tables	banquet padded chairs
	12" x 12" square beveled mirrors

provided by the Denver Merchandise Mart for an additional fee

- > telephone service/internet access. (form enclosed)
- > flexible, cost efficient labor
- > electrical service for exhibitor's booths. (form enclosed)
- > security/event host @ \$17.00 per hour, per person, all hours building is occupied by lessee. (this service is a facility requirement). one security guard during move-in and move-out hours and one event host during the hours of the event will be required for your event.
- > catered food & beverage service.

miscellaneous

- > a vehicle permit from the fire department will be required. the fire department charges the denver merchandise mart \$50.00 – this cost of \$50.00 for the permit will be invoiced to the client.
- > an exact number of vehicles with a floor plan stating the locations of the vehicles will be required 3 weeks before the event.
- > a fee of \$35.00 will be invoiced for damage to any carpet tiles. **NO EXCEPTIONS.**

If you have any questions or concerns please do not hesitate to contact the Denver Merchandise Mart Sales Department at 303.292.6278.