



## Event Basics

### When and where is RosettaFest 2025?

**Dates:** August 24–27, 2025

**Location:** Colorado Convention Center – Mile High Ballroom 3 & 4, Denver, CO

### What size is my booth and what does it include?

- **Category Catalyst sponsors:** 10x10 booth
- **Other sponsors:** 8x8 booth

Each booth includes: (1) 6' x 2' table, (2) chairs

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## Shipping & Load-In

### Who handles shipping and material handling?

LV Expo is the exclusive provider. All shipping, handling, and services go through them—no exceptions.

### Where do I ship my booth materials?

- **Advance Warehouse (recommended):**  
Ship between **July 21 – August 11**  
4590 Geneva Street, Denver, CO 80238  
*Standard rate: \$160/100 lbs (200 lb minimum)*
- **Direct to Show Site:**  
Only accepted **Aug 24 (1–4 PM)** and **Aug 25 (9 AM–1 PM)**  
700 14th Street, Denver, CO 80202

### Critical shipping rules?

- All shipments require certified weight tickets
- No COD or collect shipments accepted

- Crated, skidded, or boxed materials only (no pad-wrapped)
- Payment authorization form required before shipping
- Material handling rates are round-trip (no additional fees at show)

#### **What are the critical deadlines?**

- **Electrical Orders Due:** August 8
  - **Advance Warehouse Standard Rate Deadline:** August 11
  - **Submit Prize Info for Attendee Competitions:** August 15
  - **Last Delivery to Advance Warehouse:** August 22
  - **Attendee Registration Closes:** August 23
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#### **Exhibitor Schedule**

##### **Load-In Times:**

- Sunday, Aug 24: 1:00–4:00 PM
- Monday, Aug 25: 8:00 AM–12:30 PM

##### **Expo Hours:**

- Monday, Aug 25: 1:00–7:00 PM
- Tuesday, Aug 26: 7:00 AM–4:30 PM
- Wednesday, Aug 27: 7:00 AM–10:30 AM

##### **Load-Out:**

- Wednesday, Aug 27: After 10:30 AM
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## Registration & Badges

### Do I need to register my team?

Yes. **Every person must be registered** and wear a badge at all times.

### How do I submit team info?

Refer to the onboarding email from [bo@kynexions.com](mailto:bo@kynexions.com). If you have any issues, please email **names, emails, and states** of attendees to: [bo@kynexions.com](mailto:bo@kynexions.com)

## Booth Services

### Where do I order booth services?

Visit: <https://order.lvexpo.com/>

Services include:

- Furniture, flooring, signage
- Electrical (order through [Colorado Convention Center](#) by August 8)
- Cleaning & labor

Don't have access to the LV Expo portal? Email Bo Henderson at [bo@kynexions.com](mailto:bo@kynexions.com) to request access

### Is Wi-Fi included?

Yes, wireless internet is provided free by Gradient AI.

Need wired internet? Arrange through **Smart City** Via [Show Locator](#)

## Return Shipping & Storage

### Can I ship directly from the venue after the show?

Yes, but:

- Onsite Carrier Pickup: Carriers must check in by **1:00 PM on Aug 27**
- Complete Material Handling Authorization Form onsite
- No FedEx/UPS offices onsite—nearest location is Hyatt Regency (10-minute walk)

### Need storage or return to warehouse?

- Storage: \$11/100 lbs

- Return to warehouse: \$31.50/lb (100 lb minimum)
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## **Move-In & Labor Rules**

### **Can I use my own cart or dolly?**

No. To avoid cart service fees, you must hand-carry items.

- **Cart Service Fees:** \$195 each way
- **Teamsters Required** for moving freight, using tools, or handling large materials

### **What can I do myself?**

You can set up pop-up displays, place your products, and test equipment—but anything requiring tools or heavy lifting is union-regulated.

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## **Fire & Safety Regulations**

### **What are the key safety requirements?**

- All materials must be flame-retardant
  - No flammable liquids
  - Keep exits and fire equipment clear
  - Smoking is prohibited
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## **Conference App & Lead Capture**

### **How do I access my virtual booth?**

Your booth appears in the **Whova app** after your team is registered and assigned as booth staff.

### **How does lead capture work?**

Booth staff must be listed in Whova to scan attendee QR codes. Within the app, you'll collect

leads by scanning attendee badges. This will congregate all of the leads your team collects to one place in the app. [Check out this tutorial for more information.](#)

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## **Attendee Engagement & Contests**

### **What is the Passport Contest?**

- Attendees visit booths, your staff scan badges
- After visiting a set number of booths, attendees qualify to win prizes. The more booths attendees visit, the better their chances of winning prizes.
- Want to offer a prize that will be promoted with your branding throughout the conference? Let us know by **Aug 15**

### **Other Expo Features:**

- **The RosettaFest bar** and networking lounge – located in the center of the Expo Hall
  - **Roundtables** to enjoy meals, connect with other attendees.
  - **The “Killer Idea” Stage.** Short, 15-minute sessions with RosettaFest keynotes (Q&A following select sessions), Health Rosetta leadership, Rosie Award-winning case studies or Solution spotlights. **(Options for Sponsor to upgrade to include this with your package)** If you are interested in this upgrade, please contact Bo Henderson at [bo@kynexions.com](mailto:bo@kynexions.com).
  - **RosettaFest photo booth** – are you part of a Rosie Award-winning plan? Arrange a photo with the employer, advisor, DPC physician and other solutions.
  - **Headshot Booth** - complimentary headshots taken by a local pro. Great way to get fresh photos for your LinkedIn profile or website. (Sponsorship option available)
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## **Payment & Billing**

### **What are the billing policies?**

- Credit card authorization required in advance through LV Expo.
- 3% convenience fee on card transactions
- Late payments incur a 1.5% monthly fee
- LV Expo may retain items for unpaid balances

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## Key Contacts

- **Bo Henderson (RosettaFest):** 406-690-4276 | [bo@kynexions.com](mailto:bo@kynexions.com)
- **LV Expo Services:** 888-989-EXPO | [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)
- **Airways Freight:** 800-643-3525 | [LVE expo@airwaysfreight.com](mailto:LVE expo@airwaysfreight.com)