



Dear ProGreen EXPO Exhibitor,

Welcome to ProGreen EXPO 2020! This year's conference will be held at the Colorado Convention Center on February 5-7 in Denver, CO. The following 2020 Exhibitor Service Manual provides you with important dates, times, locations, and specific meeting and exhibit floor details. PLEASE READ ALL INFORMATION CAREFULLY and pay special attention to the forms that must be completed and all filing deadlines.

Freeman Exposition Services has worked with ProGreen EXPO for several years and we are pleased to have them back as the official service contractor for ProGreen EXPO 2020. ProGreen EXPO and Freeman work as a team to provide assistance in planning your exhibit as well as onsite support.

We have worked with Freeman to clarify the rules of the exhibition within this service manual; please study them carefully and reach out to us with any questions you have.

Visit the ProGreen EXPO Exhibitor Resources page for the most up-to-date information:
<http://www.progreenexpo.com/Sponsors-&Exhibitors/Exhibitor-Resources>.

Sincerely,

Megan Meyers

Megan Meyers, CMP
Senior Meeting Architect
ProGreen EXPO
c/o Kinsley Meetings

Email: megan@kinsleymeetings.com



ProGreen EXPO 2020 Important Deadlines

Date	Task	Contact
October 2019	Agree to ProGreen Expo Rules and Regulations	Login to Exhibitor Account in ProGreen Portal
October 2019	Submit Company Description (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Submit Company Listing Information (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Onsite Program Information Changes Submission Deadline (via exhibitor portal)	Login to Exhibitor Account in ProGreen Portal
October 2019	Upload Logo to ProGreen EXPO Portal	Login to Exhibitor Account in ProGreen Portal
January 25	Deadline for exhibitor registrations and changes to registrations	ProGreen EXPO (follow instructions from exhibitor registration email)
January 6	First day freight can be accepted at advance warehouse	Freeman
January 14	Deadline for discount rate on furniture package	Freeman
January 28	Last day for materials to be delivered at advance warehouse: Additional late fee applied after this date	Freeman
January 14	Upload Insurance Certificate	Click here to upload or purchase
February 4	Move-in Begins for "Orange" Booths 12:00 pm -3:00 pm	See move in floor plan provided in this kit.
February 4	Move-in Begins for "Blue" Booths 3:00 pm – 6:00 pm	See move in floor plan provided in this kit.
February 5	Final Move-in for "Yellow" Booths 7:00 am - 3:00 pm	See move in floor plan provided in this kit.

***Can't find your ProGreen EXPO Portal Link and Log-in Password? Please email megan@kinsleymeetings.com with the email address where you would like the link and password to be sent.**



General Information

<u>Dates</u>	EXPO: February 5-7 Education: February 5-7
<u>Location</u>	Colorado Convention Center 700 14th Street Denver, CO 80202 EXPO in Halls C&D

To see a complete schedule of events, hotel and transportation information, please visit:
www.progreenexpo.com.

To see your current booth location or an up-to-date floor plan please go to:
<https://s23.a2zinc.net/clients/Kinsley/ProGreen2020/Public/eventmap.aspx?shavailable=1>

Exhibitor Move-in (New Hours for 2020):

Tuesday, February 4th	12:00 pm – 3:00 pm (see move-in map) ORANGE area 3:00 pm - 6:00 pm (see move-in map) BLUE area
Wednesday, February 5th	7:00 am - 3:00 pm (see move-in map) YELLOW area

Exhibit Hours

Wednesday, February 5	4:00 pm - 6:30 pm
Thursday, February 6	9:00 am - 4:00 pm
Friday, February 7	9:00 am - 3:00 pm

Exhibitor Move-out

Friday, February 7	3:00 pm - 5:30 pm (see move-out map) GREEN area 5:30 pm - 8:00 pm (see move-out map) YELLOW area
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*Early dismantle of booths is prohibited. Any vendors seen dismantling before 3:00 pm on Friday, February 7, will be penalized and lose their booth selection priority level for future years.



Included in each 10x10 Booth Purchase:

- 8' high black and green back drape
- 3' high black side drape
- 7"x44" one-line ID sign
- Company description in the onsite guide (if signed-up before 12/31/2019)
- Company description in the Mobile App and <https://www.progreenexpo.com/Sponsors-&-Exhibitors/2020-Exhibitors>

NOT included in your booth: Carpeting, tables, wastebaskets, miscellaneous furnishings or installation and all other additional items/services not listed above. Please refer to Freeman section of the Exhibitor Service Manual for options to order furniture and other furnishings and services. Exhibit Hall Carpet: The EXPO area is NOT carpeted.

The scheduled move-in/out times are set to allow the most efficient traffic flow for vehicles on the show floor. ProGreen EXPO appreciates your patience during this time to prevent any injuries.

- Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor, Freeman.
- As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times.
- Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.
- **No children under the age of 18 are allowed on the show floor during move in and move out.**

Street Level Police

Due to the amount of vehicles driving into the hall, ProGreen EXPO is required to have police assisting with traffic management. ProGreen EXPO staff and volunteers have little control over the demands and stipulations the police have over the movement of traffic. It is the police officers' duty to assist with move-in and out. Vehicles that are told to move by the police are done so for safety and traffic flow purposes.



Fork-lift/Cart Use

Vendors have the opportunity to reserve a fork-lift and/or cart for their use. 30 minutes of use is complimentary to vendors. After this time, a fee will apply (see below in further instructions). You can request a forklift at the dock entrance through a sign-up sheet, which is first-come, first-serve. Please note that this is forklift/cart service LABOR and vendors are not permitted to use their own forklifts or carts due to the union contract at the Colorado Convention Center.

Marshaling Yard/Dock Passes

Dock passes will be handed out at the marshaling yard by Freeman. These will be color coded based on the move-in floor plan. Please see the marshaling yard directions below.

Exhibitor Insurance

Each exhibitor is required to have a current certificate of insurance for the show. Please [click here](#) to submit a copy of your insurance certificate or to purchase exhibitor insurance for just \$94.



FAQ

Can I change my move-in or out time?

No, the schedule that is set for move-in and -out is set because of the layout of the floor. Having booths move-in and -out at different times will cause congestion and headaches for everyone.

If you are scheduled to move-out in the second round, we encourage you to enjoy an afternoon snack in Downtown Denver and instruct your booth staff and move-out staff to do the same and return to the hall when it is your scheduled move out time.

You MUST notify ProGreen EXPO Event Management staff if you plan on moving in not in your designated time. Only extreme exceptions will be honored.

Can I break my booth down early?

Any vendors seen breaking down before 3:00 pm on Friday will be subject to lower priority during selection for future ProGreen EXPO years. Early teardown is not permitted.



Schedule of Events

Tuesday, February 4

12:00 pm - 6:00 pm Exhibitor Move-in

Wednesday, February 5

7:00 am - 3:00 pm Exhibitor Move-in

8:00 am - 3:00 pm Education Sessions

12:30 pm - 2:30 pm ProGreen VIP Lunch (at the Convention Center)

*Pre-registration and tickets required

3:00 pm - 4:00 pm Keynote Session (open to all)

4:00 pm - 6:30 pm Opening Reception & EXPO Open

Thursday, February 6

8:00 am - 5:00 pm Education Sessions

12:00 pm – 1:00 pm Women in Green Luncheon

*Pre-registration and tickets required

9:00 am - 4:00 pm EXPO Open

Friday, February 7

8:00 am - 3:00 pm Education Sessions

9:00 am - 3:00 pm EXPO Open

3:00 pm - 8:00 pm Exhibitor Move Out

Visit <http://www.progreenexpo.com> for a complete schedule.



Sponsorship Information

Want to get more out of your time at ProGreen EXPO? Here is a selection of opportunities for better exposure! [View the full list](#) and purchase through the exhibitor portal or contact megan@kinsleymeetings.com.

- Conference Sponsorship Packages: \$1,500-\$4,500
- EXPO Opening Reception: \$5,000
- Opening Reception Drink Ticket Packages: \$500-\$900
- Lanyard Sponsorship: \$4,000
- Mobile App: \$3,500
- Attendee Mailings: \$450-\$1,149
- ProGreen EXPO Website Advertising: \$1,000
- Attendee Bag Sponsorship: \$900
- Keynote Sponsor: \$2,500
- VIP Lunch Table Sponsor: \$600
- Education Session Sponsor: \$1,000
- Floor Decals: \$500
- EXPO Floor Events - Potting Challenge Competition & Arborist Corner: \$1,000



Hotel Information

WARNING: Hotel Scams Target Business Travelers

The only officially endorsed method of making housing accommodations for ProGreen EXPO is directly through the recommended hotel company listed below.

We have received reports that other companies are posing as official travel vendors for ProGreen EXPO. **They are NOT affiliated with ProGreen in any capacity.** For your own protection, we ask that you exercise caution when making your hotel and travel arrangements. Unofficial vendors cannot provide the same benefits and protection that booking directly with the hotel offers. ProGreen EXPO only guarantees hotel room rates or availability during the show dates for reservations made directly with the recommended ProGreen hotel.

A special group rate has been arranged with the following hotel for those attending the ProGreen EXPO. If you are traveling to town and plan to stay overnight, ProGreen EXPO encourages you to stay at the host hotel. By staying at the host hotel, the ProGreen EXPO benefits, and those benefits carry over to you!

Host Hotel

Hilton Garden Inn Denver Downtown

1400 Welton St., Denver, CO 80202

Click [here](#) to reserve at the Hilton Garden Inn Denver Downtown for a single rate of \$184.00. You may also call the hotel at (855) 215-1283 and reference the booking code "PROG20" to receive the discount.

Reservation deadline: Monday, January 15



Transportation and Parking

Parking

The Colorado Convention Center Parking Garage boasts over 1,000 spaces conveniently adjoining the Colorado Convention Center. *Rates are as follows – subject to change:

Park up to 8 hours - \$12.00

Park up to 12 hours - \$15.00

Park up to 18 hours - \$17.00

Park up to 24 hours - \$25.00

For more information regarding parking at the Colorado Convention Center visit:

<http://denverconvention.com/attend-an-event/parking>

*Prices are current as of August 2019 and are subject to change.

There are also a variety of parking lots available near the Convention Center. Visit

<https://www.denvergov.org/content/denvergov/en/home-page/lots-and-garages.html>

For more information regarding public transportation, biking, or walking, please visit:

www.progreenexpo.com



Airport Information

Airport

If you are flying in for ProGreen EXPO, we recommend flying into the Denver International Airport (DIA). The airport code when searching for flights is DEN.

DIA is located about 25.8 miles or 30 minutes from Downtown Denver and the Colorado Convention Center.

Denver International Airport
8500 Peña Blvd
Denver, CO 80249
www.flydenver.com

Visit www.progreenexpo.com for transportation information from DIA.