Your Connection to Architects.

CONFERENCE PROSPECTUS
November 2–4, 2022
AIA Colorado—the Colorado Chapter of the American Institute of Architects—is the voice of the architecture profession in Colorado. Through advocacy, leadership development, education and resources for architects, the organization supports architecture professionals in designing a better world where we all can live, work and play. Our statewide network of 2,500 members includes architects, those working toward licensure and allied industry colleagues.

The Practice + Design Conference is AIA Colorado’s signature educational event. It affords the opportunity for design and construction industry professionals to gain skills and foster relationships to advance their career and enhance the built environment.

We look forward to seeing you.

Kaylyn Kirby, AIA, Chair Conference Committee

Mike Waldinger, Honorary AIA, CEO
AIA Colorado

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PRACTICE + DESIGN CONFERENCE

November 2–4, 2022
Keystone Conference Center

Join us for a kick-off reception and two full days of in-person education and non-competing exhibit hall time.

EXPO HALL BOOTH
> INVESTMENT: $2500
• 1:1 face time with Colorado architects
• 50 booths available

SPECIAL EVENT SPONSOR
> INVESTMENT: $2500
Choice of:
• Welcome Reception (Wednesday evening)
• Spotlight Reception (Thursday evening)

EDUCATIONAL PRESENTATION
> INVESTMENT: $2500
• Be a featured expert during a one-hour Learning Lab seminar (Friday)
• 4 spots available

ABOUT AIA COLORADO
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Expo Booth

› INVESTMENT: $2500
Reserve your space. Display your products. Market your Services.

Exclusive Expo Hall Hours
Enjoy a redesigned floor plan that offers excellent sight lines to booths and activities throughout the Expo. The Expo Hall is an important part of the Conference providing an educational hub where design and construction professionals can gain valuable AIACES learning unit hours, talk to experts like you, and find the answers to design challenges.

Amenities
To make the most of your booth, AIA Colorado has built in several features to bolster your experience.
› digital listing on the Conference website, with an interactive floor plan and directory
› upgraded floor plan options to maximize your visibility
› two full conference registrations
› table, two chairs
› one of three included traffic builders

NEW this year!
We’re maximizing site lines by designing an open floor plan. Center booths feature 3-foot high pipe and drape. If you have a tall display or backdrop, booths along the perimeter can accommodate your needs.

Lodging
AIA Colorado has negotiated special pricing at Keystone Lodge and tone Condos. Reserve a room: Link or call (855) 332-1601.

› aiacolorado.org

YOUR CONNECTIONS
Amy Blagriff, Honorary AIA
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Brenda Taylor, IOM, Assoc. AIA
Programs Director
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Booth Traffic Builders
The Expo floor plan includes food, entertainment and lounge areas. But more importantly, it includes you! To help facilitate conversation in your booth, we hope you participate in a traffic building station (included with booth).

Education Station
15-minute informative mini-seminars are hosted in your booth, focused on one learning objective, and typically highly targeted and needs-based. These quick knowledge sessions will be scheduled to repeat three times during expo hours to allow for maximum attendance. Course content must be unbiased and may not market a presenter’s products or services to meet requirements for AIA Continuing Education. And AIA Colorado manages the AIA CES reporting.

Team Building Station
Attendees will be participating in an interactive team activity.

Fuel Station
Host special food or beverages at your booth. This may include drink tickets or a special dessert depot coordinated with AIA Colorado and Keystone Catering.
Special Event Sponsor

➢ INVESTMENT: $2500

Choice of:
• Welcome Reception (Wednesday evening)
  RECONNECT with industry colleagues at this opening reception
• Spotlight Reception (Thursday evening)
  featuring great design and the people who create it

Recognition
• onsite signage and event recognition
• promotional materials
• post-conference coverage
Includes two full conference registrations.
We’ll need your logo and a short description of your company.

Educational Presentation

➢ INVESTMENT: $2500

• Be a featured expert during a one-hour
  Learning Lab seminar on Friday, November 4.
  Course must address health, safety, and welfare (HSW) topics
  according to AIACES standards.
• Only 4 spots available – please call for details

Recognition
• featured speaker and sponsoring company recognition
  on conference website
• promotional materials
• on-demand seminar (recorded separately) opportunity
  for extended audience
• exclusive content exposure
  We’ll need a program title, short description, four learning
  objectives, speaker headshot and bio.

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Practice + Design Conference Agenda

**November 2 [Wednesday]**
- 11:00 am - 4:30 pm Exhibitor Set-up
- 4:00 pm - 5:00 pm Construction Tour [off site]
- 4:30 pm - 5:00 pm Exhibitor Meeting
- 5:00 pm - 5:30 pm VIP Expo Access [Expo Hall]
- 5:30 pm - 7:30 pm Welcome Reception* [Expo Hall]

**November 3 [Thursday]**
- 7:00 am - 8:00 am Industry Coffee Hour [Expo Hall]
- 8:00 am - 9:00 am General Session / Keynote
- 9:00 am - 12:30 am Solutions Showcase [Expo Hall]
  - Education Stations
  - Team Building Stations
  - Fuel Stations
  - Expo Hall Lunch 11:30am-12:30pm

- 12:30 pm - 1:30 pm General Session / Keynote
- 1:30 pm - 3:30 pm Solutions Showcase [Expo Hall]
  - Education Stations
  - Team Building Stations
  - Fuel Stations

- 3:30 pm - 4:30 pm General Session / Keynote
- 5:15 pm - 7:30 pm Spotlight Presentations & Reception* [Expo Hall]

**November 4 [Friday]**
- 8:00 am - 9:20 am Breakfast & Peer Groups Meet-up [Expo Hall]
- 9:30 am - 10:30 am General Session / Keynote
- 10:45 am - 7:00 pm Exhibitor Tear Down [No Early Tear downs]
  - Deep Dive Breakout Sessions
  - Learning Lab Breakout Sessions
  - General Session / Keynote
  - Construction Tour [off site]

*Sponsorship opportunity

MAKE CONNECTIONS
Make connections by attending sessions, joining conversations, and participating in the fun.
Booth contracts include up to two full conference registrations.

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Booth Dimensions and Amenities
Each 8 ft deep X 10 ft wide booth will be set with 3’ high black side dividers. Booths along the Expo perimeter will have 8’ high black back drape; center island booths will have a 3’ high black back drape. The booth package will consist of one 6’ white topped and black skirted table, and two padded banquet chairs provided by the conference center if requested at the time of contract.

Exhibit Booth Layout
Every effort is made to accommodate exhibitor preferences as availability of exhibit space permits. Booth space is assigned on a first-paid basis. AIA Colorado reserves the right to adjust the expo floor plan and relocate booths at any time for the betterment of the event.

Materials Rental
Freeman is the official show decorator. Rental of additional or alternate tables, chairs and booth amenities are to be ordered through their online ordering system. Ordering information will be provided at the time of booth confirmation.

Electrical Hookup/Services
Electrical Hookup is provided at an additional fee from Keystone Conference Center. Ordering information will be provided at the time of booth confirmation.

Conference Registration
Two Conference Passes included with each exhibit hall contract.

Loading/Unloading
Delivery and loading shall only take place at designated loading areas and docks. Vehicles left unattended at loading docks for an excessive period will be subject to being ticketed & towed.

Parking
Parking is available on site in surface lots.

Booth Co-op
Contracting companies are responsible for coordinating cooperative agreements within booths and may not subcontract space or opportunities offered by AIA Colorado.

Eligibility
AIA Colorado reserves the right to determine the eligibility of any company, product and promotion, or part thereof, that in their opinion is not in keeping with the character and purpose of the Practice and Design Conference. Exhibits that detract from the character of the show; including persons, conduct or printed matter may be evicted by AIA Colorado. In the event of an eviction AIA Colorado is not liable for refunds.

Booths, Displays, Decorations & Signs
Materials within booths must be freestanding and may not exceed the allotted space. The maximum height of displays against the back wall of an exhibit booth on the perimeter of the expo floor is 12’. Displays over 8’ may not interfere with neighboring exhibits or displays. To avoid the possible obstruction, the height limitation of displays in balance of exhibit booth is 3’, except for product display that exceeds this height. Please be considerate of your neighbors; select appropriate booth location and allow sight lines from aisles. Materials may not be attached, taped, nailed, pinned, or otherwise fastened to any ceiling, floor, posts, permanent drapery, painted surface, or wall of the Conference Center. Duct tape may not be adhered to any surface including the floor. Glitter, decals, gum, confetti, and stickers may not be distributed or affixed inside the facility. Microphones with speakers are not allowed.

Food and Beverage
Keystone Resort is the exclusive caterer. Food and beverage samples given out or sold for consumption will not be allowed without prior consent from Keystone Resort. No food or beverages shall be served or brought onto the premises except through the caterer. This includes but is not limited to alcohol, prepackaged food and beverages, and specialty and homemade food and beverages.

Fire Codes / Smoking
Exhibitors, service contractors and event promoters must comply with all federal, state, and local fire codes which apply to places of public assembly. All exhibitor materials must be flame proof. Exhibitors are responsible for any floor damage caused by spillage of fuels, oils, or similar substances. Smoking is not permitted in the building.

Americans with Disabilities Act
Aisles and exits must be kept clean and free of obstructions. All exit signs must always remain unobstructed. Easels, signs, etc. may not be placed beyond the booth area.

Health Safety
The Practice + Design Conference will be conducted in accordance with all applicable public health orders and/or guidelines and operating procedures provided by the Resort, which may include but are not limited to, requirements for guests to provide valid proof of full COVID-19 vaccination to access the Resort and face covering mandates. Guests may be required to wear face coverings in certain areas including in indoor resort facilities. The wearing of face masks, and frequent use of hand sanitizer is encouraged.

Terms and Conditions

All AIA Colorado Practice + Design Conference Attendees including registrants, presenters, volunteers, exhibitors, sponsors, and set-up crews must agree to the AIA Colorado TERMS/Waiver and Release of Liability for Communicable Disease.

Liability and Insurance
The Resort and AIA Colorado are not responsible for the security of the exhibit or meeting spaces, or exhibits displayed therein. Exhibitors shall hold Resort and AIA Colorado harmless from any damage, destruction, or loss to exhibits. Exhibitors are encouraged to insure, through its insurance carrier, any exhibits exhibitor deems valuable. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury from or damage to their displays, equipment and other property and shall indemnify, hold harmless and defend AIA Colorado, Keystone Resort, Conference Center, the City and their officers, officials, employees, and agents from all such losses, damages, and claims.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Vail Corporation, including without limitation, its parent and subsidiary corporations, agents, employees, officers or directors and affiliates and insurance companies (the “Released Parties”) which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Released Parties from any damages or charges resulting from or arising from or out of the exhibitor’s use of Resort and its property. Exhibitor’s liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of exhibitor’s occupancy and/or use of the exhibition premises, the Resort, or any part thereof. The exhibitor understands that Resort does not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain such insurance.

Payment and Refunds
Payment in-full is required to secure a booth. Promotion of Exhibitor participation will be activated on confirmation of booth selection and within five business days of receipt of payment.

Cancellation of booth participation must be received in writing 60 days prior to move-in for partial (50%) refund consideration. Cancellations received after August 31, 2022, may request that the 2022 exhibit booth fee by reallocated to 2022 conference sponsorship recognition.

Expo services contracted through third party vendors are subject to their terms and conditions.

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