



## 36<sup>th</sup> Annual Denver Holiday Food & Gift Festival

November 18-20, 2022

National Western Complex  
4655 Humboldt St Denver, CO 80216  
Hall of Education & Expo Hall

Let's get social! Together we can market better! Please tag us in your social media posts.

Facebook	<a href="http://www.facebook.com/Holidayfoodgiftfest">www.facebook.com/Holidayfoodgiftfest</a>	@holidayfoodgiftfest
Instagram	<a href="http://www.instagram.com/holidayfoodandgiftfestivaal">www.instagram.com/holidayfoodandgiftfestivaal</a>	@holidayfoodandgiftfestival
Twitter	<a href="http://www.twitter.com/holidayfoodgift">www.twitter.com/holidayfoodgift</a>	@holidayfoodgift
Electricity	Electricity is not included in booth pricing, <b>MUST</b> be pre-ordered. <b>Deadline for electrical orders is Oct. 30<sup>th</sup>, 2022.</b> Cost is \$85.00 for 500W, if you power needs are greater the cost is double. Please call our office at (503)643-8299 to order.	
Admission Coupons	Our office has created a flyer for marketing that includes a \$1 off admission coupon. If you'd like a digital for social media, please email: <a href="mailto:Gwen@hfgf.com">Gwen@hfgf.com</a> your request.	
WIFI	Order onsite at the NWC, instruction pdf included in email. Please follow instructions to order when you arrive.	
Exhibitor Parking	Parking passes sold during move in ONLY at gate 1. \$20 per vehicle for 3-day vendor pass. Unhitched trailer parking is complementary. Passes are ONLY sold during move in hours! NO passes sold after on Friday, Saturday, or Sunday.	
Exhibitor Entrance/Exit During the show	Door 1. NO entry through front doors	
Hotel	We recommend VRBO, AirBnb or hotels.com or visit <a href="http://www.Nationalwesterncomplex.com/hotels">www.Nationalwesterncomplex.com/hotels</a> for your lodging needs.	
RV Parking	\$35 per night with electric hook up only. Reserve space through Parking Department at gate 1 during move in.	
Show office	On-site near front of hall, Contact # 503-908-2942	
Move-in	Wednesday November 16 <sup>th</sup> *3PM-6PM* Thursday November 17 <sup>th</sup> *9:30AM-6PM* <b>Bring your own dolly/cart.</b> ***Ramp/Door 15 is supposed to be fixed by 11/12/22. If things change we will communicate with you via email about the move-in & out changes.*** Limited move in assistance is available Thursday ONLY 10AM-2PM. The color of drape will be black this year. <b>Friday MOVE in ONLY PRE-ARRANGED!</b> Please email <a href="mailto:gwen@hfgf.com">gwen@hfgf.com</a>	
Move-out	Sunday, November 20 <sup>th</sup> , *5:05PM-10PM* Bring your own dolly/cart *NO PACKING & MOVING OUT BEFORE THE SHOW CLOSES. If you choose to, we will execute the terms of the signed contract and charge \$75.00 per contract. <b>NO MONDAY MOVE-OUT</b>	
Deliveries	HFGF does NOT receive vendor deliveries, nor are we responsible for your packages.	
Show Hours	Friday & Saturday 10:00AM-6:00PM Sunday 10:00AM-5:00PM *Doors open to vendors at 8am on Friday & Saturday & 9am on Sunday*	
Show Requirements	<ul style="list-style-type: none"> <li>You <b>MUST</b> be in your booth by <b>9:45AM</b> each day, display set and ready for opening.</li> <li>ALL Tables must be draped to the floor</li> <li>Backstock must be hidden or stored in the on-site exhibitor storage area(s)</li> </ul>	
PROHIBITED	<b>Canopy tops--Helium Balloons--Propane Heat Sources--Microphone/Megaphone</b>	
Fire Marshall Requirements	All Exhibitors' booth displays, and product lines <b>MUST</b> be contained within rented space(s). If you are outside your designated rented space(s), expect to be fined by the Fire Marshall upon walk-through inspections.	
Gourmet Food Vendor Requirements	<ul style="list-style-type: none"> <li><b>MUST be PRE-PACKAGED FOR LATER CONSUMPTION</b></li> <li>Trash can for sample disposables</li> </ul>	

	<ul style="list-style-type: none"> <li>You are responsible for sourcing your own ice for the show. <b><i>NO bags of ice will be available at the facility.</i></b></li> </ul>
<b>Wash Station</b>	There is <b>NO</b> access to the kitchen to wash dishes. <b><i>Please do NOT wash dishes in the restrooms</i></b> , this will result in a fine. Items can be washed in janitorial closet TBA
<b>Show insurance</b>	We suggest your company carry insurance for theft, loss & liability. HFGF and the facility are NOT responsible for theft, loss, damage, or injury.
<b>Decorator</b>	Tables, chairs, and carpeting is NOT included in the booth fees. These items are available along with table covers, and other display aids for rent through Coast to Coast Trade Show Services. Order form is included in this email. Onsite rental is limited, please order by deadline.
<b>Tax</b>	<p><b><i>You are responsible for your own Denver City &amp; Colorado State Taxes.</i></b></p> <p>8.81% sales tax rate in Denver consists of 2.9% Colorado state sales tax, 4.81% Denver tax and 1.1% Special tax.</p> <p><b><i>TAXES DUE BY DECEMBER 20<sup>th</sup>, 2022</i></b></p> <p><b><i>ALL</i></b> forms and instructions included in email</p>

Please plan ahead and arrive to your booth by 9:45AM each day, pass along the onsite office # 503-908-2942 to your staff. ALL Exhibitors MUST wear identification while at the National Western Complex, please pick up your allotted 3 bands when you check in. **Please know your booth number upon arrival.**

All exhibitor information and forms are located at [www.hfgf.com](http://www.hfgf.com)

See you at the show!

Stephanie & Gwen