



### **Ticket sales for all events must be conducted by AXS, the City of Denver's exclusive ticketing agency.**

- Ticketing Guide: A ticketing guide produced by AXS is obtained through the CCC Sales Department during the contracting process.
- Policy and Procedures: The policies and procedures for AXS are outlined in the AXS ticketing guide for our venue. Please contact your Sales Manager to obtain the ticketing guide.
- AXS Main Point of Contact:
  - Phone: 720-526-2810
  - Email: denverbo@axs.com
  - Coordinate with your AXS main point of contact to obtain information on your assigned Box Office Manager and for confirmation of hours.
- Ticket Box Office Arrangements:
  - Prior to arriving, coordinate your box office arrangements with AXS and inform your CCC Event Manager of the location. If you do not allocate a separate room, AXS will utilize the built-in CCC/Bellco Box Office in Lobby D.
- AXS Settlement:
  - Settlement with AXS ticketing and receipt of ticket funds will take place up to 10 days following the event. AXS will also deduct and pay any FDA Tax owed directly to the City of Denver – Manager of Finance on your behalf.
  - CCC will provide an AXS settlement summarization at the conclusion of each event to assist.
  - AXS ticket box labor will be collected by CCC and reflected on your final settlement.

### **Questions should be directed to:**

**CCC Finance  
700 14th Street  
Denver, Colorado 80202  
Phone: (303) 228-8000  
Fax: (303) 228-8089**