



# THE BROADMOOR PRIVATE PRACTICE SECTION ANNUAL CONFERENCE

Colorado Springs, CO | November 7-10, **2018**

## EXHIBITOR SHOW KIT AND FAQs

Below you will find information to ensure your exhibiting experience at the 2018 PPS Conference and Exhibition in Colorado is successful. Please take note of the deadlines; ordering services after the deadlines can add an additional 20% to your overall expenses.

[Forms](#) for furniture, such as booth carpet, tables, chairs, electricity, and AV equipment can be found below. A list of our exclusive suppliers are provided below. We ask that you inform us if a company contacts you claiming to be an official representative of PPS who is not listed below, as these companies may be misrepresenting themselves.

- All aisle booths come with an 8ft back drape and 3ft side rails. The side rails on corner booths may be removed but must stay up between companies.
- All end caps come with **8ft high back wall for 10ft only**. Back-wall displays may only be 10ft wide and 8 ft tall to ensure line of sight to the aisles.
- All island booths will be marked but will not come with any drape

Please note the **exhibit hall IS carpeted**.

Please view the [Frequently Asked Questions](#) below to help you prepare for the event.

For sponsorship information, please contact Malisa Minetree at [malisa.minetree@me.com](mailto:malisa.minetree@me.com). For information or questions on exhibiting, please see the FAQ's below, or email Hajni Selby at [hajni.g@hotmail.com](mailto:hajni.g@hotmail.com)

## QUICK INFO

### LOCATION:

[The Broadmoor, Colorado Springs](#)

**Ballroom AB**

1 Lake Ave, Colorado Springs, CO 80906

### EXHIBIT HALL HOURS:

Thurs, Nov. 8: 12:30 p.m. – 6:00 p.m.

Friday, Nov. 9: 7:30 a.m. – 2:00 p.m.

### MOVE IN | MOVE OUT

Move In: Wed, Nov. 7: 2:00 p.m. – 5:30 p.m.

Move In: Thurs, Nov. 8: 7:30 a.m. - 11:30 a.m.

Move Out: Fri, Nov. 9: 2:00 p.m. – 7:00 p.m.



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## FORMS AND INFORMATION

<a href="#">Rules and Regulations</a>	
<a href="#">Move in and Move out Procedures</a>	
<b>ORDER FORMS</b>	<b>DUE DATES</b>
<p><b>Access to the <a href="#">PPS Portal</a> is needed to complete the following:</b>  <i>Please select your reserved booth number and click on the "Edit" button to enter your PIN. If you do not remember your PIN <a href="#">please contact us</a>.</i></p>	
<p><a href="#">Registration</a> Each exhibitor (10x10 booth) receives 2 complimentary exhibit hall only badges and 1 full conference pass. Register your booth personnel under the Registrants tab in your online portal. Additional exhibit hall only passes can be purchased under the Registrants tab too. Full conference badges can only be purchased online at <a href="http://ppsconference.org">ppsconference.org</a></p>	<b>October 15, 2018</b>
<p><a href="#">Company description of products and services</a> Once logged in you will note your Company description on the Exhibitor Tab.</p>	<b>June 1, 2018</b>
<p><a href="#">Order optional items for increased visibility</a> including signage and room drops</p>	<b>October 1, 2018</b>
<p><a href="#">Payments</a> Once logged in, click the "Pay Balance" tab.</p>	<b>June 1, 2018</b>
<p><a href="#">Full Shepard Exhibit Kit</a></p>	<b>October 18, 2018</b>
<p><a href="#">Online Ordering</a> Read more about online ordering, <a href="#">here</a>.</p>	<b>October 18, 2018</b>



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LABOR AND SHIPPING	
<a href="#">Shipping, Warehouse, Storage, Material Handling</a>	October 18, 2018
<a href="#">Shipping Labels</a>	
<a href="#">Labor Services</a>	October 18, 2018
<a href="#">Insurance</a>	October 18, 2018
DECORATOR FORMS	
<a href="#">Standard Furniture</a>	October 18, 2018
<a href="#">Booth Carpeting</a> <i>(the exhibit hall is carpeted)</i>	October 18, 2018
<a href="#">Signature furniture and flooring, executive furniture, and specialty furniture</a>	October 18, 2018
<a href="#">Booth Rentals</a>	October 18, 2018
<a href="#">Sign Printing</a>	October 18, 2018
TECHNOLOGY	
<a href="#">Electricity</a>	October 15, 2018
<a href="#">Internet &amp; Telephone</a>	October 15, 2018



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<p><a href="#">Lead Retrieval</a> Every PPS registrant is <u>encouraged</u> to share their email address. Because attendees may opt out, please request your attendee's email address to maximize contacts in the lead retrieval system.</p>	<p>September 28, 2018</p>
<p><a href="#">Audio Visual</a></p>	<p>October 15, 2018</p>
<p><a href="#">HOTEL RESERVATIONS AT THE BROADMOOR</a></p>	

## FREQUENTLY ASKED QUESTIONS

### BOOTH FURNISHINGS, DECORATIONS, PERMISSIONS

**Can I sublet or share a booth space with another company?**

No, PPS does not allow booth sharing.

**Do I need to purchase carpet for my booth?**

No, the ballroom at the Broadmoor is carpeted. However, we always recommend purchasing carpet to define your space.

**Do I need to purchase booth cleaning for my booth?**

We recommend you purchase booth cleaning especially if you order carpet. Although the carpet is clean when it is laid, it can accumulate dirt during move in. Alternatively, we recommend you bring a small hand held vacuum to clean your booth and avoid additional costs.

**Does my booth come with any tables and chairs?**

No, your booth only comes with the 8ft back wall and side drapes. If you have an island booth the 20x20 space will be marked but no drape will be available. If you would like furniture in your booth you may order from the official decorator or bring your own.

**Does my booth come with access to electricity or internet?**

No, you will have to order these services using the forms listed above.

**Do I have to hire labor to erect my booth if I'm using power tools?**

It depends. If your booth requires the use of power tools, any full-time employees of your company may install and dismantle their own display if the job can be done in under 60 (sixty) minutes. If your booth requires more than 60 minutes to install, then outside or additional union labor is required. Union labor may be hired via Shepard or your own exhibit provider.



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## **Do I have to hire labor to erect my booth if I'm only using a screwdriver?**

If your booth does not require power tools, you do not have to hire labor to install your display.

## **I have a 10x20 endcap booth—how big can my display be?**

*An endcap booth is defined as any booth which sits perpendicular to two aisles and is open to three aisles. Though an endcap has 20ft wide floor space, a back-wall display may only be 10ft wide, 8ft tall, and may extend 4ft forward. This ensures a clear line of sight to the aisles behind your booth. You may fill your 200sq ft. floor space with furniture, but cannot add banners which may block the sight lines of the aisles on either side of the booth.*

## **I have a 20x20 endcap booth—how big can my display be?**

*An endcap booth is defined as any booth which sits perpendicular to two aisles and is open to three aisles. Though an endcap has 20 ft wide floor space, a back-wall display may only be 10ft wide, 8ft tall, and may extend 4ft forward. This ensures a clear line of sight to the aisles behind your booth. You may fill your 400sq ft. floor space with furniture and may place a central feature that does not exceed 8ft tall or 10ft wide on any side, but cannot add banners which may block the sight lines of the aisles on either side of the booth.*

## **I have an island booth—how big can my display be?**

*An island booth is defined as a booth which sides are open to four aisles. An island booth may erect a structure up to 16ft tall and may use up the entire 400sq ft floor space. An island booth may have a banner, no taller than 6ft, hung above their structure.*

## **I have an aisle booth—how big can my display be?**

*An aisle booth is defined as any booth that only has one or two (corner) sides open to an aisle. An aisle booth display maybe as wide as the booth (10ft, 20ft etc.). It cannot exceed 8ft high and may only extend 4ft from the back of the booth. Any pop-up banners must be placed in the back 4 ft of the booth as to not interfere with sight lines of other exhibitors.*

## **May I adhere items to the venue walls, doors, columns, outside or around my booth?**

No, the venue has strict rules about adhesives and will charge you for damages, whether they appear or not. You are also limited to the interior of the space you purchased.

## **May I put a display case outside my booth in the aisle?**

No, any displays, furniture, or marketing material must be contained within the space you purchased. If it moves outside its designated space it will be moved inside by show management. Failure to adhere to this may result in the removal of the item.

## **May I play music in my booth?**

We ask that any sound magnification be approved by PPS prior to exhibiting and must be kept to a minimum. If the sound is deemed too loud, or disturbs your neighbors, you will be asked to turn it down.

## **Can I store my boxes behind the drape?**

You may only store boxes that fit under your tables. Small boxes may be placed between your display and drape but large boxes must be removed from the exhibit floor.





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## SHIPPING AND MATERIAL HANDLING

### **Is material handling included with my booth purchase?**

No, you are responsible for organizing your own material handling.

### **I am shipping with the decorator, do I need to worry about material handling?**

No, Shepard will deliver your shipment directly to your booth. They will also remove any empty crates and return them during move out. We strongly recommend you organize all shipping to and from the venue with the decorator to reduce loss and complications.

### **Can I ship my items to the venue with a courier other than the decorator?**

Yes, but please note that the item must arrive at the venue on move-in day, if it does not it may be turned away. We strongly recommend that you ship via the official decorator to reduce loss or complications.

### **What are the benefits of sending my shipment to the advance warehouse?**

If you send your shipment to the advance warehouse you are not restricted to timing and the official decorator will handle shipping your material to the venue at the right time.

### **Can I bring my shipment to the venue myself?**

Yes, you can go to the Broadmoor Hall Loading Dock and move your materials to your booth. If you are driving from the Lake you will take a right on 1<sup>st</sup> Street. Follow the road around until you see an opening on the left side and head to the three dock doors. You will be able to park your car in the Broadmoor Hall Parking Garage once you have dropped your items off. Please note: You will not be allowed to walk your material into the hall, so drayage services will need to be ordered via Shepard.

### **Can I bring my shipment through the front doors of the hotel?**

You may only bring in items that you can hand carry (small packages only). Anything that requires a dolly, cart, or multiple people must come through the loading dock. If your items are deemed to be too large you will not be permitted through the doors.