



Colorado Convention Center
("CCC")
Mile High Ballroom

COLORADO
INDIAN MARKET
& SOUTHWEST
ART FEST

ALL EXHIBITORS MUST READ!

In order to ensure the safety, security and efficiency of loading in your exhibit, please read the following guidelines. If you have questions, please call or text us at - (505) 273-7363.

Set-up takes place on Thursday, January 19th

DOCK LOCATION FOR MOVE IN:

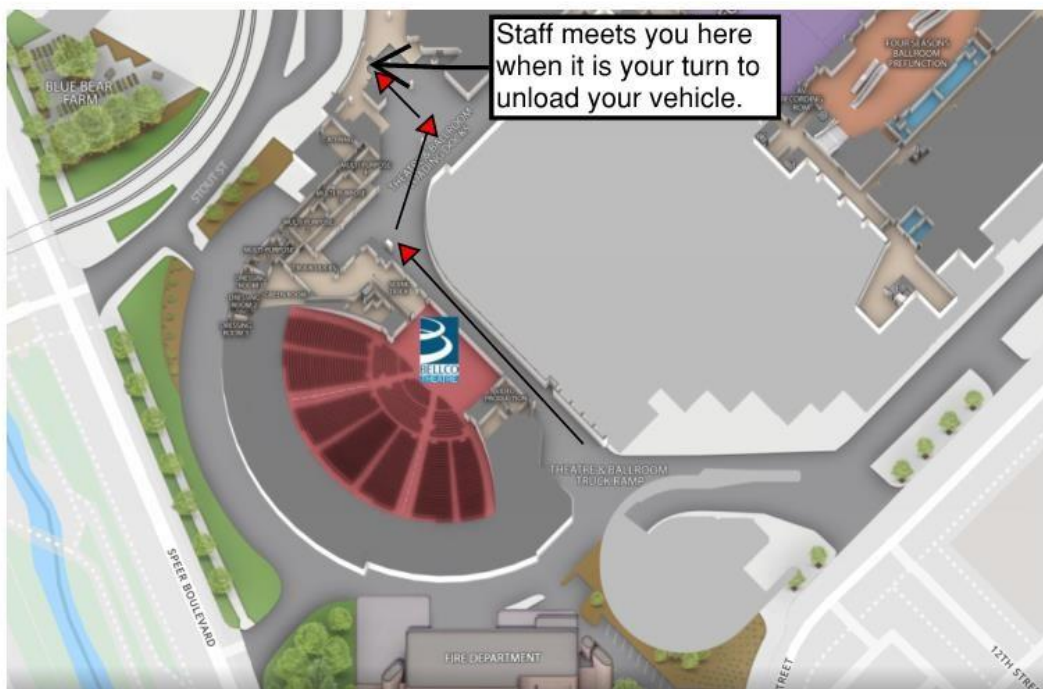
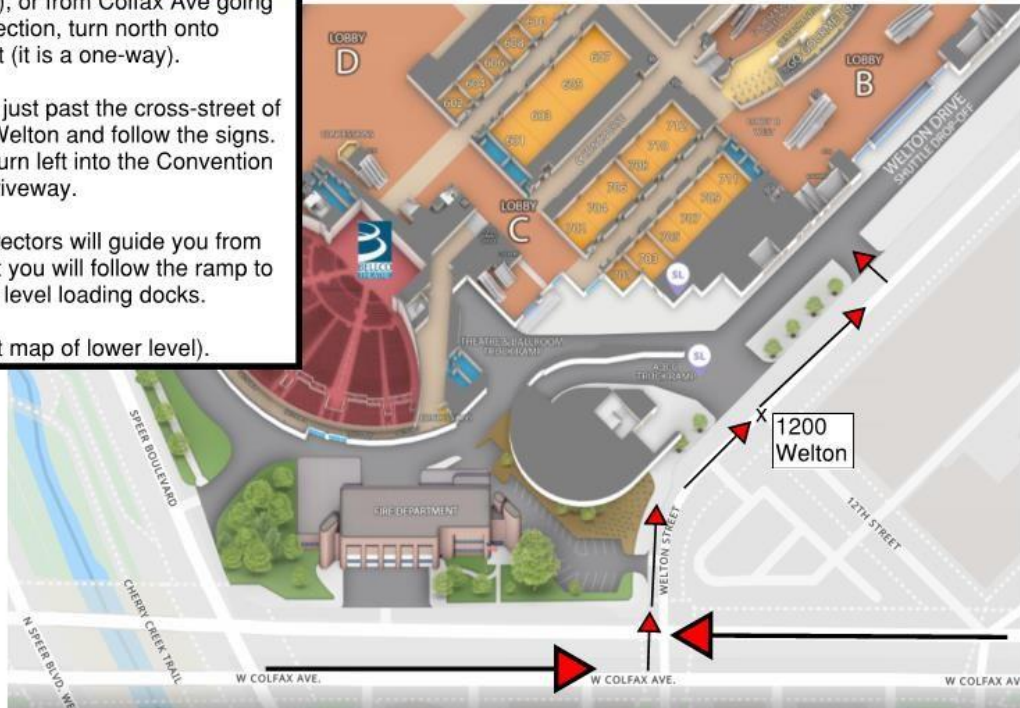
Make your way to the intersection of 12th & Welton: GPS - [1200 Welton Street, Denver CO 80204](#), (see map below!) go past 12th on Welton and follow the signs. You will turn left into the Convention Center driveway. Traffic directors will guide you.

Make your way to [1200 Welton Street](#) (click link), or from Colfax Ave going either direction, turn north onto Welton St (it is a one-way).

Continue just past the cross-street of 12th on Welton and follow the signs. You will turn left into the Convention Center driveway.

Traffic directors will guide you from there, but you will follow the ramp to the lower level loading docks.

(See next map of lower level).



The following explains the exhibitor move-in dock process for Colorado Indian Market & Southwest Art Fest.

- Note about packing your car to come to this festival – please try to pack in an organized fashion / have as much as possible in boxes, so that the load-out of your vehicle is as efficient as possible. We know that all artwork is different, but if you have poles for pro-panels, bundle them together, etc. The union labor is very expensive so we appreciate your cooperation.
- Exhibitor move-in takes place on **Thursday, January 19th**, and CSD Expo (our decorating company) will assist all exhibitors in bringing in any boxes and or items that cannot be “hand-carried by one person”. *In accordance with the Local 7, IATSE union jurisdiction, an exhibitor may not use any type of material handling equipment to move in exhibitor items.*
- Exhibitor vehicles will be allowed access to the dock at specific load-in times. Windows of loading times are as follows:
 - Yellow - 10:30 – 12
 - Blue - 12 – 1:30
 - Red - 1:30 – 3
 - Green - 3 – 4:30
- Find your assigned loading time [HERE](#). Please arrive during your 1.5 hour window.
- The “staging” or “jockeying” of vehicles in the driveways and/or street is only allowed 10 mins prior to the exhibitor move-in time. Do not try to bring your vehicle to the dock area before your scheduled time. You might have a very easy load-in if you arrive about halfway through your time block!
- During your assigned window of time, please come to the dock location (see map above). If there are other exhibitors in front of you we ask your patience. Your vehicle will be unloaded & brought to your booth space. You will park your car elsewhere (options below), make your way back to the Mile High Ballroom to set up your booth. There is not a charge to you for the staff that is moving your booth to your location.

CSD Expo will have personnel available to unload vehicles and this will be on a first come first serve basis. CSD Expo will unload exhibitors based on the order they check-in.

PARKING:

After your vehicle has been unloaded, you will need to move it from the loading dock and park. The CCC has a 1,000-space parking garage. Affordable competitive rates are available. You may also refer to <http://denverconvention.com/attend-an-event/parking/> for current rates and a downtown parking map. Parking fees are not covered by show management.

Cars and/or trucks parked in marked fire lanes or in posted “no parking” areas will be ticketed and towed. Personally owned vehicles are not allowed to be permanently parked on the docks. They are allowed for purposes of unloading and loading.