

HARDROCK SUMMIT - OUTLINE. IMPORTANT DATES.

<p><input type="checkbox"/> <b>2022 HARDROCK SUMMIT</b></p> <p>September 8     9 am – 5 pm          September 9     9 am – 5 pm          September 10    9 am – 5 pm          September 11    9 am – 3 pm</p>	<p><input type="checkbox"/> <b>LOCATION</b></p> <p>Colorado Convention Center          700 14th Street          Denver, CO 80202, USA  <a href="http://www.denverconvention.com">www.denverconvention.com</a></p>
<p><input type="checkbox"/> <b>EXHIBIT <a href="#">AREAS</a></b></p> <p>Located under one roof...the HardRock Summit exhibit areas at the Colorado Convention Center include:</p> <p><b><u>EVOLUTION</u></b>          Four Seasons Ballroom, Level 1          Fine minerals and fossils</p> <p><b><u>SPARKLE &amp; JOY</u></b>          Mile High Ballroom, Level 1          Fine gemstones, diamonds, and jewelry</p> <p><b><u>AGTA GEMFAIR DENVER</u></b>          Located in Sparkle &amp; Joy, Mile High Ballroom, Level 1          America Gem Trade Association</p> <p><b><u>ICA PAVILLION</u></b>          Located in Sparkle &amp; Joy, Mile High Ballroom, Level 1          International Colored Gemstone Association (ICA)</p> <p><b><u>IBGM PAVILLION</u></b>          Located in Sparkle &amp; Joy, Mile High Ballroom, Level 1          Instituto Brasileiro de Gemas e Metais Preciosos (IBGM)</p> <p><b><u>DENVER GEM &amp; MINERAL SHOW</u></b>          200 Block Meeting Rooms, Level 2          Continuing its fifty-fifth year as the “original” Denver Show</p> <p><b><u>LLD MINERAL HALL</u></b>          100 Block Meeting Rooms, Level 2          Joining the HRS in 2022, LLD offers minerals, fossils, jewelry</p> <p><b>SPECIAL EXHIBITS. EDUCATION SESSIONS.</b></p> <p><b><u>HRS SPECIAL EXHIBITS</u></b>          “Treasures” exhibits adjacent to Mile High &amp; Four Seasons Ballrooms. “Collecting Colorado” exhibit in DGMS (club) Hall</p> <p><b><u>INDUSTRY INFORMATION &amp; ASSOCIATIONS</u></b>          Lobby between Mile High &amp; Four Seasons Ballrooms</p> <p><b><u>EDUCATION SESSIONS (Presentations)</u></b>          400 Block Meeting Rooms, Level 2</p>	<p><input type="checkbox"/> <b>SECURITY</b></p> <p>HardRock Summit has arranged security to be handled by off-duty Denver Police on a 24/7-hour basis from the first set-up day to the last dismantling day at the Colorado Convention Center</p> <p><input type="checkbox"/> <b>EXHIBITOR SET-UP</b></p> <p><b>Evolution, DGMS Club, LLD - exhibitors:</b>          September 6     10 am – 10 pm          September 7     7 am – 10 pm</p> <p><b>Sparkle &amp; Joy - exhibitors:</b>          September 6     4 pm – 10 pm          September 7     7 am – 10 pm</p> <p>If you need more time than designated for your booth’s build-up, this can be requested. Please send your request no later than August 20, 2022, to <a href="mailto:exhibitor@hardrocksummit.com">exhibitor@hardrocksummit.com</a></p> <p><input type="checkbox"/> <b>EXHIBITOR DISMANTLE</b></p> <p>September 11     3 pm - 10 pm          September 12     7 am -12 pm</p> <p><input type="checkbox"/> <b>EXHIBITOR MATERIALS &amp; HANDLING</b></p> <p>For detailed instructions, to support planning your movement of your exhibitor materials in/out of HardRock Summit, <i>please visit the appropriate instructions for the exhibit hall you are designated:</i></p> <ul style="list-style-type: none"> <li>▪ <b>Sparkle &amp; Joy</b> (including AGTA, ICA &amp; IBGM) – pg. 8</li> <li>▪ <b>Evolution</b> – see pg. 8</li> <li>▪ <b>Denver Gem &amp; Mineral Club</b> – see pg. 9</li> <li>▪ <b>LLD Mineral Hall</b> – see pg. 9</li> </ul>

**TRAVEL. STAY. TRANSPORTATION.**

<input type="checkbox"/>	<p><b>TRAVEL/FLY</b></p> <p>Denver international Airport (DEN) is the closest airport to the HardRock Summit venue and partner hotels, located in downtown Denver.</p>		<input type="checkbox"/> <p><b>TRANSPORTATION</b></p> <p>The HardRock Summit at the Colorado Convention Center and our partner hotels, located in downtown Denver, are within walking distance of one another and to 16th Street - a popular stretch for dining, nightlife, and shopping. A rental car is not necessary for your HRS visit.</p> <p><u>To/From Airport (DEN)</u></p> <ul style="list-style-type: none"> <li>- Drive time is 45 minutes Options: Shuttle, Ride Share, Taxi \$65-\$85</li> <li>- “The A Line” commuter train Is a convenient and popular option to/from DEN airport and downtown Denver’s Union Station, in 45 minutes (\$10.50). Onsite ticketing is available, and trains travel every 15-30 minutes. Union Station is a short walk/ride to HRS’s downtown venue and hotels partners. Learn more at <a href="https://www.rtd-denver.com">https://www.rtd-denver.com</a></li> </ul> <p><u>Your Stay in Downtown Denver</u></p> <p>Navigating your stay downtown can be done by foot, ride share/taxi or by downtown’s popular (free) tram that runs along 16th St. A bustling pedestrian friendly area, much is located within walking distance.</p>
<input type="checkbox"/>	<p><b>TRAVEL/STAY - HOTEL PARTNERS</b></p> <p>HRS has negotiated special rates with two hotel partners, in downtown Denver.</p> <p>You are encouraged to reserve early; booking is open to all HRS exhibitors &amp; guests and is subject to sell-out. To ensure HRS special rates use booking links provided on our website: <a href="https://hardrocksummit.com/stayindenver/">https://hardrocksummit.com/stayindenver/</a></p>		<input type="checkbox"/> <p><b>PARKING &amp; TRAFFIC GUIDE</b></p> <p>See - the Colorado Convention Center offers onsite parking (\$12); additional parking lots/garages are available nearby. For more information, visit: <a href="https://www.bestparking.com/denver-co-parking">https://www.bestparking.com/denver-co-parking</a> (after clicking on link, click on MAP – this link is only provided for convenient overview)</p>
<input type="checkbox"/>	<p><b>TRAVEL/VISA</b></p> <p>HRS can support our business partners (contracted exhibitors) with travel Visa invitations. <u>To do so, HRS requires:</u></p> <ol style="list-style-type: none"> <li>i. Signed exhibitor contract and a minimum 50% deposit/payment on booth</li> <li>ii. A direct request to HRS for visa support, before HRS issues an invitation</li> <li>iii. Submit your request to: <a href="mailto:exhibitor@hardrocksummit.com">exhibitor@hardrocksummit.com</a></li> </ol> <p><u>If a travel visa is refused:</u> HRS will refund your entire deposit made as an exhibitor booth payment, minus the visa invitation administration fees (\$250 USD)</p>		
<input type="checkbox"/>	<p><b>VISIT DENVER.ORG</b></p> <p>Visit the official “Visit Denver” guide available online and website to learn more about the city and its surrounding region, at: <a href="#">Official Visitors Guide   VISIT DENVER</a></p>		

EXHIBITOR - PAYMENTS. POLICIES. TAX REQUIREMENTS.

<input type="checkbox"/>	<p><b>PAYMENT SCHEDULE</b></p> <p>Exhibitor payments to the HardRock Summit are accepted by credit card (Visa, Mastercard and American Express), as well as wire transfer or checks. Payments must be made in US dollars.</p>	<p><u>PAYMENT DUE:</u></p> <ul style="list-style-type: none"> <li>- 50% of license fee is due immediately upon signing</li> <li>- 25% of license fee will be due on June 30, 2022</li> <li>- 25% of license fee will be due on August 1, 2022</li> </ul>
<input type="checkbox"/>	<p><b>PAYMENT METHODS</b></p> <p><u>Credit Card:</u> Secure online credit card payment is available for all credit card transactions. HardRock Summit uses Authorize.net, a US based payment gateway service provider. Make payment at <a href="https://hardrocksummit.com/payments">https://hardrocksummit.com/payments</a></p> <p><u>Wire Transfer:</u> For instructions (shared upon request), contact <a href="mailto:exhibitor@hardrocksummit.com">exhibitor@hardrocksummit.com</a></p> <p><u>Checks:</u> Check payments must be made only in United States Dollars drawn on US branches of US based banks</p> <p><i>Checks payable to:</i> HardRock Summit LLC</p> <p><i>Mailed to the following address:</i> 7900 East Union Ave. DTC Corporate Center III, Suite 1100 Denver, CO 80237</p>	
<input type="checkbox"/>	<p><b>CANCELLATION POLICY</b></p> <p>HardRock Summit LLC is not liable if the show is delayed or cancelled for reasons beyond its control such as Acts of God, pandemics such as e.g. Covid-19 and other extraordinary reasons as referenced in in the Participation Offer and that make holding the show impossible.</p> <p>If the show is delayed or cancelled for the reasons stated above and more fully explained in the Participation Offer, HardRock will credit 100% payments made for the 2022 show to the booth license fees due for the 2023 HardRock Summit. For such cancellation, Hardrock is not obligated to provide refunds. In addition, the refund policy applies to those exhibitors who are not able to travel to the United States due to travel restrictions that remain in place after August 1, 2021, but quarantine requirements do not constitute impossibility to attend as referenced in the Participation Offer and are therefore excluded from this policy.</p> <p>For any other reasons for cancellations by an exhibitor, refunds are available in different amounts depending on when the cancellation notice is received by HardRock and if the booth space is resold. A cancelling exhibitor is responsible for the full License Fee if the booth is not resold. For a more complete and detailed explanation, exhibitors are encouraged to review the exact language of the Terms and Conditions of the Participation Offer that is entered into with HardRock Summit LLC.</p>	
<input type="checkbox"/>	<p><b>COLORADO TAX REQUIREMENTS</b></p> <p>ALL DEALERS - Please also refer to <b>the Colorado state tax guidelines</b> and <b>City/County of Denver</b> for participation in trade shows and events. We have provided these for you to download under the following link: <a href="#">Tax-Instructions-HRS-2022-06-09 (hardrocksummit.com)</a></p> <p>for the City of Denver <a href="https://www.denvergov.org/ebiztax/#1">https://www.denvergov.org/ebiztax/ /#1</a></p> <p><a href="#">Sales Tax Information Formulars</a></p>	

EXHIBITOR - INSURANCE. EXHIBITOR VAULT.



**INSURANCE (EXHIBITOR GOODS AND MATERIALS)**

Each exhibitor is responsible for their own insurance. Each exhibitor is required to indemnify and hold harmless HardRock Summit LLC from any claims arising from exhibitors use and licensing of a booth space. HardRock is not liable for any direct or indirect losses incurred by any exhibitor from the use and licensing of a booth space, nor for any losses sustained by third parties, including invitees of an exhibitor and arising from an exhibitor's use or licensing of a booth space. Each exhibitor must maintain public liability insurance in an amount not less than \$1,000,000 as well as workers compensation insurance. HardRock has not purchased, nor is responsible for purchasing, any insurance coverage for an exhibitor or an exhibitor's materials or for any public liability insurance covering an exhibitor. Waiver of subrogation provisions are required for all insurance coverage required of an exhibitor. For a more complete and detailed explanation, exhibitors are encouraged to review the exact language of the Terms and Conditions of the Participation Offer that is entered into with HardRock Summit LLC.

HRS EXHIBITOR VAULT.

**HRS EXHIBITOR VAULT**

HRS will be providing a vault during the show for SPARKLE & JOY exhibitors. If you need more specific information concerning the vault or vaulting information, please contact or have your insurance carrier contact, **Skip Woodward** at [skipwoodward@gmail.com](mailto:skipwoodward@gmail.com)



**POSITIVE PROTECTION, INC (PPI)**

Positive Protection, Inc. (PPI)  
Ph: +1 951-587-8300  
Fax: +1 951-587-8301

[www.ppius.com](http://www.ppius.com)

***SPARKLE & JOY - Vault hours:***

September 7	2pm-10pm
September 8 -10:	7am-6pm
September 11:	7am-10pm
September 12:	7am-10am

Exhibitors at Sparkle & Joy have access to vault their product nightly. Transporting product to/from the vault daily is the responsibility of the exhibitor.

EXHIBIT AREAS. BOOTH OPTIONS. EXHIBITOR BADGES.

<input type="checkbox"/>	<p><b>EXHIBIT AREAS</b></p> <p>Spanning two floor levels, HRS offers multiple exhibit areas “under one roof” at the Colorado Convention Center. All HRS Exhibit Areas are open to public viewing and require a daily ticket or HRS Industry Professional; Exhibitor; Press Badge to enter.</p> <p>Exception: AGTA GemFair Denver access is limited to registered Trade Professionals; Press and Exhibitor Badges.</p>	<p><u>TOGETHER, UNDER ONE ROOF</u></p> <p>EVOLUTION                  SPARKLE &amp; JOY                  AGTA GEMFAIR DENVER*                  ICA PAVILLION*                  IBGM PAVILLION*                  DENVER GEM &amp; MINERAL SHOW                  LLD MINERAL HALL</p> <p style="text-align: right;">*AS PART OF SPARKLE &amp; JOY</p>												
<input type="checkbox"/>	<p><b>BOOTH OPTIONS</b></p> <p>Delivering options to support all exhibiting business partners needs and preferences; HRS booths offer our exhibitors choices to participate – with standard options for each exhibit area, and choices for booth size, position (inline or corner booth), and customizations.</p> <p>Visit each Exhibit Area’s - <i>Request For Participation Form</i> (RFP) - for detailed booth choices and prices, at: <a href="https://hardrocksummit.com/download-area">https://hardrocksummit.com/download-area</a></p>	<p><u>CHOICES</u></p> <p>EXHIBIT AREA                  BOOTH SIZE                  BOOTH POSITION (INLINE/CORNER)</p> <p>Note: View the correct Exhibit Area RFP form. Booth construction/package will vary per exhibit area, position, and booth size</p>												
<input type="checkbox"/>	<p><b>BOOTH PACKAGE</b></p> <p><b>HRS BOOTH PACKAGE = The standard materials and equipment included with your booth, as defined by your contracted booth, and provided by HRS.</b></p> <p>The HardRock Summit offers standard booth packages for all exhibitors and is based on your chosen booth size, exhibit area and booth position (inline or corner). <b>Standard content for each booth package is listed on all RFP Forms.</b></p> <p><i>*Note: Variables of HRS Booth Package content is determined by exhibitor’s booth choices.</i></p>	<p><u>BOOTH PACKAGE CONTENT: *</u></p> <p>BOOTH CONSTRUCTION                  IN BOOTH FURNITURE                  SIGNAGE                  ELECTRICAL (100W up to 1000W)                  WI-FI (exhibitor network)                  EXHIBITOR BADGES (Complimentary)</p>												
<input type="checkbox"/>	<p><b>BOOTH CUSTOMIZATION (&amp; SPECIAL REQUESTS)</b></p> <p>Exhibitors can customize their booth by ordering additional furniture and services directly through our HRS Show Service Providers (be sure to have your booth number available when you order).</p> <p>Check individual deadlines for orders to avoid “late” order fees.</p> <p>Check your HRS Booth Package content before ordering additional material.</p>	<p><u>CUSTOMIZATION</u></p> <p>SAFE RENTALS, SHOWCASES                  IN BOOTH STORAGE                  GRAPHICS/SIGNAGE, PRIVATE WI-FI                  LIGHTING, FURNITURE, ELECTRICAL                  SHIPPING: ARMORED &amp; GROUND</p>												
<input type="checkbox"/>	<p><b>COMPLIMENTRY EXHIBITOR BADGES</b></p> <p>All booths receive a number of complimentary Exhibitor Badges, provided by HRS, for your staff. The number of badges is determined by your booth size.</p> <p>Exhibitor Badges allow access to all HRS exhibit areas for the entirety of set up, show, dismantle. ALL exhibitors and staff must have/wear a badge for the entirety of the show including set-up/dismantle. Exhibitors should pick-up their badges from HRS registration upon arrival.</p> <p>HRS will request staff names for all exhibitor badges, by August 15.</p>	<p><u>EXHIBITOR BADGE CHART</u></p> <p>COMPLIMENTARY BADGES PROVIDED BY HRS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>BOOTH SIZE</u></th> <th style="text-align: left;"><u># OF BADGES</u></th> </tr> </thead> <tbody> <tr> <td>Up to 9 sq meters</td> <td>3</td> </tr> <tr> <td>10-12 sq meters</td> <td>4</td> </tr> <tr> <td>13-18 sq meters</td> <td>5</td> </tr> <tr> <td>19-24 sq meters</td> <td>6</td> </tr> <tr> <td>24+ sq meters</td> <td>7</td> </tr> </tbody> </table> <p>* ADDITIONAL EXHIBITOR BADGES CAN BE REQUESTED FOR A FEE (\$50 PER BADGE)</p>	<u>BOOTH SIZE</u>	<u># OF BADGES</u>	Up to 9 sq meters	3	10-12 sq meters	4	13-18 sq meters	5	19-24 sq meters	6	24+ sq meters	7
<u>BOOTH SIZE</u>	<u># OF BADGES</u>													
Up to 9 sq meters	3													
10-12 sq meters	4													
13-18 sq meters	5													
19-24 sq meters	6													
24+ sq meters	7													

**SHOW SERVICE PROVIDERS.**

**PRIMARY SHOW SERVICE PROVIDER**



**SHEPARD Exposition Services**

Contact: Customer Service Representative  
 Phone: +1 (404) 720.8600  
 E-mail: [customerservice@shepardes.com](mailto:customerservice@shepardes.com)  
 Website: [www.shepardes.com](http://www.shepardes.com)

Shepard services include:

- [ORDER FORM](#) – *Sparkle & Joy*
- [ORDER FORM](#) – *Evolution*
- [ORDER FORM](#) – *LLD*
- [ORDER FORM](#) – *DGMS*

- Complete booth construction and set up (HRS Booth Package); additional orders for furniture, electrical, lighting, signage & graphics; and material handling and shipping.
- Special orders from other services providers will be coordinated through Shepard, for delivery. Please order directly with each service provider.

**SHOW SERVICE PROVIDERS – SPECIAL ORDERS**



**SHOWCASES**

SPARKLE & JOY – showcase provider:

Atlantic Rentals  
 Tel: +1 (732) 922.8958  
 Fax: +1 (732) 922.8951  
[info@atlanticshowcases.com](mailto:info@atlanticshowcases.com)  
[www.atlanticshowcases.com](http://www.atlanticshowcases.com)

- [ORDER FORM](#)

EVOLUTION - showcase provider:

Tucson Store Fixtures  
 Contact: Curt Cowley  
 Office: +1 (520) 623.0067  
 Cell: +1 (520) 982.4305  
[curt@tucsonstorefixtures.com](mailto:curt@tucsonstorefixtures.com)  
[www.tucsonstorefixtures.com](http://www.tucsonstorefixtures.com)



**SAFE RENTAL**

Rolland Safe Company  
 Tel: +1 (214) 845.6804  
 Fax: +1 (214) 845.6693  
[SafeRentals@rslc.net](mailto:SafeRentals@rslc.net)  
<http://rollandsolutions.com>

- [ORDER FORM](#)



**ELECTRICAL**

Contact Shepard to request additional electrical capacity, drops & plugs to be added to your booth, for a fee (beyond what is supplied in your HRS Booth Package's standard electrical set-up: 100W, 500W or 1,000W).



**WI-FI (PERSONAL NETWORK)**

A shared Exhibitor Wi-Fi Network will be supplied by HRS. To request a personal secured wi-fi network for your booth, for a fee, contact:

Smart City Networks – Denver  
 Contact: Thomas Beltz  
 Ph: +1 (303) 228.8256  
[tbeltz@smartcity.com](mailto:tbeltz@smartcity.com)  
[www.smartcitynetworks.com](http://www.smartcitynetworks.com)



**FURNITURE & LIGHTING**

Contact Shepard to request additional furniture and lighting to be added to your booth, for a fee (beyond what is supplied in your HRS Booth Package's standard set-up).

**EXHIBITOR - SHIPPING.**

**SHIPPING – ARMORED TRANSPORT**

PLEASE COORDINATE DIRECTLY WITH YOUR CHOSEN ARMORED TRANSPORT PROVIDER

**MALCA-AMIT**

Phone: + 1 (212)-840-8330 EXT 6058  
 Email: [Showteam.NYC@Malca-Amit.com](mailto:Showteam.NYC@Malca-Amit.com)  
[www.malca-amit.com](http://www.malca-amit.com)

**BRINKS**

Phone: +1 (212)-704-9524  
 Email: [showUS@brinksinc.com](mailto:showUS@brinksinc.com)  
[www.brinks.com](http://www.brinks.com)

**NEW!! SHIP DIRECT TO THE MUNICH SHOW**

Are you a participating exhibitor at both the HardRock Summit and Mineralientage München? HRS has coordinated a direct secure shipment from HRS to the Munich Show. For more details, visit the HRS website [download area](#) and service provider Estes Forwarding Worldwide (EFW).

**ESTES FORWARDING WORLDWIDE (EFW)**

Contact: Todd McBride  
 Global Solutions Manager  
 Phone: + 1 855-433-9669 EXT 4556  
 Email: [todd.mcbride@efwnow.com](mailto:todd.mcbride@efwnow.com)  
[www.EFWnow.com](http://www.EFWnow.com)

[ORDER FORM](#)

To request service, please visit HRS website download area and complete EFW's documents:

1. Shipper's Letter of Instructions (SLI) Form  
*(A sample SLI form is provided for reference)*
2. Liability Conditions of Shipment Form
3. Credit Card Authorization Form

*Your shipment must also be accompanied by a commercial invoice, providing shipment's details.*

**SHIPPING – GROUND (MATERIALS HANDLING. STORAGE. DELIVERY.)**

**CONTACT - SHEPARD** Phone: +1 404-720-8600 / E-mail: [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

Contact *Shepard* to request exhibitor shipping support, materials handling, and storage of general goods (excluding armored transport). Inbound/outbound shipping and storage can be arranged through Shepard, who will receive, store and then bring materials to your booth on set up day, and receive, store and return your shipped materials post-show.

3rd Party Shipping

Exhibitors also have the option of using third party vendors for shipping and storage services. Those third-party vendors shall work with Shepard to arrange for the offloading/loading and take down of the goods/material. Time slots will be managed by Shepard.

Full details and instructions will be available on the HRS website [download area](#), after June 1.

**SHIPPING – ON SITE (AT COLORADO CONVENTION CENTER.)**

**UPS BUSINESS CENTER** Phone: +1 720-749-3956

Website: <https://denverconvention.com/attend-an-event/ups-business-center>

The UPS Store located in the main concourse of the Colorado Convention Center, near Lobby F, and offers a variety of services including shipping services, copies, and more. Business hours will be updated and shared on the HRS app, as the HardRock Summit dates near.



**EXHIBITOR – Materials and Handling**

Materials and Handling differs between the HardRock Summit pavilions and ballrooms. Please see appropriate instruction for the exhibit hall you are designated (Options: Sparkle & Joy, Evolution, Denver Gem & Mineral Club or LLD Mineral Hall)

**TO PLAN MOVEMENT OF EXHIBITOR MATERIALS IN/OUT OF HARDROCK SUMMIT**

EXHIBITORS IN:



*(Including: AGTA DENVER, ICA & IBGM PAVILLIONS)*

(Located in the Mile High Ballroom, Level 1)

**Movement of Exhibitor Materials In/Out of HardRock Summit**

Please contact our show service provider for further details: **SHEPARD SERVICES**  
 Phone: +1 404-720-8600  
 E-mail: [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

EXHIBITORS IN:



(Located in the Four Seasons Ballroom, Level 1)

**Movement of Exhibitor Materials In/Out of HardRock Summit**

The Colorado Convention Center is a union facility.

Only union personnel, hired by Shepard, showcase, and safe vendors may unload, load and transport any booth construction material, product and related items provided by individual exhibitors.

Special requests from exhibitors wanting to unload their material will need to be managed by Shepard and be accompanied by union personnel. The charge for the required use of union labor is included in the booth price.

Extra charges apply if exhibitor's use of union labor is deemed excessive (e.g., more than ½ hour each way) and will be billed directly to the exhibitor by Shepard Exposition Services.

Exhibitors are encouraged to hand-carry, their material or use a wheeled suitcase as much as possible. Only Shepard's hired union personnel are permitted to operate machinery, including carts, dollies, electronic pallets or forklifts.

If an exhibitor chooses to handle his/her own material and wishes to push a cart or dolly, then they must still have a union employee present and accompany them until the material is delivered to the booth or back to the loading dock at the conclusion of the event.

Once in the exhibit space, the exhibitor may unpack the display material and work to get it ready for display without the use of union labor during the specified set-up and dismantling times.

However, if the exhibitor wishes to set-up a display structure in the exhibit space (not including displayed product and merchandise) without the help of union personnel for positioning of lighting, display cases, etc., the exhibitor can only do so without the use of power tools (small battery screwdrivers as an example are permitted). Furthermore, the exhibitor may only take up to 1-hour per booth to complete the booth setup (not including positioning of displayed product and merchandise).

Beyond this 1-hour limit, union labor will be required to be present and work alongside exhibitors with the ratio of 1-union worker to 1-exhibitor staff person. Any costs incurred for additional union labor will be paid by the exhibitor with payment to Shepard Exposition Services at the time labor is ordered.

***To Coordinate Movement of Materials, please contact:*** Patrick K.  
 Mobile: +1 (909) -261-2669



EXHIBITOR – Materials and Handling

Materials and Handling differs between the HardRock Summit pavilions and ballrooms. Please see appropriate instruction for the exhibit hall you are designated (Options: Sparkle & Joy, Evolution, Denver Gem & Mineral Club or LLD Mineral Hall)

TO PLAN MOVEMENT OF EXHIBITOR MATERIALS IN/OUT OF HARDROCK SUMMIT

EXHIBITORS IN:



**DENVER GEM & MINERAL CLUB (DGMS)  
AND - LLD MINERAL HALL**

(Located on Level 2 - Street Level)

**Movement of Exhibitor Materials In/Out of HardRock Summit**

**What are the charges for set-up/move-out labor?**

The Colorado Convention Center is a union facility. This means that most of the set-up labor and dismantling labor must be performed by union labor. This includes the unloading and loading of material and products requiring a pushcart, dolly, pallet jack, cart, forklift, and other equipment for transportation. Material may be hand-carried and wheeled-in with a rolling suitcase without the presence of union labor.

The HardRock Summit, the Denver Gem & Mineral Show (DGMS) and the LLD Denver Mineral Show will work together to have DGMS and LLD exhibitors coordinate the joint set-up and tear down of exhibits by consolidating their product and exhibit when packing, unloading, and reloading. The required union labor as employed by Shepard Exposition Services will be paid by HardRock Summit. Shepard will employ the union labor under their contract.

**What are the unloading possibilities?**

- ❖ Park vehicle at Colorado Convention Center parking garage and hand-carry your inventory in any type of bag, boxes, or container to your booth. Wheeled suitcases or bags with wheels are also allowed (no arrangement with Shepard for time slot necessary).
- ❖ Unload at Colorado Convention Center designated area within your time slot to be determined by Shepard. This will be coordinated through the Denver Gem & Mineral Show and LLD Denver Mineral Show leadership.

**How do I access the exhibition space for set-up?**

After parking your car or arriving on foot, follow the signs to the registration desk at the Colorado Convention Center (near Mile High Ballroom) where exhibitors may pick-up their badges.

Exhibitors should register at the Colorado Convention Center registration area to pick-up their badges before arriving to unload at the designated area.

**We look forward to welcoming all our exhibitors at 2022 HardRock Summit!**

