Ballroom and Prefunction Exhibit Policy

The Colorado Convention Center (CCC) is pleased to have two of the finest ballrooms in the Rocky Mountain area. In order to preserve the quality and appearance of the CCC ballrooms for all clients and events, the following regulations for display and exhibition in CCC's ballrooms apply:

REQUIREMENTS TO EXHIBIT

1. **Tabletop Exhibits** - Table top exhibits do include lightweight, hand-carried, foldaway exhibitor displays. Tabletop exhibits *do not* include hard walls or crated materials. Arrangements through your General Service Contractor must be coordinated to allow the delivery of display materials to the ballroom.

2. **Floor Protection -** Any distribution of freight, pallets or other equipment requiring the need for material handling equipment on facility carpeting requires the use of floor protection to be provided and installed by the General Service Contractor. Locations where pallets or crates are dropped or high-lifts operated may require a bed of General Service Contractor carpet or plywood on top of the floor protection to further protect facility carpet.

3. **General Service Contractor** - All decorating, display, rigging, and drayage work related to conventions, trade shows, promotional displays and consumer shows are coordinated through your General Service Contractor, and the work is performed by the Denver Theatrical Stage Employees Union, Local No. 7, IATSE. To budget and to plan accordingly, you must make arrangements with an approved General Service Contractor.

4. **Trash Removal** – In accordance with your contract, addendum #2, CCC will provide compactor trash removal with applicable fees that are charged to the client.

5. **Marshaling Yard/Dock Arrangements** – Due to limited dock space and vehicle staging areas, arrangements for a marshaling yard must be made through your General Service Contractor. The General Service Contractor must coordinate necessary dock arrangements through CCC Operations. The General Service Contractor is required to provide loading dock staffing during move-in and move-out hours.

6. **Utilities** – Due to limited electrical and telephone utilities in the ballroom, it is critical to provide and to plan anticipated utility requirements. Electrical and telephone utility prices in the ballroom may vary from the prices of the same services purchased and used on the exhibit floor. Power requirements must be coordinated with the Exhibit Services Department to insure that adequate services are available (303-228-8027). **Both water and air utility services are not readily accessible in either ballroom.**

7. **Signs-** Overhead signage approved by show management must also be submitted for approval by CCC operations. Signage may be floor supported or hung if booth location is under existing hang points. Lit or motorized signage cannot be accommodated due to ballroom ceiling design.

REQUIREMENTS TO EXHIBIT CONTINUED

8. **Electrical Equipment** - All electrical equipment must be approved by a Recognized Testing Laboratory certification.

9. **City Fire Codes** - Show management, exhibitors and General Service Contractor must comply with all City fire codes that apply to places of public assembly. To ensure compliance, a floor plan must be submitted for Fire Marshal approval.

GENERAL SERVICE CONTRACTOR RESPONSIBILITIES

1. **Furniture and Equipment** - CCC does not provide furniture and equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by your General Service Contractor.

2. **Deliveries** – All deliveries must be consigned to your General Service Contractor or show manager during the event period. If the show does not have a General Service Contractor, show management will need to be on site to accept any of their show's deliveries.

3. **Cleaning Arrangements** - It is necessary to make arrangements through your General Service Contractor for porter service/booth cleaning. CCC is responsible for the general public areas and facility trash cans.

CCC BUILDING POLICY

1. **Storage** - Tabletop booth storage in any service corridor or access hallway to or from the ballroom or ballroom areas is strictly prohibited due to fire code restrictions. All exhibit materials must be contained within the booth area or coordinate with your General Service Contractor for another location for booth restocking materials.

2. **Adhesives** - Double-faced tape, duct tape, gaffer's tape, scotch tape, cellophane tape, drafting tape, decorator tape, or other types of tapes, shall not be attached to any surface in the ballroom, including, but not limited to, carpeted floors, painted walls, doors, ceilings, etc. Ask your Event Manager for approved adhesives.

CCC BUILDING POLICY CONTINUED

3. **Building Penetration** - Nails, screws, bolts, anchors, wire, rope, streamers or any other like material shall not be attached to, adhered to, mounted in, or in any other fashion be used at, on, or near any surface in the ballroom.

4. **Fire Retardant** - Materials used in the construction of displays and decor must be fire resistant, and labeled as such. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or CCC Operations for compliance.

5. **Open Flame Permit** - Operation of any open flame, heat producing, or smoke emitting devices or materials in the CCC should have written authorization by the CCC management and the Fire Prevention Bureau. Use or storage of propane by exhibitors is restricted. Permits are required.

6. **Covered Booths** - Any covered exhibit space over 100 square feet requires a smoke detector and a 2A10BC fire extinguisher.

7. **Equipment** - All General Service Contractor equipment must be electric or battery powered.

8. **HVAC/Lighting** - Contractually, house lighting, ventilation, heat or air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal levels of lighting and ventilation will be maintained during move in and move out periods.

9. **Helium Balloons** - Helium balloons may be approved through your Event Manager. A deposit may be required prior to installation.

10. **Vehicles** - Powered equipment/vehicles may be allowed access to the ballroom, only with the express written consent of the CCC Operations. The exhibitor's strict adherence to CCC's rules, regulations and requirements regarding display or use of powered equipment/vehicles in the ballroom is required.

11. **Food and Beverage** - Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contract your Centerplate Catering Representative at (303) 228-8050 for more detailed information.

12. **Smoking Prohibited** - By Executive Order of the Mayor of the City and County of Denver, smoking in all City owned facilities is prohibited. CCC provides a smoke-free environment.

CCC BUILDING POLICY CONTINUED

13. **Exhibit Floor Plans** – To obtain approval from the Fire Prevention Bureau as well as CCC, it is mandatory to submit six (6) copies of your floor plans to your Event Manager six (6) months prior to move in. Floor plans should conform to the following:
    a. Name of show, show dates, building location and General Service Contractor should be printed on the plans.
    b. Floor plans must be drawn to scale.
    c. Exits and fire fighting equipment may not be blocked and should be indicated on floor plans.
    d. All aisle widths must be a minimum of eight feet (8') and clearly marked.
    e. All areas to be used as food function areas should be clearly marked on the floor plan.
    f. A clear access of twenty feet (20') must be maintained to all exits.

FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE

REFER TO THE CCC EVENT PLANNER'S GUIDE OR

WWW.DENVERCONVENTION.COM

Questions should be directed to:

Event Management Department
700 14th Street
Denver, Colorado 80202
(303) 228-8000
(303) 228-8104 FAX