



Castle Rock

**Quilt, Craft & Sewing
Festival**

May 29 - 31, 2025

Exhibitor Service Manual

SHOW INFORMATION

Please see below show information

BOOTH EQUIPMENT	Each 10' x 10' booth will consist of:			
	BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	FACILITY IS NOT CARPETED		
	One	11" x 17" Identification Sign		

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Wednesday May 28, 2025	11:00 AM	8:00 PM	Exhibitor Setup
Thursday May 29, 2025	10:00 AM	5:00 PM	Show Hours
Friday May 30, 2025	10:00 AM	5:00 PM	Show Hours
Saturday May 31, 2025	10:00 AM	4:00 PM	Show Hours
Saturday, May 31 2025	4:00 PM	8:00 PM	Exhibitor Move Out

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

SHOW MANAGEMENT INFORMATION

For general show related questions that do not involve equipment rentals or other LVE services, please contact your show management at the information below:

Chris Butler / Eric Spillett
Rusty Barn Promotion Group
Phone: 800-717-8789 | Fax: 801-463-1201

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME				
	ADDRESS						BOOTH #		
	CITY			STATE		ZIP		PHONE	
	EMAIL						FAX		

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE			ZIP		
	CARDHOLDER'S SIGNATURE*		X _____					
CARDHOLDER'S NAME (PLEASE PRINT)								
<p>*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual. All credit card information will be kept on file to be used for future shows and all outstanding balances. Signer authorizes agent/employees to sign off and create order for the company.</p>								

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				FURNITURE & ACCESSORIES
				CARPET
				ESTIMATED MATERIAL HANDLING
				OTHER EXPO SERVICES
				TAX
	TOTAL	TOTAL	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. Any rental items not ordered and found in the booth space will be invoiced at published rates. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.


Castle Rock Quilt, Craft & Sewing Festival

May 29 - 31, 2025

Douglas County Fairgrounds & Events Center - Castle Rock, CO

COMPANY NAME	BOOTH #
--------------	---------

FURNITURE

QUESTIONS? CALL 702.248.6200 Ask for Exhibitor Services		QTY	RENTAL PRICE	Order by Tuesday 05/27/2025	TOTAL
CHAIRS	SIDE CHAIR		\$ 50.00		
	STOOL COUNTER HEIGHT		\$ 85.00		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 82.50		
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 87.50		
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 92.50		
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 45.00		
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 50.00		
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 55.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 93.50		
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 98.50		
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 103.50		
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 60.00		
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 65.00		
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 70.00		
OTHER	TABLE ROUND 36"W x 30"H OR 42" H		\$ 85.00		
	4TH SIDE TABLE DRAPE 30"H OR 42" H		\$ 25.00		
ACCESSORIES	RISER FOR TABLE TOP 4'L x 14"H		\$ 50.00		
	RISER FOR TABLE TOP 6'L x 14"H		\$ 60.00		
	FISH BOWL		\$ 25.00		
	RAFFEL DRUM		\$ 100.00		
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.					
COLOR	<input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black				
					

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.



Castle Rock Quilt, Craft & Sewing Festival

May 29 - 31, 2025

Douglas County Fairgrounds & Events Center - Castle Rock, CO

COMPANY NAME		BOOTH #		BOOTH #	
--------------	--	---------	--	---------	--

ACCESSORIES

<div style="border: 2px solid black; border-radius: 50%; padding: 10px; text-align: center;"> QUESTIONS? CALL 702.248.6200 Ask for Exhibitor Services </div>		QTY	RENTAL PRICE	Order by Tuesday	TOTAL
				05/27/2025	
ACCESSORIES	WASTEBASKET		\$ 8.00		
	EASEL		\$ 40.00		
	BAG RACK		\$ 50.00		
	GARMENT RACK		\$ 167.00		
	WATERFALL CLOTHING RACK 4 - ARM		\$ 65.00		
	LITERATURE RACK (FREE STANDING)		\$ 55.00		
	SIGN HOLDER 22" x 28"		\$ 107.53		
	TACKBOARD 4' x 8' VERTICAL		\$ 150.00		
	TACKBOARD 8' x 4' HORIZONTAL		\$ 150.00		
	GRID 2' x 8' WITH LEGS		\$ 75.00		
	GLASS SHOWCASE 70" L X 38" H X 18" D		\$ 350.00	LIMITED QTY AVAILABLE	
	18" WATERFALL ARM FOR GRID		\$ 22.00		
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 2" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00		

8' HIGH x 3' WIDE DRAPE PANEL		\$ 15.00	COLOR:	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 25.00		
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 50.00		
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 18.00		
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 40.00		

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

Castle Rock Quilt, Craft & Sewing Festival

May 29 - 31, 2025

Douglas County Fairgrounds & Events Center - Castle Rock, CO

COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	RENTAL PRICE					TOTAL
	10'		\$ 125.00					
	20'		\$ 200.00					
	30'		\$ 300.00					
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH							
	PER SQFT		\$ 1.00					TOTAL
COLOR	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy							
	If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.							
ACCESSORIES	PADDING PER SQ FT*		\$ 1.95					
	VISQUEEN PER SQ FT*		\$ 1.30					
	DOUBLE PADDING PER SQ FT*		\$ 3.90					
* 100 Square Feet Minimum Order								

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

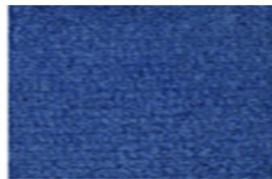
No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

STANDARD CARPET COLORS

Image below may differ in shade from actual carpet. In the event of low inventory, LVE may use a pepper alternative



BLACK



BLUE



BURGUNDY



GRAY



RED



Castle Rock Quilt, Craft & Sewing Festival

May 29 - 31, 2025

Douglas County Fairgrounds & Events Center - Castle Rock, CO

COMPANY NAME	BOOTH #
--------------	---------

MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 160.00 Per 100 lbs	\$ 208.00 Per 100 lbs	\$ 216.00 Per 100 lbs	\$ 280.80 Per 100 lbs
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	SHOW-SITE	\$ 150.00 Per 100 lbs	\$ 195.00 Per 100 lbs	\$ 202.50 Per 100 lbs	\$ 263.25 Per 100 lbs
	Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 80.00	\$ 60.00	\$ 95.00	\$ 75.00
	30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.		
Items received without documentation will be delivered without guarantee of piece count or condition.					

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid		
	Materials must arrive during published dates to avoid additional charges		No collect shipments. "COD"		
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge				
	SPECIAL HANDLING				
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents		
	Material with no certified weights		Materials with no pick points received		
	OVERTIME (OT)				
	PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.				
	Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.				
	Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$160.00 per 100 lbs = minimum charge of \$320.00				
Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.					
Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$160.00 = \$640.00					



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, May 5, 2025 - Friday May 23, 2025

TO:

EXHIBITOR NAME

c/o: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: Castle Rock Quilt, Craft & Sewing Festival 2025

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, May 5, 2025 - Friday May 23, 2025

TO:

EXHIBITOR NAME

c/o: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: Castle Rock Quilt, Craft & Sewing Festival 2025

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Tuesday May 27, 2025 : 11:00 AM - 5:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE @
Douglas County Events Center
500 Fairgrounds Drive
Castle Rock, CO 80104

EVENT: Castle Rock Quilt, Craft & Sewing Festival 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Tuesday May 27, 2025 : 11:00 AM - 5:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE @
Douglas County Events Center
500 Fairgrounds Drive
Castle Rock, CO 80104

EVENT: Castle Rock Quilt, Craft & Sewing Festival 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____