

This document is your go-to resource for common exhibitor questions about move-in, booth setup, shipping, freight, and venue services. For complete details, always refer to the **Gamut Exhibitor Manual** available in your Exhibitor Ordering Portal.

GETTING STARTED

● Should I Read and Review the Gamut Exhibitor Manual?

Absolutely. The Gamut Exhibitor Manual is your primary resource for important show information and is designed to help you prepare for a successful event experience.

The manual contains:

- Move-in and move-out schedules
- Shipping instructions and deadlines
- Material handling information
- Booth furnishings and rental options
- Labor and installation information
- Exhibitor-Appointed Contractor (EAC) requirements
- Electrical, internet, and utility ordering information
- Facility rules and regulations
- Important forms and order deadlines
- Contact information for exhibitor support

Many of the most common exhibitor questions can be answered by reviewing the Exhibitor Manual before arriving onsite. We strongly encourage all exhibitors to review the manual early and place orders in advance to take advantage of discounted pricing and ensure product availability.

If you cannot find the information you need, the Gamut Exhibitor Services Team is always available to assist.

Email: ES@GAMUTSVS.COM | Phone: 626-817-6551

● Where Can I Find My Exhibitor Log-In Information?

Your exhibitor log-in information is provided in the Exhibitor Welcome Email sent by Gamut Event Services. Your credentials provide access to the online Exhibitor Ordering Portal, where you can:

- Order furnishings, carpet, and accessories
- Submit forms and required documentation
- Access shipping instructions and labels
- Review important deadlines
- Manage exhibitor services orders
- View order history and receipts

Only the **primary point of contact** provided at the time your booth space was reserved will automatically receive portal access. To designate an additional contact, email ES@GAMUTSVS.COM with their name, company, email address, and phone number.

If you cannot locate your Welcome Email, check your spam or junk folder. For security purposes, log-in credentials should not be shared outside your organization.

● I Never Received My Exhibitor Welcome Email. What Should I Do?

Contact the Exhibitor Services Team at ES@GAMUTSVS.COM. Please provide your company name and booth number, and we will verify your information and resend your portal access credentials.

Please note that reset login links are only valid for 60 minutes. If you request access outside of normal business hours, you may need to request a new link when our team is available.

[SHOW DATES & SCHEDULE](#)

● What Are the Show Dates, Hours, and Move-In/Move-Out Schedule?

Exhibitor Move-In

Sunday, August 23, 2026 | 8:00 AM – 6:00 PM (Hard Close)

All exhibitor move-in activities must conclude by 6:00 PM. Exhibitors arriving after posted move-in hours will not be permitted access to the exhibit hall and must return the following morning.

Monday, August 24, 2026 | 8:00 AM – 6:00 PM (Soft Close)

Exhibitors who are actively working in the exhibit hall at 6:00 PM may remain to complete work in progress until the hall is cleared later that evening. For security reasons, exhibitors who leave after 6:00 PM will not be permitted to re-enter that day.

Show Hours

Tuesday, August 25, 2026 | 9:00 AM – 5:00 PM

Wednesday, August 26, 2026 | 9:00 AM – 5:00 PM

Thursday, August 27, 2026 | 9:00 AM – 3:00 PM

Exhibitor Move-Out

Thursday, August 27, 2026 | 3:00 PM – 10:00 PM

Move-out begins immediately at 3:00 PM. All dismantling, packing, and freight loading must be completed by 10:00 PM.

✓ All exhibitor materials, freight, and display properties must be removed from the South Hall no later than 10:00 PM on Thursday, August 27, 2026.

BOOTH REGISTRATION & PACKAGES

● I Just Signed Up for the Show. Can I Still Order a Booth Package?

Yes. Exhibitors may order booth packages after registering for the show. If you have recently contracted for booth space and have not yet received your Exhibitor Welcome Email or portal access, please contact the Exhibitor Services Team:

Email: ES@GAMUTSVS.COM | Phone: 626-817-6551

Our team will assist you with obtaining portal access and selecting the package that best meets your needs.

● What Is Included in My Booth Package?

Please visit rockymountainshow.com/why-exhibit to view available packages.

To receive your complimentary furniture, you must confirm your booth package and quantities with Gamut Event Services online before the deadline of **Monday, August 10, 2026**. No furniture will be delivered unless ordered before the deadline. Booth packages confirmed after the deadline will be subject to a **\$150.00 late fee**.

● Can I Begin Dismantling My Booth Before the Show Closes?

No. Exhibitors may not begin packing, dismantling displays, or removing merchandise before the official show closing time of **3:00 PM on Thursday, August 27, 2026**. Early dismantling may result in penalties imposed by Show Management and may affect eligibility for future participation.

Empty crates, boxes, and skids stored by Gamut will not be delivered until the hall is clear of attendees. Please arrange travel accordingly.

BOOTH SETUP & DISPLAY

● Can I Set Up My Own Booth?

Yes. Full-time employees of the exhibiting company may install, dismantle, and supervise their own exhibit without hiring labor. The use of power tools is permitted.

Any labor provided by individuals who are not bona fide employees of the exhibiting company must be obtained through Gamut Event Services or an approved Exhibitor-Appointed Contractor (EAC).

● Can I Bring My Own Display Materials?

Yes. Exhibitors may hand-carry materials through public entrances, provided the items can be safely transported by one person without the use of wheeled equipment.

● Can I Bring My Own Furniture?

Yes. Exhibitors may provide their own furniture and display fixtures. Furniture rental packages are also available through Gamut Event Services.

● Can I Hang Merchandise from the Existing Pipe and Drape Back Wall?

Exhibitors whose booths are set with pipe and drape (inline, corner, perimeter, and shared island) are permitted to use the pipe only to hang items comparable to the existing drape, such as a similar drape or a banner. The pipe and drape structure is rated only for the weight of drape being hung.

Only S-hooks may be used to hang exhibitor materials from the pipe. The use of zip ties or any other hanging hardware is prohibited. Items hung from the pipe must be visible solely within your contracted space and may not interfere with adjacent exhibitors.

● Can I Hire My Own Labor Company?

Yes. Exhibitors may utilize an Exhibitor-Appointed Contractor (EAC). All EACs must:

- Submit required forms by published deadlines (30 days prior to the first day of move-in)
 - Carry required insurance
 - Comply with facility rules and regulations
 - Check in with Gamut Event Services upon arrival
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LOADING, VEHICLES & PARKING

● My Booth Package Includes Personally Owned Vehicle (POV) Service. What Does This Mean?

POV Service allows exhibitors arriving in passenger vehicles, SUVs, minivans, standard pickup trucks, U-Hauls, or toy haulers to unload and move materials to their booth space without incurring material handling charges. Redline Expo has included this service as part of your booth package.

Gamut freight handlers will be stationed in the unloading area with a four-wheel electric cart and a 3' x 5' flatbed at no additional charge. This service applies to both move-in and move-out and is available on a **first-come, first-served** basis.

POV Service applies only to personal vehicles. It does not apply to commercial deliveries, trailers, rental trucks, freight carriers, or palletized shipments.

Please note:

- POV Service applies only to materials brought in your personal vehicle.
- Freight shipped by common carrier is subject to material handling charges.
- Vehicles must unload in designated exhibitor unloading areas.
- Vehicles are not permitted inside the exhibit hall.

● Can I Unload My Own Vehicle?

Yes. Passenger vehicles, SUVs, minivans, and standard pickup trucks may unload at designated exhibitor loading areas. Directional signage will be visible upon entering venue grounds, and Gamut freight monitors will direct you accordingly.

You may use your own flat cart, push cart, two-wheel dolly, or garment rack. Pallet jacks, motorized pallet jacks, and forklifts may only be operated by Gamut-authorized personnel.

Vehicles with palletized freight, commercial deliveries, or freight requiring material handling equipment may be directed to the loading dock. **Onsite rates: \$119.00 per hundredweight, 200-pound minimum** for crated or skidded material.

● Can I Bring My Vehicle Into the Venue to Unload Near My Booth?

No. The National Western Complex does not permit exhibitor vehicles inside the exhibit halls. All exhibitors must unload from designated loading areas outside the facility and transport materials to their booth using approved methods.

Please plan accordingly and allow sufficient time during move-in and move-out for transporting materials between loading areas and your exhibit space.

● Once Unloaded, Where Can I Park My Vehicle?

After unloading, promptly move your vehicle to an approved exhibitor parking area. Unloading areas are for active loading and unloading only.

Exhibitor parking is **free of charge** and will be located directly behind the Livestock Center (LVC) for the duration of the event.

Parking questions: ES@GAMUTSVS.COM | 626-817-6551

FREIGHT & SHIPPING

● What Is Material Handling?

Material handling includes:

- Unloading freight from delivery vehicles
- Delivery of freight to booth space
- Storage of empty containers
- Removal and return of empty containers
- Movement of freight back to outbound carriers after the show

Material handling is **not** transportation and is charged separately from shipping costs.

● Can I Ship to an Advance Warehouse?

Yes. Benefits include:

- Freight arrives before exhibitor move-in
- Materials delivered directly to your booth before show opening
- Reduced wait times during move-in
- Greater flexibility with shipping schedules

For advance warehouse shipping addresses, deadlines, and instructions, refer to the Exhibitor Manual.

● Is There a Weight Allowance?

No. Material handling charges are based on the actual weight of your shipment. There is no complimentary weight allowance included.

● Can I Use Any Freight Carrier?

Yes. Exhibitors may use any carrier of their choice. For convenience, Gamut Event Services will designate an Official Show Carrier offering inbound and outbound transportation services.

● What Happens to Empty Boxes and Crates?

Exhibitors utilizing material handling services may have empty cartons, crates, and containers removed and stored during the event. Empty labels are available at the Gamut Service Desk at no charge.

Items needed during show hours should remain in your booth. Pallets may **not** be stored in your booth space per Denver Fire Department regulations.

VENUE SERVICES

● I Need Electrical Service for My Booth. Who Do I Order Through?

Electrical services are not provided by Gamut Event Services and must be ordered directly through the facility's designated utility provider. Ordering information, rates, and order forms can be found in the Exhibitor Manual under *"Additional Show Services."*

We strongly encourage placing orders in advance for discounted pricing and service availability.

CES: ces@nationalwesterncenter.com

● What Other Services Does CES Provide?

CES provides electrical, internet, telecommunications, and other utility services within the National Western Complex. For a complete list, refer to the CES Information Packet in the Exhibitor Manual under *"Additional Show Services."*

Services provided by CES are contracted and billed separately from Gamut Event Services.

For questions about furnishings, labor, material handling, shipping, or booth packages:

Gamut Event Services: ES@GAMUTSVS.COM | 626-817-6551

SHOW FLOOR RULES

● Are Minors Allowed in the Hall During Move-In or Move-Out?

No. Individuals under the age of 18 are not permitted in the exhibit hall during move-in or move-out. This applies to exhibitors, attendees, guests, and family members.

No exceptions will be made without prior written authorization from Show Management. Any approved minor must remain under the direct supervision of a parent or legal guardian at all times.

● Can I Bring Food or Beverages Into the Facility?

Food and beverage policies vary by venue. Please refer to facility regulations or contact Show Management for specific guidelines.

DURING & AFTER THE SHOW

● What If My Shipment Does Not Arrive?

Contact the Exhibitor Service Desk immediately. Please have the following ready:

- Carrier name
- Tracking number
- Number of pieces
- Estimated delivery date

Our team will assist in locating your shipment.

● What If My Outbound Carrier Misses the Check-In Time for Pickup?

Freight remaining on the show floor after the designated carrier check-in deadline may be rerouted through the Official Show Carrier to ensure removal from the facility.

● Why Use Gamut Services?

Gamut Event Services is committed to helping exhibitors maximize their return on investment by providing:

- Competitive pricing
- Responsive customer support
- Flexible shipping options
- Quality furnishings
- Efficient move-in and move-out operations

Exhibit with Confidence.