# Conference Sponsor & Showcase Exhibitor Rules, Terms & Conditions

ACEC
American Council of Engineering Companies of Colorado

All sponsors and exhibitors are required to comply with the rules, terms and conditions established by ACEC Colorado.

ACEC Colorado will communicate with one primary point of contact for the sponsoring or exhibiting company.

The Conference schedule is subject to change without notice; visit https://acec-co.org/ for the most up-to-date agenda.

Payment is required at time of commitment; ACEC Colorado accepts Visa, MasterCard, American Express and Discover Card. As of July 1, 2025, a 2.9 percent processing surcharge will be added to payments made via credit card. This processing surcharge will not apply to payments made via ACH or check. Pursuant to section 5-2-212 Colorado Revised Statutes, "To cover the cost of processing a credit or charge card transaction…a seller or lessor may impose a processing surcharge in an amount not to exceed the merchant discount fee that the seller or lessor incurs in processing the sales or lease transaction. A seller or lessor shall not impose a processing surcharge on payments made by use of cash, a check, or a debit card or redemption of a gift card."

The Showcase Exhibit fee includes access to daily refreshment breaks, networking reception, and hosted meals (breakfasts and lunches only) for two (2) exhibitor representatives. If your team will be sharing badges with multiple individuals or additional representatives plan to attend your display, fees will apply. ACEC Colorado requests that you confirm names and email address for exhibit personnel at least three weeks prior to the conference.

Conference registration is required to attend education sessions and/or claim PDH credit. Showcase exhibitors and sponsors must register separately for the event in order to attend any of the sessions and/or meals held in classrooms. Event registration is available online at acec-co.org.

Showcase exhibitors are responsible for their own setup and teardown. Exhibitors must provide their own material and signage for display in their designated spaces.

Each display space includes one 6-ft x 18-in covered table. The total allowable display area is 9 ft wide x 40 in deep, including the table, chairs, and all materials. Displays must not impede traffic and may not extend more than 40 inches from the wall. If you have a free-standing exhibit, the 6-ft table may be removed; a small table can be requested on-site.

ACEC Colorado will assign all display spaces based on overall conference requirements, logistics, and venue layout.

Do not leave valuables in exhibit area overnight. Neither the event partners nor the hotel is responsible for any theft, loss or damage.

Wireless internet will be provided complimentary for all conference attendees. Should you require electrical access for your display, an order form will be provided.

A preliminary list of Conference attendees (attendee name, organization) will be issued one week prior to the Conference. A final list will be sent within 5 days after the Conference.

No signage, banners or display materials may be affixed to any part of the venue. Any damages caused to the walls, fixtures or carpet will be billed to the exhibitor(s) responsible.

Any marketing collateral or giveaway item that includes the name(s) of the event and/or one or more of the event partners must be submitted for approval to ACEC Colorado at least 60 days prior to the event.

There are no refunds for cancellations of Sponsorships or Showcase Exhibits; funds may be reapplied toward another ACEC Colorado activity.

Attendance at or participation in ACEC Colorado events/activities constitute an agreement by the attendee for the Council's use and distribution of the attendee's image and/or voice in photographs, videos, electronic reproductions, and audio recordings of such events/activities.

ACEC Colorado seeks to avoid antitrust violations in connection with its activities; therefore, participants should avoid engaging in conduct that gives even the appearance of an impermissible conversation, agreement, alliance or impropriety. Discussions among attendees, speakers, exhibitors, board members and/or staff must be kept free of even the suggestion of restraint of trade or the selection of suppliers, customers or prices. Click here to read ACEC Colorado's Antitrust Compliance Policy.