



### General Building Policies

**Decorations:** Decorations, signs, banners, and similar materials must not be taped, nailed, stapled, or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric, or decorative walls.

#### **Helium Balloons:**

- Helium balloons cannot be sold or distributed inside the facility. They may be approved through your Event Manager for permanent attachment to authorized displays, with a possible deposit required before installation.
- If helium balloons from an authorized display are released within the facility, labor costs to remove them from ceilings or ventilation fans will be charged.
- Helium (or similar) balloons distributed outside the CCC should not be brought into the facility.

**Stickers and Decals:** Pressure-adhesive stickers, decals, and similar promotional items may not be distributed in the building. Labor costs to remove them will be charged.

**Glitter and Confetti:** Use of glitter or confetti is highly discouraged and will incur extraordinary housekeeping charges.

**Animals and Pets:** Animals and pets are not permitted in the CCC unless part of an exhibit, activity, or legitimate performance. Service dogs are an exception.

**Directional Signs:** The CCC permanent directional signs and graphics must not be obstructed.

**Escalators and Elevators:** CCC escalators and attendee elevators must not be blocked or used to transport freight or equipment. Use freight or service elevators for such purposes.

**Outdoor Signage:** All outdoor welcome, organization, and shuttle bus signs and banners must be approved by CCC management in advance.

**Telephone Numbers:** CCC office phone numbers must not be published as informational or official show numbers.

**Damage Responsibility:** Show managers, general service contractors, and other outside vendors are responsible for any damage caused to CCC property or equipment by their employees or exhibitors during the event, including move-in and move-out periods. Report damage to the CCC Security Department immediately at (303) 228-8030.

**Exhibitor Furniture:** The CCC does provide furniture or equipment for exhibitor booths. These arrangements should be handled by a general service contractor.

**Portable Walls:** Only CCC personnel are authorized to move the portable walls in the facility.

**Utilities:** House lighting, ventilation, heating, or air conditioning will be provided as required during show hours. Minimal levels of lighting and ventilation will be maintained during move-in and move-out periods for energy conservation. AV setups, rehearsals, and similar activities may incur a utility charge for special lighting and comfort level requirements.

**Floor Protection:** Any distribution of freight, pallets, or equipment requiring material handling on facility carpeting or tile requires floor protection provided and installed by the general service contractor. Locations where pallets or crates are dropped or high-lifts operated require a bed of decorator carpet or plywood on top of the floor protection to further protect facility surfaces.

**Utilities Access:** All utilities are the property of CCC. Unauthorized access, tampering, or use of utilities is prohibited. Costs for repairs, damages, etc., resulting from unauthorized use are the responsibility of show management or exhibitors.

**Age Restrictions:** Unless prior approval is granted, no one under the age of 16 is allowed on the exhibit floor/loading dock during move-in and move-out.

**Clean-up Areas:** Restrooms, concession stands, and CCC pantries must not be used as clean-up areas.

## **Shared Areas**

**Multi-Purpose Facility:** The CCC often hosts multiple events simultaneously. The following areas are shared and under the exclusive control of CCC management:

- All lobbies and concourses
- All exhibit hall upper lobby areas
- All ballroom lobbies/pre-function areas
- Street-level lobbies/corridor areas
- All permanent food facilities

**Activity Approval:** Activities such as registration, exhibits, receptions, decorations, signs, banners, and portable ticket offices planned in these areas must be approved by CCC management to consider other tenants using the facility.

## **Smoking Policy**

- **No Smoking:** By Executive Order of the Mayor of Denver, smoking is prohibited in all City-owned facilities, including the Colorado Convention Center.

## **Food and Beverage**

**Exclusive Catering:** Sodexo, Live! holds exclusive catering, concession, and liquor privileges at the CCC. Centerplate offers a range of services from concession stands to business lunches to elegant receptions and can design a program to fit specific needs. Bringing outside food and beverages into the CCC is not allowed. Contact Sodexo, Live at (303) 228-8050.



**Exhibitor Samples:** Food and beverages distributed by exhibitors are limited to products manufactured, processed, or distributed by the exhibiting firm and must be sample-sized. Buy-out fees apply. Contact your Sodexo, Live! Catering Representative at (303) 228-8050 for more information.

**Clean-Up Areas:** Concession stands and CCC pantries must not be used as clean-up areas.

## **Security**

**CCC Security:** The CCC maintains 24-hour security for building perimeter and internal patrols.

**Event Security:** Show management is responsible for the security of all areas covered by their contract at their expense.

**Required Security:** CCC management may require event security, which could include off-duty Denver Police officers, from initial occupancy to move-out completion. Ask your Event Manager for a copy of CCC's Security Protocol.

**Staffing Levels:** CCC management sets minimum event security staffing levels based on the event type and size. All security staffing schedules must be submitted two weeks before the event to the CCC Security Manager for approval.

## **Delivery Procedures**

**Freight Shipments:** The CCC does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period. If there is no general service contractor, show management must be on-site to accept deliveries.

**Mail:** Mail received on-site should be addressed to the appropriate show or event. Mail will be held in CCC offices until the first day of move-in, then delivered to show management.

## **Parking**

**Parking Garage:** The CCC has a 772-space parking garage with affordable, competitive rates. Refer to [www.denverconvention.com](http://www.denverconvention.com) for current rates and a downtown parking map.

**Parking Violations:** Cars and trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

## **Exhibit Hall Floor Plans**

**Submission Requirement:** If any part of the facility is used for exhibits, six copies of the floor plan must be submitted to the CCC Event Manager six months before move-in for approval by the Fire Prevention Bureau and CCC.



## **Floor Plan Criteria:**

- Name of the show, show dates, building location, and general service contractor must be printed on the plans.
- Plans must be drawn to a 1/16"=1' scale.
- Exits and firefighting equipment must not be blocked and should be indicated on the floor plans.
- Aisle widths must be a minimum of 10 feet and marked.
- Contiguous booth space exceeding 100 feet in any dimension is prohibited.
- Areas designated for food functions must be marked.
- Clear access must be maintained to all permanent food facilities, restrooms, and exits.
- Floor plans must include floor port locations.

## **Rigging/Suspension of Loads**

**Approval Requirement:** CCC management must approve all rigging/suspension of loads from any part of the facility structure.

## **Submission Criteria:**

- Rigging plot should include the name of the show, show dates, building location, contractor responsible for rigging with contact information, and names/contact information of audio, lighting, and scenery contractors (if applicable).
- Drawn to a 1/16"=1' scale, indicating locations of points, loads for each point, and a legend explaining the use of each point.
- Include facility column and roof steel locations.
- Submission should be made to the Event Manager six months before move-in. Failure to submit timely may incur additional fees.
- Contact your Event Manager for further information.

## **Exhibit Halls and Labor**

**Loading Dock Security:** Events must provide loading dock security during move-in and move-out hours.

**Exhibitor Services:** CCC's Exhibitor Services Department manages telephones, electrical, water, air, and gas.

**Union Personnel Requirement:** Setup, teardown, rehearsal, and running of events may require union personnel from IATSE, Local No. 7.

**Ceiling Displays Approval:** Signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by CCC or general service contractor personnel.

**Labor Jurisdiction:** Labor for installation, dismantling of exhibits, and presentations falls under IATSE, Local No. 7 jurisdiction.



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**Tape Removal:** The removal of tape from the exhibit hall floor is the responsibility of the show manager or their general service contractor.

**Trash Haul Charges:** Trash haul charges are assessed through CCC and included in the final billing to the show manager.

**Marshalling Facilities:** Marshalling facilities will be scheduled by the general service contractor.

**Engineering Department Services:** The CCC Engineering Department handles fills and draining for hot tubs, ponds, pools, etc.

### **Basic Fire Code Regulations**

**Exits:** Exits in all areas of the facility must not be blocked or covered for any reason.

**Door Restrictions:** Exterior, loading dock doors, and fire doors may not be propped open.

**Clear Aisles:** All aisles must be kept clear, clean, and free of obstructions.

**Emergency Equipment:** Firefighting and emergency equipment must not be blocked or obstructed under any circumstances.

**Fire-Resistant Materials:** Materials used in displays must be fire-resistant, including draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair, and shrubs. All exhibits and displays are subject to inspection for compliance.

**Vehicle Display Requirements:** Vehicles with gasoline engines displayed must have battery cables disconnected, fuel levels less than  $\frac{1}{4}$  tank (not exceeding five gallons), and protective covering under motors, drive trains, and tires on carpeted areas.

**LP Gas Use:** Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

**Fire-Producing Devices:** Operation of heaters, barbecues, open flame devices, candles, lanterns, torches, welding equipment, smoke-emitting devices, or materials requires written authorization from CCC management and the Fire Prevention Bureau. Permits may be required.

**Storage of Crates and Boxes:** Empty crates and boxes must be stored in areas approved and assigned by CCC management and the Fire Prevention Bureau.



**Electrical Equipment:** All electrical equipment must be U.L. (Underwriters Laboratories) approved.  
City Fire Code Compliance: Show management, exhibitors, and general service contractors must comply with all City fire codes applicable to places of public assembly.

**Contractor Equipment:** All general service contractor equipment must be propane or battery-powered, with propane storage and transport subject to Denver Fire Department regulations.

**Exhibit Space Requirements:** Covered exhibit spaces over 100 square feet require a smoke detector and a 2A10BC fire extinguisher.

**Multi-Level Exhibits:** Multi-level exhibits have special requirements for approval from the Fire Prevention Bureau. Contact Operations for clarification and specifics at (303) 228-8013.

**Corridor Storage:** Storage in the meeting room and ballroom corridors is not permitted.

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

**For a more comprehensive list of policies and procedures, refer to the CCC Event Planner's Guide.**

