

2024 Exhibitor FAQ

Thank you for joining us as an exhibitor at the 84th Annual CASB Convention! As you have questions in regard to participating in the trade show, here are some FAQs to help you out!

Q: When is the CASB 82nd Annual Convention trade show?

A: The trade show takes place on Thursday, December 5 from 7 a.m. - 5:30 p.m. and on Friday, December 6 from 7 a.m. to 4:00 p.m.

Q: Where is the CASB Convention Exhibit Hall?

A: Broadmoor AB Ballroom in the Broadmoor Event Center located at 1 Lake Avenue, Colorado Springs ,CO 80906

Q: Can exhibitors pay for their booth with a credit card?

A: Yes. If you need to be invoiced please contact Bryce Reedy at breeedy@casb.org.

Q: Can exhibitors request specific booths?

A: Yes. We take your top three choices for booths and will work hard to accommodate your request.

Q: Is there a waitlist if booths are sold out?

A: Yes there is. Please contact Bryce Reedy at breeedy@casb.org. You will be contacted as space increases.

Q: When will booths be assigned?

A: Notification of booth assignments will be given out Friday, October 18 to exhibitors that are paid in full. The trade show floor plan will be updated at that point in time.

Q: What criteria will CASB use to assign booths?

A: Broadmoor Hall Lobby booths and Premium First Row booths are first-come, first-served. CASB partners will have first choice and we will make every effort to assign booths for repeat exhibitors in the areas they requested. After Partners/Sponsors, priority placement will be based on tenure as an exhibitor, and then the date of receipt of payment.

Q: When and where can exhibitors load in?

A: Exhibitor check-in occurs on Wednesday, December 4 beginning at: 2 p.m. Please check in at the CASB registration desk in the Broadmoor Hall, which is next to the CASB Convention Exhibit Hall. For heavy materials, the loading dock entrance to the exhibit hall is located off of 1st Street, Broadmoor Hall loading dock.

Q: Where do exhibitors check in?

A: Exhibitors check in at the CASB registration desk located in Broadmoor Hall next to the CASB Convention Exhibit Hall. This is where exhibitors can pick up their badges and any purchased food tickets.

Q: When can exhibitors expect the most traffic from attendees?

A: During breakfast, breaks, Thursday reception and possibly breakout sessions. The Hall may experience a lighter crowd during our General Sessions.

Q: What COVID-19 protocols will be in place?

A: CASB monitors public health conditions and will follow required county safety guidelines to ensure member, exhibitor, and staff health and safety.

Q: Can exhibitors sell merchandise at their booth?

A: No

Q: Can exhibitors have raffle drawings at their booth?

A: Yes. You are responsible for collecting names and then giving out your prize during our Raffle Drawing. We will hold our Raffle Drawing on Friday, December 6 during the afternoon snack break.

Q: Can I receive a refund if I cancel my booth?

A: Booth refunds are available through September 27, 2024, minus a \$50 administration fee. Meal refunds are available through October 18, 2024, minus a \$25 administration fee.

Q: Is lodging available for exhibitors?

A: We have the following hotels available for reservation: Cheyenne Mountain Resort, DoubleTree Hilton and Courtyard by Marriott. The Broadmoor has a limited number of rooms allotted for exhibitors.

Q: Is parking available?

A: Event Parking at Broadmoor Hall, International Center, and Colorado Hall will be charged in 1/2 hour/hourly increments up to \$25.00 maximum after 2.5 hours (up to 10 hours) for all day parking per Vehicle. Please contact the Broadmoor for additional information on trailer parking.

Q: When can exhibitors tear down on Friday, Dec. 6?

A: Exhibitors tear down occurs on Friday, Dec. 6 beginning at 4:00 p.m.

Q: Does CASB provide a list of convention registrants to exhibitors?

A: We do but we do not give out email addresses or contact information. Attendees will have a QR code in the event app that you can scan to get their contact information.

Q: Does CASB sell exhibitor information to outside entities?

A: No. CASB doesn't sell exhibitor information to anyone.

Q: Is WiFi provided for exhibitors in the Exhibit Hall?

A: Yes

Important Broadmoor forms

[Electrical Order Form](#)

[Internet Access Form](#) (ONLY for wired internet access, separate network or increased bandwidth)

[Event Technology Form](#)

[Exhibitor Sign Rigging Form](#)