

**County Sheriffs of Colorado**  
2013 Exhibitors' Show – January 9<sup>th</sup> & 10<sup>th</sup>, 2013  
GENERAL INFORMATION

**NEW LOCATION!! GREAT AMENITIES!!** The 2013 County Sheriffs of Colorado Exhibitors' Show will be held at the **Embassy Suites Hotel, 4705 Clydesdale Parkway, Loveland, Colorado**. Embassy Suites offers a complimentary cooked-to-order breakfast daily, the Rocky River Bar & Grill for lunch and dinner; complimentary high-speed internet in every suite; free parking & free hotel shuttle for 5 mile radius.

**Airport Shuttle** ~ Super Shuttle is Embassy Suites Loveland's preferred provider for shuttle services. Call 1-800-blue-van to schedule and mention Embassy Suites Loveland to get the \$50 discounted round trip rate.

**Booth Application & Deadlines** ~ **Booth fee is \$550.** *Your Booth Registration form and payment must be received by CSOC no later than June 30<sup>th</sup>, 2012 to receive **discount of \$525/booth.***

- **8x8 BOOTH:** includes one 6-ft table, two chairs, one wastebasket, pipe/drape, signage, two representative badges, two conference bags, two attendees at the Wednesday evening reception, and two lunches on Thursday. Additional reps may attend at \$50 each.

**Electricity, internet access, phone lines and shipping arrangements** are made directly through the hotel. *Forms will be sent to you upon receipt of booth payment*

**Additional representative fee** (badge/conference bag/Wednesday evening reception/lunch): Two badges/representatives are included in booth fee (See *Booth Application & Deadlines* above). Additional ordered with Booth Application will be ready at show registration. *Badges will be available at the conference for \$50 each & **produced as time permits.***

**Space Allocation** ~ Booth location is determined on a first come first served basis with payment of booth fees. **Booth spaces will be assigned after the July 1st payment deadline and booth fees are paid,** in the order Booth Registration Forms were submitted to CSOC. *Be sure to send your registration and payment in promptly to avoid disappointment!*

**Participation Policy** ~ Representatives and organizations that have not been assigned official exhibit booth space will be restricted from attending or distributing promotional materials of any type within the exhibit hall or any other areas.

**Payment Deadlines** ~ Discounted booth payments are due on or before June 30<sup>th</sup>, 2012. Full payment is due with booth applications submitted on or after July 1<sup>st</sup>, 2012. **All booth fees must be paid by December 4<sup>th</sup>, 2012 to guarantee your participation in the 2013 show.**

**Cancellations** ~ Must be submitted in writing to Exhibit Coordinator by December 4<sup>th</sup>, 2012 in order to receive a refund less a \$50 administration fee. *There will be no refunds after this date unless space is resold and the exhibition is a sellout.*

**Room Reservations** ~ **Information will be distributed late summer 2012.**

*CSOC reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the show manager, incompatible with the general character and objectives of the exhibition.*