



January 11-26, 2025

**TRADE SHOW EXHIBITOR
SHOW SERVICE FORMS**

ELECTRICAL ORDER FORM

Due: November 1, 2024

If you require additional (more than basic) electrical service, please submit this form to the trade show office no later than **November 1, 2024**. Please include payment with your order. **Each exhibitor is required to pay for electrical. You will automatically be charged for basic electrical service on your sales order.**

Only complete this form if you need more than basic electrical service.

Company Name: _____
Contact Name: _____
Contact Phone: _____
Building Name: _____ Booth: _____

Available Power

120 Volt AC Single Phase, 208 Volt AC Single Phase, 208 Volt AC 3 Phase

120 Volt	Advance Rate before 11/1/24	Floor Rate after 11/1/24	Quantity	Total	Booth # Placement
0-10 amps (basic)	\$115.00	\$130.00			
11-20 amps	\$125.00	\$140.00			
208 Volt Single Phase					
20 amps	\$150.00	\$165.00			
50 amps	\$220.00	\$235.00			

- Displays and equipment must conform to National Electrical and Denver Building Department codes.
- Only 3 wire grounding extension cords will be allowed. Our electrician will deliver power to the booth.
- Exhibitors are responsible for furnishing the electrical cords needed to distribute power within the booth.
- Any work done, other than above, will be charged at \$95.00 per hour, payable at the time of service.
- Any exhibitor that plugs into the building receptacles will be charged accordingly.
- Payment must accompany this order form.

Return by November 1: National Western Stock Show
Trade Show Department
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern.com

WIFI/High Speed Internet Line

Due: November 1, 2024

We only offer WIFI for all 16 days of the show and no longer offer a pay-per-day WIFI option. Additionally, all devices that require a phone line connection are no longer supported at the complex. Please ensure all your devices are WIFI or ethernet capable before you arrive at the show. We will not provide IT equipment such as switches, ethernet cables, or WIFI routers. Please make sure to bring all of the IT equipment that is needed to operate your booth.

Please note that cell phone service may not work during busy times in the facility. We recommend purchasing the 16-day WIFI service to ensure that you can run your credit card systems during these times.

___ I do not require IT services ___ I require IT services

Company Name: _____

Contact Name: _____

Contact Phone: _____

Building Name: _____ Booth: _____

Full Payment Must Accompany Form

Fees are per building. If you have multiple booths in different buildings, please order WIFI for each building.

Service	Quantity	Advanced Rate before 11/1/2024	Floor Rate After 11/1/2024	Total
WIFI (16-days) 25 Mbps		\$450	\$550	
High Speed Internet Line 100 Mbps		\$650	\$750	

IT Services by Building

Coliseum

Wireless internet services for the entire show

Hall of Education, Expo, Stadium Hall, SHCL, Stadium Arena, Events Center

Wireless internet services for the entire show

High speed internet hard wired line

SYEC

Wireless internet services for the entire show

High speed internet hard wired line

All orders must be received and visible on your sales order prior to move-in to ensure availability of service. Orders received after **November 1, 2024** are subject to an additional \$100 fee **if** services are available and accessible. Additional hourly charges may apply. For questions call Jeff Childs at 303-299-5565 or email jchilds@nationalwestern.com.

Return to: boakes@nationalwestern.com
NWSS: 4655 Humboldt St. Denver, CO 80216

BADGE ORDER FORM
Due: November 1, 2024

If you require additional badges, please submit this form to the trade show office no later than **November 1, 2024**. Please include payment with your badge order.

____ I do not require additional badges ____ I do require additional badges

Company Name: _____

Contact Name: _____

Contact Phone: _____

Building Name: _____ Booth: _____

Full Payment Must Accompany Form

ITEM	PRICE	Quantity	Total
Exhibitor Badge	\$25.00 ea.		

Return by November 1: National Western Stock Show
Trade Show Department
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern.com

PRIZE DRAWING REQUEST FORM

Due: November 1, 2024

If you intend to hold prize drawings during the NWSS, please submit this form to the trade show office by **November 1, 2024**. **All drawings must be approved in advance.**

Company Name _____
Contact Person _____ Phone _____
Address _____
City _____ State _____ Zip _____
Building Name _____ Booth _____

Exhibitors who intend to offer prizes during the show must comply with the following requirements:

- Disclose the market value of the prize
- Disclose any conditions that must be met in order to win
- There must be no incidental charges to receive a prize
- Drawings must be pre-scheduled to occur during NWSS
- Exhibitor must provide WSSA with a list of winners and prizes
- Exhibitor must show proof and accountability of drawing, upon request of WSSA
- Names, addresses and phone numbers generated from drawing shall not be sold, given or transferred to any other company for any purpose.

Please answer the following questions:

What is the prize? _____

Explain conditions that must be met to be awarded the prize: _____

What day/time will you have the drawing? _____

How will you use the names & addresses that you collect? _____

Is there any other company that will be involved with your drawing? _____

I am the owner or authorized representative for my company. I understand the rules as listed above and will make sure my company complies with these rules.

Signature: _____ Date: _____

NWSS Approval: _____ Date: _____

Return by November 1: National Western Stock Show
Trade Show Department
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern.com

Credit Card Authorization Form

Please complete this authorization and return to National Western Stock Show. All information will remain confidential.

Company Name

Cardholder Name

Billing Address

City _____ State _____ Zip _____

Credit Card Type: _____ Visa _____ MasterCard _____ Discover _____ American Express

Credit Card Number

Expiration Date

Card Identification Number (last 3 digits location on the back of the credit card):

Amount to Charge: \$ _____ (USD)

I authorize the Western Stock Show Association Dba National Western Stock Show to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for the purchase in accordance with the issuing bank cardholder agreement.

Signed: _____ Date: _____

Printed Name:

Email (for receipt):

Return to: National Western Stock Show
Attn: Bridget Oakes
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern

PRODUCT LISTING FORM

Due: August 1, 2024

If you require an update to your product listing, please submit this form to the trade show office no later than **August 1, 2024**.

I do not require changes I do require changes

Company Name: _____

Contact Name: _____

Contact Phone: _____

Building Name: _____ Booth: _____

PRODUCT	DESCRIPTION

Return by August 1:

National Western Stock Show
Trade Show Department
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern.com

Insurance Request Form

Due: November 1, 2024

K&K Insurance will provide **premises liability** coverage for exhibitors at the National Western Complex under a master policy. Coverage for Concessionaires and Exhibitors includes public liability and property damage liability with a \$1,000,000 combined single limit. Product liability is also provided for premise claims only. Liquor liability is specifically excluded. General liability coverage conforms to the requirements of the Contract with National Western.

Company Name: _____

Contact Name: _____

Contact Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

List of products or services to be provided:

Please sign and return this form, signifying your consent to participate in this voluntary insurance program.

- General liability coverage will be provided **January 6 – 28, 2025**
- Premium for this coverage is \$125
- Your insurance coverage will only be effective during your presence on NWSS premises during the specified dates

Please issue coverage in accordance with this program.

Signature: _____ Date: _____

Return by November 1:

National Western Stock Show
Trade Show Department
4655 Humboldt St.
Denver, CO 80216
Fax: 303-292-1708
boakes@nationalwestern.com

Early Move-in Request Form

Due: November 1, 2024

Early move-in will be granted on a limited basis for exhibitors with extensive set-up requirements. A form must be completed to be considered. Not all exhibitors will be approved. Please give a compelling reason for your request below. Requests received after the due date will not be considered. Exhibitors will be notified of approval status by December 1, 2024.

Company Name: _____
Contact Name: _____
Contact Phone: _____
Contact Email: _____
Building/Space Number: _____

1. Do you have a trailer or vehicle (circle one)? Size of trailer/vehicle? _____
2. Where do you plan to park your trailer/vehicle overnight? _____

3. Do you require forklift services? yes or no (circle one)
4. Early move-in date(s): _____ Time of arrival: _____
5. Reason for request: _____

Signature: _____ Date: _____

NWSS: Approved or Denied (circle one). Reason: _____

Special instructions: _____

Return by November 1: Fax: 303-292-1708, boakes@nationalwestern.com