

2015 Advance Colorado Procurement Expo

Exhibitor Instructions

Thank you for your participation with the State Minority Business Office and the State Purchasing Office at the 2015 Advance Colorado Procurement Expo! We have prepared information to make this day a great success for you.

EVENT LOCATION & MAP

Grand Hyatt Denver

[1750 Welton Street](#)
[Denver, CO 80202](#)

*Note: There are two Hyatts located in downtown Denver. Please make sure you arrive at the Grand Hyatt Denver.

GROUND TRANSPORTATION FROM DENVER INTERNATIONAL AIRPORT

Denver International Airport is located approximately 30 miles from Downtown Denver. It is advised to give at least one-hour travel time.

Shuttle Services – Cost: \$22 one-way, or \$38 round trip

Super Shuttle: 303-370-1300 | 800-258-3826 | www.supershuttle.com

Leaves DIA every fifteen minutes, departs the Grand Hyatt Denver every fifteen minutes. Super Shuttle requires reservations before 5AM and after 5PM. Although the shuttle does visit the Grand Hyatt Denver often, we recommend confirming a reservation.

Taxi Service - Taxi service between DIA to Grand Hyatt Denver is approximately \$60 one-way

Yellow Cab..... 303-777-7777..... www.denveryellowcab.com

Metro Taxi..... 303-333-3333..... www.metrotaxidenver.com

Freedom Cabs..... 303-444-4444..... www.freedomcabs.com

Car Rental

If you are planning on renting a vehicle we suggest considering one of our Expo participants: [Hertz](#) or [Enterprise](#).

DELIVERIES & SHIPPING

Deliveries - Large deliveries to the Grand Hyatt Denver must be received through the hotel's loading dock, located on the 18th Street side of the hotel. The front drive cannot be used for the loading and unloading of items such as, but not limited to, convention materials, equipment, décor, floral arrangements, etc. Please contact Elaine Caras at the Grand Hyatt Denver 303-603-4068 to schedule unloading / loading times.



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Shipping - The hotel receiving department is open Monday through Friday 6 am – 4 pm. They will coordinate receipt and delivery of small packages to meeting rooms. Packages should not arrive more than 5 days prior to the date of the Expo. Shipments arriving more than 5 days prior may be subject to an additional storage fee. Handling fees of \$10.00 per box apply for inbound and outbound handling. Outbound handling fees do not include shipping cost. (See [Special Services Form](#))

Materials sent to the hotel must be labeled as follows:

UPS or FedEx

Company or Name: Grand Hyatt Denver
Contact: Guest or Contact Name
Address Line 1: 1750 Welton Street
City: Denver
State: CO
Zip: 80202
Reference # 1: Elaine Caras
Reference # 2: 2015 Advance Colorado Procurement Expo

PARKING

Arrive early

Underground, on-site parking is available at Grand Hyatt Denver. Maximum height for vehicles is 6' 9". Current rates are as follows and are subject to change:

Valet Parking

Up to 4 Hours..... \$15.00
4-8 Hours..... \$20.00
8+ Hours or Overnight..... \$33.00

A self-parking garage is located next to the Grand Hyatt Denver. It is owned and operated independently from the Grand Hyatt Denver. Parking for large vehicles should be arranged in advance by contacting the Grand Hyatt Denver.

For additional parking we have included a [parking tool](#) to find locations and rates in the area (based on location, date and time).

Only Public Procurement (Buyer) Exhibitors are provided with 1 parking pass.

- Parking passes are only valid at the Grand Hyatt Denver Garage for the day of the event only.
- Parking Passes will be in the Public Procurement (Buyer) Exhibitor's Package provided at registration the day of the event.
- Parking vouchers will be collected when leaving the garage for the day of the event only.



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Exhibitor Instructions

REGISTRATION

Exhibitor Registration will start at 7am 2nd floor Imperial Ballroom Foyer

One Exhibitor Packet will be provided to the individual checking in.

Sign-in is required to receive Exhibitor Packet

Exhibitor Packet will include

- Parking pass (1 for Public Procurement (Buyer) Exhibitors ONLY)
- 2 Exhibitor Lunch Tickets
- Expo Event Directory
- Exhibit Table Location

** Additional food options are available at the hotel or in the area nearby.*

AGENDA WITH ROOM LOCATION

Room locations are on the 2nd floor at the Grand Hyatt Denver Unless Otherwise Indicated

7 AM – 8 AM	Exhibitor Registration - Imperial Ballroom Foyer Exhibitor Set-up - Imperial Ballroom
8 AM – 8:45 AM	Exhibitor Breakfast - Summit Peak & Torreys Peak
8:45 AM – 9 AM	Expo Ribbon Cutting - Imperial Ballroom Foyer Executive Director, Office of Economic Development & International Trade Executive Director of the Department of Personnel & Administration
9 AM	Expo Open - Imperial Ballroom
9 AM – 3 PM	Workshops - Maroon Peak
11 AM – 1 PM	Exhibitor Lunch (ticketed) – Mount Columbia (3 rd Floor)
3 PM	2015 Advance Colorado Procurement Expo Close - Imperial Ballroom

EXPO INSTRUCTIONS

Exhibition space offered is limited to 6 foot tables. Pipe, drape and backgrounds for hanging banners or signage are not provided. Exhibitors may use pop-up banners and signage as long as they fit behind the exhibitor table and are not obstructive. Event management reserves the right to ask for any over-size or obstructive displays to be removed. Table assignments are pre-determined and exhibitors are not permitted to change table assignments without permission of event management.

Drawings for Lead Generation

The use of random drawings is permitted as long as the item being given is under \$50.00 and the item cannot contain alcohol.



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Exhibitor Instructions

Banners & Signage

All banners and signs must be professionally printed or computer generated. No hand-lettered signs or banners are allowed.

It is prohibited to attach staples, tape, glue or nails to the walls, ceilings, furniture or fixtures of the Grand Hyatt Denver. No items shall be posted on, taped, nailed, screwed, or otherwise attached to columns, walls, floors, doors or other parts of the building or furniture. Use of duct tape and distribution of promotional gummed stickers or labels is strictly prohibited. Exhibitors will be responsible for any damage incurred through any prohibited posting methods.

Approved for Air walls (Carpet Wall):

- Tacks
- Velcro
- Painter's/masking tape
- Pins

Electrical & Engineering Services

All power requirements are managed and serviced by PSAV and must be submitted at least 10 days prior to the event. The Grand Hyatt Denver reserves the right to inspect all outside vendor equipment for safety and/or code compliance. All electrical equipment shall be "UL" listed and labeled. Exhibit hall electrical is handled by PSAV. Please complete the [Special Services Form](#) posted on the registration homepage and submit to Elaine Caras at the Grand Hyatt Denver Elaine.Caras@hyatt.com.

Wi-Fi Access

If you require internet access, we suggest bringing your own Wi-Fi connection (hot spot).

Tear Down

EXHIBITORS MAY NOT LEAVE OR TEAR DOWN EXHIBIT TABLES UNTIL AFTER THE EXPO CLOSES AT 3PM. EXHIBITORS THROUGH THEIR PARTICIPATION IN THE EVENT CONFIRM THEIR AGREEMENT TO THIS REQUIREMENT. Exhibitors are to leave facilities in the same condition they were in prior to the event. Exhibitors shall remove all displays, materials, signs, banners and decorations prior to departure.



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GENERAL FAQs

HOW MANY WILL BE ATTENDING THE EXPO?

The 2014 Advance Colorado Procurement Expo had over 500 people who participated.

WHO HAS BEEN INVITED TO THE EXPO?

An invitation will be sent to all Program Administrators for **CCARD** Colorado to extend invitations to all the commercial credit card holders (State Employees) for the State of Colorado.

Invitations have also been sent to all registered users of **ColoradoBIDS / ColoradoVSS**, solicitation websites (over 8,000 registered users).

Event notification will be sent to the Colorado Municipal League, Cooperative Educational Purchasing Council, Multiple Assembly of Procurement Officials and the Rocky Mountain Governmental Purchasing Association.

CAN I INVITE OTHERS TO THE EXPO OR EXTEND PERSONAL INVITATIONS TO PEOPLE I WOULD LIKE TO MEET?

Yes. We recommend you making your message very short and communicate the value your products or services to the Agency you are contacting. Communication is preferred via email.

Depending on the product or service you are offering, different contacts may be more useful to you.

Here are some contacts for the State of Colorado:

- [State Purchasing Directors](#)
- [State Design and Construction](#) (Through the Office of the State Architect)
- [State Human Resource Directors](#)

ONLINE EXPO INFORMATION

More information is available at www.colorado.gov/dfp/expo

CONTACT INFORMATION

LeRoy Romero, Minority Business Office
303-892-3764 | L.Romero@state.co.us

David Musgrave, *Supplier Diversity Liaison*, State Purchasing Office
303-866-3640 | David.Musgrave@state.co.us

Lenora Kingston, *State Travel Manager*, State Purchasing Office | Event Logistics & Online Registration
303-866-3986 | Lenora.Kingston@state.co.us

