



General Service Contractor (GSC) Guidelines

GENERAL BUILDING POLICIES:

- 1) **Work Activity:** GSC work will only occur during contracted event dates and times unless pre-approved and authorized in writing from CCC Operations. Unauthorized move in and/or move out will subject the GSC to current daily rental rates for space occupied.
- 2) **Employee Badges:** The GSC must provide identification badges for all their employees including any stage hand labor, prior to their entry into CCC.
- 3) **Removal of Items:** The GSC is responsible for the removal of pallets, crates, carpet tubes, carpet rolls, carpet padding, exhibit items/signs, floor marking tape, etc. after the event. The GSC is responsible for forcing all freight on the last contracted move out day. Failure to remove these items from the premises by end of contracted period will generate additional charges for labor/storage, roll off and dumping services with a minimum \$200 plus \$5.00 per item.
- 4) **Dock Offices, etc.:** Building spaces/areas such as dock offices, etc., which are occupied by the GSC shall be cleaned and sanitized prior to departure. Failure to clean occupied spaces will result in a \$200 cleaning charge and future restricted use of that area. Access to the dock office will be controlled by CCC Security, using a key checkout program. There will be a \$50 charge for lost keys.
- 5) **Damage Walk Thru:** CCC Operations and a representative of the GSC will conduct a pre and post damage walk through the exhibit hall and/or any other areas of the facility where the GSC will be working.
- 6) **Sign Package:** A complete sign hanging package must be submitted for the CCC Operations approval. This includes all signs hung in the upper lobbies, street level, and lower ballroom areas. Information must include the materials used to hang the signs and size. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls. Special rules apply when there is intent to cover the CCC permanent directional signs and/or graphic. Signage package includes all outdoor welcome, organization, and shuttle bus signs.
- 7) **Adhesive Stickers/Decals:** No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
- 8) **Marshaling Yard:** If the number of semi-trucks used for the show exceeds the number of dock space assigned, the GSC is required to secure a marshaling yard.
- 9) **Animals:** Animals and pets are not permitted in the CCC unless the animal or pet is part of an exhibit, activity, or legitimate performance requiring the use of animals. Service animals are an exception to this rule.
- 10) **Elevator Usage:** The CCC escalators and public elevators are not to be blocked or used to transport freight or equipment. All equipment and freight should be transported utilizing the freight elevator and/or service elevators.
- 11) **CCC Telephone Number:** The telephone number to any CCC office may not be published as an informational number or as an official show number.
- 12) **Property Damage:** The GSC and their contractors are responsible for any damage done to the CCC's property or equipment by their employees or exhibitors during their event, including move in and move out. Damage should be reported to the CCC Security Department immediately by calling (303) 228-8030.
- 13) **Exhibitor Equipment:** The CCC does not provide furniture and equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by the GSC.
- 14) **Dock Access Labor:** It is the GSC's responsibility to hire IATSE, Local 7 stagehand labor for dock access and usage.
- 15) **Limited Dock Space:** Dock space at the lower level is limited and may be restricted to loading and unloading only.
- 16) **Tape Removal:** It is the sole responsibility of the GSC to remove from the exhibit hall floor all floor marking tape.
- 17) **Marshaling Yard:** It is the responsibility of the GSC to make all necessary marshaling yard arrangements. These arrangements should also be provided to CCC Operations so they can notify facility security in order to redirect trucks that arrive on site.
- 18) **Exhibitor Services Department:** The CCC Exhibitor Services Department is responsible for telephones, internet, electrical, water, air, and gas. Exhibitor Services requires one counter at the GSC service desk area. Provide on the floor plan the location of the service desk area. To receive a discounted rate for service desk utilities, submit orders fifteen (15) days prior to the first move in day. All utility orders need to provide a floor plan detailing the location for the utilities. If clarification is necessary, call (303) 228-8027.

- 19) **Floor Protection:** Any distribution of freight, pallets or other equipment requiring the need for material handling equipment on facility carpeting or tile will require the use of floor protection to be provided and installed by the GSC. Locations where pallets or crates are dropped or high-lifts operated may require a bed of GSC carpet or plywood on top of the floor protection to further protect facility carpet and/or tile.
- 20) **Utilities:** All utilities are property of CCC and it is prohibited to access, tamper, or otherwise utilize said utilities without proper arrangements. Costs for repairs, damages, etc. resulting from unauthorized use of utilities will be assessed.
- 21) **Safety Precaution:** Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move in and move out.

PUBLIC AREAS:

Masking Requirements: The CCC is a multi-purpose facility, and often there will be more than one event at one time in the building. Therefore, the GSC might be required to mask off their set up or tear down so it is not visible to the general public:

- a) All lobbies and concourses
- b) All exhibit hall upper lobbies areas
- c) All ballroom lobbies/prefunction areas
- d) Street level lobbies/corridor areas

SMOKING POLICY:

By Executive Order of the Mayor of the City and County of Denver, smoking in all City owned facilities is prohibited. The Colorado Convention Center provides a smoke-free environment.

DELIVERY PROCEDURES:

- 1) **Advance Freight:** The CCC does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the GSC or show manager during the event period. If the GSC is not on site at the time of a shipment, show management will need to accept deliveries.
- 2) **Equipment Delivery:** Early delivery of forklifts, high lifts, trucks/trailers, freight and/or fuel tanks will not be allowed access prior to an event unless pre-approved and authorized in writing from CCC Operations.
- 3) **Equipment Pick Up:** Pick-up of forklifts, high lifts, trucks/trailers, freight and/or fuel tanks shall occur during contracted event dates and times. Exceptions to this shall be pre-approved and authorized in writing from CCC Operations. Unauthorized vehicles or equipment left after contracted dates will incur additional charges of \$250 per vehicle/lift per day to the GSC.

PARKING:

- 1) **Parking Garage:** The CCC has a 1,000-space parking garage. Affordable competitive rates are available. You may also refer to www.denverconvention.com for current rates and a downtown parking map.
- 2) **Fire Lanes:** Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.
- 3) **POV's:** Personally owned vehicles are not allowed to be permanently parked on the docks. They are allowed for purposes of unloading and loading.

EXHIBIT HALL FLOOR PLANS:

- 1) **Submit Floor Plans:** If you are using any part of the facility for exhibits, you must submit to your Event Manager a copy of your floor plan six (6) months prior to move in for the Denver Fire Prevention Bureau and the CCC approval.
- 2) **Floor Plans:** Information should be as follows:
 - a) Name of show, show dates, building location and GSC should be printed on the plans.
 - b) Floor plans must be drawn to scale. Larger floor plans (1/16"=1') may be required in special instances.
 - c) Exits and fire fighting equipment may not be blocked and should be indicated on floor plans.
 - d) All aisle widths must be clearly marked as ten (10) feet in the exhibit halls and eight (8) feet in the ballrooms.
 - e) Contiguous booth space, in any dimension, of more than 100 feet is prohibited.
 - f) All areas to be used as food function areas should be clearly marked on the floor plan.
 - g) Clear access must be maintained to all permanent food facilities.
 - h) Clear access must be maintained to all restrooms.
 - i) A twenty (20) foot access must be clear and defined for all emergency exits.
 - j) Floor plans need to include floor port locations.
 - k) Any Bone Yard area on the exhibit hall floor must be indicated on the floor plan and approved by the Denver Fire Prevention Bureau. Per the Denver Fire Prevention Bureau rules, bone yard areas are limited to 20' x 50' with 10' aisles and must be marked out on the floor. (Failure to follow these guidelines may result in denial of storage on the floor.)
 - l) Crate storage in dock spaces must be identified on the floor plan for approval by the Denver Fire Prevention Bureau, with a limit of three (3) docks per exhibit hall. The maximum crate height is fifteen (15) feet.

RIGGING/SUSPENSION OF LOADS:

The CCC Operations must approve all rigging/suspension of loads from any part of the facility structure.

- 1) Approval: If the GSC and/or exhibitor is using any part of the facility structure for rigging or the suspension of loads, a rigging plot must be provided prior to move in for the CCC Operations approval.
- 2) Rigging Plot: The rigging plot should conform to the following:
 - a) Name of show, show dates, building location; the name of the contractor responsible for rigging, with contact information; and if applicable, the names of the audio, lighting and scenery contractors, with contact information should be printed on the plans.
 - b) Rigging plots must be drawn to scale.
 - c) Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point, such as audio, lighting, scenery.
 - d) Rigging plots must include facility column locations and roof steel locations.
 - e) All hanging hardware must be rated for intended load. The manufacturer data sheets must be available upon request from CCC Operations.
- 3) Technical Services Lead: Contact (303) 228-8126 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the CCC.
- 4) Overhead Lighting: Overhead theatrical lighting supplied by the GSC will not be energized by CCC electricians.
 - a) Overhead power drops are supplied for hanging signs and ground supported fixtures only.
 - b) Overhead lighting must be attached to beams via trussing or approved clamps and safety cables.
 - c) Overhead lighting electrical cabling and leads/cords must be run to a column, down the column to the ground, or to a buss switch as designated by the CCC Electrical Department.
 - d) CCC electricians shall provide a power supply sufficient to energize the lights at the floor of each specified column, or designated buss switch.
 - e) GSC will be responsible for all adapters and dimmers applicable to power overhead lighting.
 - f) GSC must provide appropriate theatrical style multi-conductor mass lighting cable and equipment such as "socopex", stage pins, phenolic style connectors. Three wire #12/#14 extension cords are prohibited.

LABOR:

IATSE, Local No. 7 Convention, Display, Trade Show Labor Conditions:

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No. 7, (303) 534-2423.

Display and Exhibit Work - Installation, Dismantling and Decorating:

Full time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes and without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays must to be performed by the official GSC or by any other contractor signatory to the IATSE, Local 7 labor agreement. (Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Show/Job Site Drayage:

Exhibitors may handle their own hand-carried materials in and out of the CCC. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through the GSC.

BASIC FIRE CODE REGULATIONS:

- 1) Exits: All exit areas of CCC should not be blocked or covered for any reason, at any time.
- 2) Fire Doors: Exterior and loading dock doors and fire doors may not be propped open.
- 3) Aisles: All aisles should be kept clear, clean and free of obstructions.
- 4) Firefighting and Emergency Equipment: The GSC should not block or obstruct under any circumstances the access of firefighting or emergency equipment.
- 5) Display Materials: Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair, shrubs. All exhibits and displays are subject to inspection by the Denver Fire Prevention Bureau and/or CCC Operations for compliance.
- 6) Vehicle Display Guidelines: Vehicles with gasoline engines that are to be displayed should have the following:
 - a) Battery cables disconnected.
 - b) Maximum amount of gasoline or diesel is ¼ tank, not to exceed five (5) gallons per vehicle. Gas cap shall be locked or securely taped shut.
 - c) Must have protective covering under motors, drive trains and tires on any carpeted area.
 - d) Vehicles that are displayed at street level or ballroom level require a special permit issued by the Denver Fire Prevention Bureau.

- 7) LP Storage: Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
- 8) Propane or Gas Equipment: All GSC equipment should be propane or battery powered. Storage of propane or gas powered equipment in the exhibit hall is prohibited. All forklifts and high lifts must be stored on the dock during overnight hours. Spare propane tanks must be secured in designated area. Dock #1 and adjacent to Dock #28 has been designated for use of propane tank storage. Removing propane tanks from equipment inside the exhibit hall, for the purpose of refueling or storage is prohibited. The use of gas powered fork/high lifts, for the purpose of setup or tear down is not allowed.
- 9) Open Flame Permit: Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the CCC should have written authorization by the CCC Operations and the Denver Fire Prevention Bureau. A permit will be required.
- 10) Crate Storage: All empty crates and boxes should be stored in areas approved and assigned by the CCC Operations and the Denver Fire Prevention Bureau.
- 11) Electrical Equipment: All electrical equipment should be U.L. (Underwriters Laboratories) approved.
- 12) City Codes: The GSC shall comply with all City fire codes that apply to places of public assembly.
- 13) Covered Exhibit Space: Any covered exhibit space over 100 square feet and less than 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
- 14) Multi-Level Exhibits: All covered booths over 300 square feet have special requirements in order to obtain approval from the Denver Fire Prevention Bureau. Contact CCC Operations for clarification and specifics.
- 15) Service Corridors: Storage in meeting room and ballroom service corridors is not permitted.
- 16) Prohibited Equipment: The use of propane or gas powered equipment in the street level and lower level of the building is strictly prohibited. The use of electric lifts and pallets jacks are allowed in those areas.

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by CCC.

**Questions should be directed to:
CCC Operations Department
700 14th Street
Denver, Colorado 80202
(303) 228-8000
(303) 228-8089 FAX**