

## Ancillary Services and Charges



Thank you for considering the Colorado Convention Center (CCC) for your upcoming event! To help ensure a well-coordinated and successful event, we offer a variety of services, some of which may incur charges or fees. Below is a general overview to aid in your planning. Once you decide to host your event at CCC, your Event Manager will assist you with the exact amounts of any applicable services and charges. In the meantime, if you need more specific information, your Sales Representative will be happy to help.

### Lobby Coverage

Our friendly and knowledgeable Guest Services Greeters will be trained on the particulars of your event to properly direct your guests and answer any building-related questions they may have. We share your goal of providing a positive experience for your attendees.

- Included: One (1) complimentary greeter in either A or F Atrium for your event.
- Additional Coverage: If additional lobby/entrance points are requested to be open and accessible, or if you will be utilizing our elevators from the parking garage, you will be responsible for the cost of additional Guest Services Greeters.
- Approximate Cost: \$30.00 per hour per Guest Services Greeter, with a four-hour minimum. Cancellations within 24 hours are billable, and changes made within 24 hours are \$60.00 per hour per Guest Services Greeter.

### Event Security

Our facility strives to provide a secure environment for your guests with state-of-the-art security technology and a 24-hour monitored control room. Our primary responsibility is maintaining a secure building perimeter at all times. Depending on the size and scope of your event, you may be required to contract an outside security vendor approved to work in our facility. The CCC's management cannot assume liability for any loss or injury incurred during an event. Your Event Manager will guide you through our established protocol for event security and provide a list of preferred security vendors.

- Required Security: Plan to contract security if you have valuables in your room(s), will use our loading docks, Bellco Theatre, Exhibit Halls, require crowd control, cash handling, expect VIP guests, or any other scenario that requires security personnel.
- Approximate Cost: Varies by security vendor. For staffing estimates, please contact our preferred security vendors.

## Food & Beverage

The CCC is proud to provide Sodexo, Live! as our facility's exclusive caterer (no outside food or beverage is allowed). They have earned an excellent reputation for their fresh, innovative menus, quality and presentation of food, professional and courteous staff, attention to detail, and quality service.

- Applicable: If you plan to have any food and beverages for your event.
- Approximate Cost: Varies by menu and service requirements. Please contact Sodexo, Live! Catering at (303) 228-8050 for menus and pricing.

## Audio Visual

Included in the meeting room rental are two (2) wired microphones (lavalier or handheld), and three (3) wired microphones are included with a ballroom rental. Should you require any additional audio visual needs, you would need to contract an outside audio visual vendor, and they would be required to employ IATSE, Local No. 7 union labor.

- Power Usage: AV companies may use up to two complimentary 20amp circuits in each room or group of rooms, provided the equipment's power requirements only utilize the power provided by the standard outlets. This power is only for AV equipment, such as projectors, content players, mixers, and computers. All additional AV power is chargeable. Combination rooms are considered a group, thus Meeting Room 301-303 combined receives two AV outlets just as Meeting Room 301, 302, and 303 would each receive two outlets if the walls were in place.
- Cable Management: All AV companies are responsible for the proper dressing of cables to eliminate safety concerns, and all installations are subject to convention center inspection. In the case of circuit overload, the lessee will be assessed a \$75.00 labor charge for each reset and may be required to order additional power if circuit overload continues.
- Power Recording: All AV power must be recorded by Exhibitor Services. If only the two complimentary 20amp circuits allowed per room are utilized, they will not be shown on the Lessee's Event Order Confirmation. If more than the two complimentary circuits are used, the additional circuits will be shown on the Lessee's Event Order Confirmation.
- Applicable: If you require audio visual needs or wireless microphones.
- Approximate Cost: Varies by equipment and amount of usage. Please ask your Sales Representative for a list of preferred audio visual vendors.
- Note: Image AV is the in-house audio visual vendor. Feel free to contact Image AV at 303-758-1818 or visit their website [www.imageav.com](http://www.imageav.com).

## Overtime

The standard business hours, as outlined in the contract, are 7:00 AM to 11:59 PM

- Applicable: Any activity occurring outside of these times may incur additional charges for labor, lighting, and/or HVAC.
- Approximate Cost: Varies by space usage and needs, up to \$350.00 per hour.

## Insurance

Liability Insurance is required for all events held at the CCC. Your event's liability insurance policy must comply with limits of not less than \$1,000,000 per occurrence, covering bodily injury, death, property damage, etc. A Master Venue Program (MVP) is available through our company for short-term activities and special events, providing immediate access to complete general liability protection.

- Applicable: For all events.
- Approximate Cost: Through our MVP Program, primary coverage is \$0.64 per person (\$1,000,000) with a \$150.00 minimum. Alternatively, you can obtain a rider on your company's insurance policy for your event.

## Union Labor

The CCC is a union facility, which ensures uniform standards for labor and service charges, providing consistent quality service for meeting planners, show managers, and exhibitors.

- Applicable: If your event requires the use of any material handling equipment for delivery (e.g., dollies, forklifts, flatbed carts). All decorating, display, drayage, rigging, and production/audio visual work must be performed by the IATSE Union, Local No. 7.
- Approximate Cost: Services and costs are arranged through your general service contractor. For questions, the business agent for the IATSE Union, Local No. 7 can be reached at 303-534-2423.

## Parking

The CCC offers onsite parking in our approximately 770-space parking garage for \$12 per day. You can request a designated number of spaces to be allotted and pre-purchased for your attendees. Please contact Parking Management at 303-228-8070 for more information or to request your allotment.



Applicable: If you request and are approved to pre-purchase parking spaces.

Approximate Cost:

- 1-250 spaces: \$12.00 per space
- 251-300 spaces: \$11.00 per space
- Over 300 spaces: \$10.00 per space

Note: Prices above reflect group parking rates. Individually purchased onsite rates vary and begin at \$12.00 for up to 8 hours.

## **Floor Plans**

The CCC requires fire marshal-approved floor plans for room setups that deviate from a basic standard configuration, such as setups involving production/audio-visual equipment or tabletop exhibits. Your Event Manager can provide CAD floor plans to you or your contractor to ensure compliance with fire marshal requirements. You or your contractor are responsible for submitting these plans through Denver's permitting site for review by the Denver Fire Department.

Applicable Charges:

- A labor charge applies if you need CCC's CAD team to prepare your floor plan.
- The Denver Fire Department charges a fee for processing and permitting floor plans.

Approximate Costs:

- Initial floor plan preparation: \$150.00 per hour.
- Each revision: \$35.00 per half hour.
- Floor plan permit (DFD fee): \$75.00 (2024).

## **Electrical and Miscellaneous Utilities**

We provide two (20 AMPS) circuits in meeting rooms and ballrooms for AV setup at no cost, provided your equipment uses standard outlets. HVAC will be available during event hours. During move-in and move-out, lighting will be at 50% capacity, and only ventilation will be provided.



## Applicable Charges:

- Additional electrical equipment, power, or an electrician.
- Standard HVAC and lighting requests during move-in and move-out.
- Lighting and HVAC outside from 7:00 AM to midnight.

## Approximate Costs:

- Extra power/labor: Refer to the Electrical Service Order Form for details.
- Standard HVAC during move-in/move-out: \$110.00 per hour, per hall.
- Full lighting during move-in/move-out: \$55.00 per hour, per hall.
- Air, water, drain, and gas services: Contact Exhibitor Services for details.

## Trash Removal

Trash removal is essential for large conventions and tradeshow. We charge a nominal fee based on volume and specific needs.

## Applicable Charges:

- For a completely filled compactor: \$600.00.
- Partial use of a compactor: Billed for the percentage used.
- Extraordinary housekeeping: \$50.00 per man hour.

## Additional Costs:

- 30-yard roll-off for extra waste removal: \$625.00 per roll-off.

## FDA Tax

The City and County of Denver imposes a 10% Facilities Development Admissions Tax (FDA) on the admission price for separately ticketed events held in City-owned facilities, including the Colorado Convention Center. This tax must be separately stated on the ticket and is due by the 15th of the month following the event. The Licensee is responsible for submitting the FDA tax directly to the City and County of Denver's Treasury Division. While registration fees for conventions, tradeshow, conferences, and meetings are generally exempt, separately ticketed events are typically subject to the FDA tax. For more information or to determine applicability, consult your Colorado Convention Center contract administrator or the Manager of Finance for Denver.



Applicable:

- Events with an admission charge, unless an exemption is granted.

Approximate Cost:

- 10% of all admissions if the tax applies to your event.

## **Tickets**

Public ticket sales must be managed by the City of Denver's exclusive ticketing agency. For information on ticketing services provided by Arts and Venues Denver, please contact the CCC sales department to make the necessary arrangements.

Applicable:

- Contact the CCC sales department for ticketing services.

Approximate Cost:

- Varies by ticket price. Contact AXS Ticketing Agency at 888-929-7849 for details.

## **Telecommunications**

The CCC provides telephone services, while Smart City handles Internet services. Our center is equipped for all forms of voice, video, data transmission, and Internet access via our fiber network.

Applicable:

- For any telecommunications needs during your event.

Approximate Cost:

- Varies by equipment and usage. Contact Exhibitor Services at (303) 228-8027 or visit [www.denverconvention.com](http://www.denverconvention.com) for sample rates. Internet services and costs are managed by Smart City. For questions, contact Smart City Networks at 303-228-8156.

\*Prices are subject to change

Rev. 8.7.24 KVC

