

Dear Sponsors, Exhibitors, and Partners,

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 as 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 may be found below. A list of all our exclusive suppliers are provided below. We ask that you inform us should a company contact 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 feet 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.

Should you require any additional information of clarification on exhibiting please contact [Hajni G. Selby](#). If you require an additional information for sponsorships please contact [Malisa Minetree](#)

We look forward to seeing you in Colorado Springs!

QUICK INFO

LOCATION:
[The Broadmoor, Colorado Springs](#)
Ballroom AB
1 Lake Ave, Colorado Springs, CO 80906

MOVE IN | MOVE OUT
To be determined

FORMS AND INFORMATION (Coming Soon!)

General Information (Coming Soon!)	
Rules and Regulations (Coming Soon!)	
Move in and Move out Procedures (Coming Soon!)	
ORDER FORMS	DUE DATES

Access to the [PPS 2018 Portal](#) is needed to complete the following:

Please select your reserved booth number and click on the "Edit" button to enter your PIN. If you do not remember your PIN, please contact us.

Registration	October 15, 2018
Company description of products and services	June 1, 2018
Order optional items for increased visibility	TBD
Payments	June 1, 2018
LABOR AND SHIPPING (Order Online)	
Shipping, Warehouse, Storage, Material Handling (order online)	TBD
Advanced Warehouse Shipping Label	
Show Site Shipping Label	
Labor Services	TBD
Insurance	TBD
DECORATOR FORMS (Order Online)	
Standard Furniture	TBD
Booth Carpeting (the exhibit hall is carpeted)	TBD
Signature furniture and flooring, executive furniture, and specialty furniture	TBD
Booth Rentals	TBD
Exhibit Rental Accessories	TBD

Sign Printing	TBD
TECHNOLOGY	
Electricity	TBD
Internet	TBD
Lead Retrieval	TBD
Audio Visual	TBD
<u>Hotel Reservations</u>	TBD

FREQUENTLY ASKED QUESTIONS

BOOTH FURNISHINGS, DECORATIONS, PERMISSIONS

When can I set up my booth?

Move-in hours will be determined as early as January 2018 and no later than February.

What are the exhibit hall hours at PPS 2018? PPS kicks off Thursday's lunch in the Exhibit Hall at 12:30 sharp. Exhibit hall hours run from 12:30PM-6:00 PM on Thursday and from 9-2:00 PM on Friday.

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 handheld 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.

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; however, you 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 feet 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 place a central feature that does not exceed 8ft tall or 10ft wide on any side; however, you cannot add banners which may block the sight lines of the aisles on either side of the booth.

I have an 20 x20 island booth—how big can my display be?

An island booth is defined as any 20x20 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 foot 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 may be 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 feet 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 kept to a minimum. If the sound is deemed too loud or disturbs your neighbors, you will be asked to turn it down.

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 held to a specific onsite shipment date, 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?

We are confirming this with the Broadmoor in January 2018.

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

We are confirming this with the Broadmoor in January 2018.