Colorado State EMS Conference & Exhibition

November 5- 8, 2026

Keystone Resort & Conference Center
Keystone, Colorado

Exhibitor Services Manual

CB & ASSOCIATES, LLC
26821 Hilltop Rd.
Evergreen, CO 80439
Phone: 303-435-6834

E-mail: chuck@teamcb.com

Welcome Exhibitors

We'd like to take this opportunity to thank you for the opportunity to enhance your presentation with items and services that you may need in the exhibition. If there is anything that you need that you don't see, please don't hesitate to call us. We encourage your calls. We recommend and encourage you to ship your freight DIRECTLY to Keystone for a cost savings. If you have any problems with shipping please feel free to call us.

And We Promise Excellent Service!

Save money by ordering before the deadline. There are two pricing levels, "discount" and "standard." To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, which must be received by our office by the **deadline date** printed on the top of each form. When you arrive at the show, stop by our service desk in the exhibit area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All Questions regarding the trade show policies, display limitations, and the event schedule should be directed to:

Chuck Bierley
Phone: (303) 435-6834
Email: chuck@teamcb.com

Each 8' x 10' Booth Space Will Receive:

- 8' High Back Drape
- 3' High Side Drape
- 1 - 6' Skirted Table
- 2 - Chairs
- 1 – 7" x 44" Identification Sign
- 1-Trash can

THE EXHIBIT AREA IS CARPETED.

Exhibit Area Installation & Dismantle Schedule

Setup Dates and Times:

Thursday, November 5 Time: 2:00 – 6:00PM

Show Dates:

Open: Friday, November 6 Time: 7:30AM
Close: Saturday, November 7 Time: 2PM

Dismantle Dates and Times:

Saturday, November 7 Time: 2:00 – 5:00PM

Material Handling Limits of Liability

CB & ASSOCIATES, LLC shall be limited to the physical loss or damage to the specific article that is lost or damaged as described below.

Limits of CB & ASSOCIATES, LLC, Inc. Liability and Responsibility

1. CB & ASSOCIATES, LLC Shall not be responsible for damage to uncrated materials, materials improperly packaged, or concealed damage
2. CB & ASSOCIATES, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitors' booth.
3. CB & ASSOCIATES, LLC Shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bills of lading covering outgoing shipments that are furnished to CB & ASSOCIATES, LLC by exhibitors will be checked at time of actual pickup from booth and corrections made where disappearances occur
4. CB & ASSOCIATES, LLC shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitors material which make it impossible or impractical to exhibit same
5. The consignment or delivery of a shipment to CB & ASSOCIATES, LLC by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. CB & ASSOCIATES, LLC shall exercise ordinary diligence and care in receiving, handling and storage of all shipments. CB & ASSOCIATES, shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. CB & ASSOCIATES, LLC' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of CB & ASSOCIATES, LLC is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies when these goods are in CB & ASSOCIATES, LLC warehouse and vehicles for delivery.
7. Claims for loss or damage that are not submitted to CB & ASSOCIATES, LLC within 30 days of the closure of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against CB & ASSOCIATES, LLC or its subcontractors more than one year after the accrual of the cause of the action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cu ft, etc.) such as UPS or Van Lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. CB & ASSOCIATES, LLC will assume no liability for such shipments.
9. Empty container labels will be available at the CB & ASSOCIATES, LLC desk. Affixing the labels is the sole responsibility of the exhibitor and/or the representative. All previous labels should be completely removed. CB & ASSOCIATES, LLC assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without CB & ASSOCIATES, LLC labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. CB & ASSOCIATES, LLC will assist in the preparation of bills of lading. Be sure your materials have been carefully crated or packaged, and properly tagged or marked
11. In order to expedite removal of materials, CB & ASSOCIATES, LLC shall have authority, without further clearance with exhibitor, to change designated outbound carriers
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor
13. Freight handling charges, charges for loading freight are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with CB & ASSOCIATES, LLC relative to any loss or damage to any of their materials or equipment they will not withhold payments of any amount due CB & ASSOCIATES, LLC for any other services provided by CB & ASSOCIATES, LLC as an offset against the amount of the alleged loss or damage. Instead they agree to pay CB & ASSOCIATES, LLC at the closure of the show for all such charges and they further agree they shall pursue any claim they may have against CB & ASSOCIATES, LLC independently as a completely separate transaction to be resolved on its own merits
14. A service charge of 1 1/2 percent per month on any unpaid balance will be made starting 15 days after date of invoice
15. Where an exhibitor indicated a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pickup within the time limited for removal of exhibitors materials, CB & ASSOCIATES, LLC reserves the right to forward such materials by the shipping method of our choice or to remove said material to our warehouse for disposition at an additional charge to the exhibitor in accordance with the prevailing rates or services performed
16. Materials left behind without orders placed at the CB & ASSOCIATES, LLC service desk will be classified as abandoned. CB & ASSOCIATES, LLC shall not be responsible for such materials. CB & ASSOCIATES, LLC is not responsible for any delay for rush shipments. CB & ASSOCIATES, LLC will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering exhibit material against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that CB & ASSOCIATES, LLC is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to CB & ASSOCIATES, LLC here under are based on the value of the material handling service and the scope of CB & ASSOCIATES, LLC liability as set forth above

SHIPPING / RECEIVING INFORMATION

INDIVIDUAL SHIPPING AND RECEIVING: Any items being shipped not billed to the Master Account should be addressed as follows:

Keystone Resort Conference Center
Attn: Conference Name
Hold For: Guest's Name or Booth #
0633 Tennis Club Road
Keystone, Colorado 80435

Note: Guest Services (ext. 4000) will deliver individual shipments to the guest's room. Charge for handling packages is $10.00 per package for packages under 70 pounds. Packages, crates, carton, etc. over 70 pounds will be charged the rate of $.25 per pound. The handling charge is applied to all packages received or shipped. United Parcel Service, Federal Express and Airborne Express are all shipping companies that can be used to ship to the above-mentioned address. Please DO NOT ship via US Postal Service to this address. Freight deliveries will also be accepted at the above address, however, it is the Group's responsibility to make arrangements with freight companies for inbound and/or outbound service.

EXHIBIT SHIPPING AND RECEIVING: Conference Center Shipping and Receiving team will deliver all packages to the booth listed on the package. Same above pricing applies.

Payment & Pricing Policies

Discount & Standard Pricing

To take advantage of "discount" pricing, payments must be received in full no later than **Wednesday, October 21, 2026**

Payment Schedule

- CB & ASSOCIATES, LLC requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.

Method of Payment

- We accept Visa, Master Card, and American Express, and Company checks payable to CB & Associates, LLC. All payments must be made in US Funds drawn on a US bank. A $35.00 service fee will be charged for declined credit cards and returned NSF checks.
- Purchase orders are not considered payment.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price if canceled after deadline date and 100% of original price after installation. No adjustments will be made after the close of the show.

Tax Exemption

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D Third Party Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

Miscellaneous

- Rental Items not ordered and found in the booth space will be invoiced at "standard" pricing.
- All rental items are subject to applicable taxes

Additional Booth Furnishings Order Form

Tables: 24" Wide x 30" High

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$93.00	$126.00	$
	4' Undraped	$73.00	$100.00	$
	6' Draped	$125.00	$150.00	$
	6' Undraped	$90.00	$130.00	$
	8' Draped	$135.00	$170.00	$
	8' Undraped	$110.00	$140.00	$
	Fourth side table draped	$45.00	$55.00	$

Drape Color:_____

Counter High Tables: 24" Wide x 42" High

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$123.00	$150.00	$
	4' Undraped	$92.00	$124.00	$
	6' Draped	$127.00	$173.00	$
	6' Undraped	$107.00	$145.00	$
	8' Draped	$146.00	$195.00	$
	8' Undraped	$126.00	$172.00	$
	Fourth side table draped	$40.00	$52.00	$

Drape Color:_____

Furniture

Quantity	Description	Discount Price	Standard Price	Total
	Folding Chair	$23.00	$30.00	$
	Padded Side Chair	$45.00	$60.00	$
	Padded Arm Chair	$57.00	$78.00	$
	Counter Stool w/back	$68.00	$88.00	$
	36" round x 30" or 40" high table	$75.00	$100.00	$

Other Furnishings

Quantity	Description	Discount Price	Standard Price	Total
	Waste Basket	$15.00	$20.00	$

Subtotal _____

Total Due _____

To receive the discount price, all orders must be received with payment in full by the due date.
Orders received after will be charged standard price.

Exhibitor Name: _____ Booth No._____

Order Summary & Payment

This Form Must Be Returned by: October 23, 2026

Please make your representative aware of our payment policy:
No Adjustments will be made after close of show

Booth Furnishing Order $_____
Estimated material Handling Services $_____

Total Charges $_____

CB & Associates, LLC *Reserves the right to correct any orders figured incorrectly.*

Method of Payment

Credit Card Information:

We Authorize CB & Associates, LLC. to charge any amounts incurred by me or my show representative:

Cardholder's Name _____

Cardholder's Signature_____

Cardholder's Billing Address_____

City_____ Zip_____

Visa MC AMEX Card Number: _____

Expiration Date: (mm/yy)_____ 3 digit security or 4 digit (AX) code:_____

Check or Money Order:

Enclose check or money order payable to: CB & Associates, LLC.

Check Number:_____ Dated: _____ Amount: _____

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF EXHIBIT MATERIAL

Exhibitor name ___ _____Booth No_____

Ordered By_____ Title _____

Phone ( )____ - _____Fax ( )_____ - _____ Email_____

Address_____ City/State_____ Zip_____

Audio Visual Equipment Request

For Security reasons, this form is to be mailed or faxed. If you must email this form, please send to KeystoneConfServices@vailresorts.com without credit card information and then call 970-496-4142 to provide credit card information

ALL RENTALS BASED ON AVAILABILITY

DESCRIPTION	COST/DAY	QUANTITY	DAYS	TOTAL COST
65" HD Smart TV (built in speakers) W/Floor Stand	$400.00			
65" HD Smart TV (built in speakers) W/Floor Stand and DVD Player	$425.00			
65" HD Smart TV (built in speakers) W/Floor Stand and DVD Player	$525.00			
LCD Data Projector (1080P , 3000 Lumens)	$500.00			
LCD Projection Package (1080P, tripod screen, necessary cables)	$600.00			
Flipchart w/ Pad, Paper, and Markers	$75.00			
Tripod Screen	$65.00			
Computer Equipment				
Laptop Computer : depends on availability	$125.00			
24" LCD Flat Panel	$125.00			
Phone Charging Station w/ branding	Upon Request			
Wireless Internet provided by WanderingWifi, Choose a custom password:	$9.95	N/A	N/A	N/A
Additional Equipment:				

ONFERENCE NAME :_____ CONFERENCE DATE(S):_____

OUR EXHIBITING FIRM NAME:_____ ON SITE CONTACT:_____

OOTH NUMBER:_____EXHIBIT ROOM:_____DATES OF SERVICE REQUESTED_____

XHIBITOR ADDRESS:_____ PHONE NUMBER:_____

ILLING ADDRESS:_____

ITY:_____ STATE:_____ ZIP:_____

PAYMENT:

CREDIT CARD NUMBER: _____ EXP. DATE MONTH / YEAR _____ CCV/Security Code _____

I authorize charging any unpaid balance to my credit card

_____ _____

ARD HOLDER SIGNATURE PRINT NAME

mail Address:_____

To receive a receipt please fill in the email address above