



ROCKY MOUNTAIN AUDIO VIDEO EXPO

Dear AVX Exhibitor:

Enclosed is your Exhibitor Service Kit, which contains information necessary to complete arrangements for your exhibit at the upcoming event. Several of the enclosed order forms have specific deadline dates that require your attention. Please carefully read the information.

Please note that our show is a **Thursday and Friday** format, **November 13-14**. This is the second year at the Colorado Convention Center in Downtown Denver after the closing of the Crowne Plaza. We will periodically be sending you updated information by email. Keep additional information with this file for easy access.

Please let us know if we can be of further assistance. We look forward to working with you.

Positive regards,

Kevin and Marie Foster  
Rocky Mountain AVX Event Managers  
303-771-2000

Email: [marie@avxevents.com](mailto:marie@avxevents.com)

Enclosures:

AVX Exhibitor Kit (this document)

Separate and available for [download](#) or at [AVXevents.com](http://AVXevents.com):

- Colorado Convention Center Ordering Information
- Electrical Ordering Form
- Electrical Ordering Information
- Electrical Usage Guide
- Lead Generation Ordering Guide

## EXHIBITOR FORMS CHECKLIST

FORM	DUE DATE	RETURN TO
<input type="checkbox"/> Show Program Advertising	<b>October 15</b>	<a href="mailto:Kevin@avxevents.com">Kevin@avxevents.com</a>
<input type="checkbox"/> Booth Equipment Rental (advance rates)	<b>October 15</b>	<a href="#">Freeman</a>
<input type="checkbox"/> Shipping & Drayage Information (advanced orders)	<b>October 15</b>	<a href="#">Freeman</a>
<input type="checkbox"/> Electrical Service Form (advance rates)	<b>October 28</b>	<a href="#">Freeman - Colorado Convention Center</a>
<input type="checkbox"/> Phone/Internet Order Form (advance rates)	<b>October 28</b>	<a href="#">Smart City: Colorado Convention Center</a>
<input type="checkbox"/> Exhibitor Badges	<b>November 7</b>	<a href="#">REGISTER HERE</a>
<input type="checkbox"/> Marketing Materials Order Form	<b>No deadline</b>	<a href="mailto:marie@avxevents.com">marie@avxevents.com</a>
<input type="checkbox"/> Hotel Reservations	<b>October 10</b>	2 Hotels Available
<input type="checkbox"/> Lead Retrieval	<b>November 12</b>	<a href="https://www.grsleads.com/avx25">https://www.grsleads.com/avx25</a> <a href="mailto:cathy@globalregsolutions.com">cathy@globalregsolutions.com</a> (623) 236-4989

## GENERAL INFORMATION

### Tips

Try to incorporate some Corporate IT AV solutions into your display. We are making a push this year to bring in more of this market into the show.

### Electrical

Forms included in the Freeman Exhibiting information.

### Internet

Wireless access for 2 people per booth to enable lead retrieval will be available. Additional wireless access can be purchased for \$50 per user as an add on to your booth. If you need a direct internet drop for your booth you can order through SmartCity at: [Smart City: Colorado Convention Center](#)

### Move-In

Exhibitors are requested to move in the bulk of their equipment Wednesday, November 12, from 10 am to 6 pm. If there is a problem with the move-in hours, or additional time is required, please call **Kevin Foster (303) 771-2000** immediately to make arrangements in advance. **The CCC has given us a very tight move-in schedule.**

### Your Response Requested

**We have designed a checklist to help you with ordering deadlines and to whom you must submit your orders.**

Most of the enclosed forms will require your attention by a specific date for a discount. The material enclosed includes forms for your electrical needs, decorating, etc. *Please check the return address on each of the forms to make sure you are sending them back to the proper company.* Please call if you need assistance.

### Show Floor

**The Exhibit Hall is completely carpeted so there is no need to order booth carpet. If, however, your company is still inclined to use carpet, Freeman order forms are at: <https://www.freemanco.com/store/forms-and-brochures?showID=540041>**

### **Freight Change and charge**

**Be advised-The Colorado Convention Center is a Union facility and does not accept freight.** Please consign direct shipments to Freeman. Further, Freeman will then store and return your crates as part of their drayage charge.

### **Booth Package Option**

Your booth includes space only. This year we have negotiated a special rate with Freeman for a 6' black draped table, 2 chairs and a waste basket for \$215.00 (no special orders please). This cost represents a 30% savings off of list price and offers you the convenience of writing one check instead of two. It is not possible to modify the package (i.e. exchange the 6' table for an 8', change the color of the table, trade the chairs for another table etc.) The package is the package. If you are not certain if you have ordered the package or would like to order the package please contact Marie Foster [Marie@avxevents.com](mailto:Marie@avxevents.com) at **303-771-2000**. **Orders will be taken until November 1.**

### **Booth Rep Policy at AVX**

Integrators and resellers of your products are not allowed to exhibit at AVX. All exhibits must be manned with manufacturer employees only. Any manufacturers' booth that is manned by anybody other than an employee or certified manufacturers representative of that company will be asked to vacate the booth immediately. Your booth fee will be forfeit and Freeman will be asked to package and ship your booth back to you COD.

## **EXHIBITOR SCHEDULE**

### **Location**

Colorado Convention Center  
Four Seasons Ballroom  
700 14th St, Denver, CO 80202  
303-228-8000

### **Expo Calendar and Hours**

#### **Move-in: Main Exhibit Hall**

Wednesday, Nov 12, 2025

10:00 a.m. - 6:00p.m.

Thursday, Nov 13, 2025

8:00 a.m.-9:00 a.m.

**ALL EXHIBITS MUST BE COMPLETED BY:**

Thursday, Nov 13, 2025

9:00 A.M.

#### **Exhibit Hours**

Thursday, Nov 13, 2025

10:00 a.m. - 5:00 p.m.

Friday, Nov 14, 2025

10:00 a.m. - 3:00 p.m.

#### **Move-Out**

Friday, Nov 14, 2025

3:00 p.m. - 9:00 p.m.

# EXHIBITOR SERVICE KIT

Please examine the forms in this service kit and return those applicable as soon as possible to the respective addresses. Early orders avoid delay, disappointment and possible late charges. For additional information not included in this kit, please contact the following:

## **Exhibition & Conference Management**

Kevin Foster  
AVX Events LLC  
9500 S Shadow Hill Cir  
Lone Tree, CO 80124  
Ph (303) 771-2000

## **Exhibit Hall**

Colorado Convention Center  
Four Seasons Ballroom  
700 14th St, Denver, CO 80202  
(303) 228-8000

## **Decorating & Drayage**

Exhibitor Services  
Freeman  
4493 Florence Street.  
Denver, CO 80238-2479  
Ph (303) 320-5100  
Fax (303) 329-6710  
E-mail [FreemanDenverES@freemanco.com](mailto:FreemanDenverES@freemanco.com)

# Headquarters Hotels and Room Block information

## **The Curtis by Doubletree**

1405 Curtis Street, Denver, CO 80202  
Rate \$189 Available Nov 12<sup>th</sup> and 13<sup>th</sup>  
Book by October 10  
Book by either calling [1-800-222-8733](tel:1-800-222-8733) reference code: AVX  
or book online: <https://www.hilton.com/en/attend-my-event/denchdt-avx-ae1b500a-6068-49e8-8b34-a9167dd51628/>

## **Sonesta Denver Downtown**

1450 Glenarm Pl, Denver, CO 80202  
Rate \$129 Available Nov 11<sup>th</sup> through 14<sup>th</sup>  
Book by October 13  
Book by either calling (303) 573-1450 reference code: Rocky Mountain AVX 2025

Or book online: <https://book.passkey.com/go/AVX2025>

EXHIBITORS ARE URGED TO TAKE ALL ITEMS OF VALUE WITH THEM ANY TIME AN EXHIBIT AREA IS LEFT UNATTENDED!! This procedure applies to exhibition closing hours, as well as to the final close of the exhibition (if valuable equipment cannot be removed until the following day). Further, you should wait for your freight carrier to pick up your shipment at the close of the show or get with Freeman and devise a plan to insure your shipment will safely be given to the carrier. If it becomes necessary to leave your exhibit unattended during show hours, articles of special value should be given the same consideration.

Although adequate guard service is provided by the show management after hours on Tuesday and Wednesday after the show, past experience has shown that it is impossible to completely prevent pilfering of items which can be hand carried from the exhibition hall. It is important to keep in mind that although the hall is locked each night, a variety of maintenance personnel have access to the exhibit floor after hours. Also, there is no "safe" hiding place within the exhibit area. All places of concealment contrived by exhibitors are widely known to potential thieves.

EXHIBITORS SHOULD CONSULT THEIR INSURANCE COMPANIES FOR PROPER COVERAGE OF ANY MATERIAL FROM THE TIME IT LEAVES THE COMPANY UNTIL THE TIME IT IS RETURNED.

## EXHIBITOR BADGES

**Please register your personnel through the exhibitor website:**

**<https://avxevents.expo-genie.com/avx2025/>**

**We've made it easy for you this year – just enter first name, last name, company and email. You may also email your list to [marie@avxevents.com](mailto:marie@avxevents.com) no later than November 7.**

## SHOW PROGRAM ADVERTISING

This year we will again produce a show program specifically designed for AVX 2025. The program will contain a floor plan, exhibitor listings, and information on the conference, general welcome, and other important information needed by AVX attendees.

The estimated size of the program is 30 pages. We are currently accepting Color ads for the program. The costs for advertising are as follows:

<u>Display Choice</u>	<u>Cost</u>	<u>Ad Size</u>
Full Page	\$400	8" x 11"
Half Page	\$300	5" x 5.5"
Business Card Size	\$150	3" x 2" (attach ad)

Deadline for camera-ready art is October 15, 2025. Send it electronically to [kevin@avxevents.com](mailto:kevin@avxevents.com)

If you are interested in advertising in the Official Show Program, please contact [Kevin Foster](#) at (303) 771-2000 or fill out the form at the bottom of this letter and return it with your camera-ready art and payment.

Thank you for your consideration, and have a great show.

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### AVX 2025 Show Program Advertising Form

Yes, we would like to reserve a:

☐ Full-page ad space      ☐ Half-page ad space  
☐ Business card ad space

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Return to AVX Events LLC, 9500 S Shadow Hill Cir, Lone Tree, CO. 80124 or [Kevin@avxevents.com](mailto:Kevin@avxevents.com)

**Rocky Mountain AVX 2025  
AVX Events LLC  
Ad Specifications**

**Colors:**

All ads can be in color or black and white.

**Format:**

Ads must be submitted in digital format in one of the following formats:

- Adobe Illustrator EPS with fonts outlined
- Macintosh formatted TIFF (**300+ dpi**)
- Acrobat PDF-Version 4 only (1.3 spec)
- Generic EPS (output resolution of 300 dpi)

Email to: [kevin@avxevents.com](mailto:kevin@avxevents.com)

If paper positives are submitted, it will result in an additional \$50 charge to the advertiser. Ads submitted in formats different than those listed will be printed as is, and quality of printing cannot be guaranteed.

**Notes:**

Please be sure to include the name and phone number of the person to contact with questions regarding your advertising.

All graphics must have a resolution of **300 dpi** or higher. Web-based graphics do not meet these specifications.

Advertising design and layout is at a charge of \$75/hour. It is recommended that professional design services be engaged to create your advertising.

Kevin Foster  
**AVX Events LLC**  
**9500 S Shadow Hill Cir**  
**Lone Tree, CO 80124**  
303-771-2000  
[kevin@avxevents.com](mailto:kevin@avxevents.com)



# FREE Exhibitor Promotional Tools

<https://avxevents.com/free-promo-tools>

- Invite your customers to see you at AVX 2025 with a **FREE Exhibit Hall Pass**
- Add the **AVX Exhibitor email signature in your messages**
- Post our **generic web banners** on your website. OR customize our pre-made **web banners templates** with your company and Booth Number to promote your booth online. After entering your information in the pdf file, save it and export as a jpg.
- Include your company listing on the AVX show website
- Use the **AVX show logo** in your own print or digital marketing materials

## LOOKING FOR THE PRE-REGISTRATION LIST?

Because our attendees register late, we do not make the pre-registration list available. But instead you can Take Advantage of Sponsoring a Pre-Event Blast to our email list of 12,000+ for Either **\$1000 Exclusive Option** or **\$350 to be included with our other Attendee Highlights**.

**Have questions about any of the above or need more specialized assistance? Contact us! We're here to support your marketing goals and help you have a productive, successful show.**

Marie Foster [marie@avxevents.com](mailto:marie@avxevents.com) 303-771-2000