

CCC Lessee Utility Guidelines

The Colorado Convention Center Exhibitor Services team coordinates utility services for all events including: **electrical, telephone, cable TV, air, water and drain.**

Please provide the CCC Exhibitor Services team with preliminary lessee/show management utility requirements at least **four** weeks prior to the first contracted day of the event:

- Registration, if applicable
- Meeting rooms, if applicable
- Exhibit Hall (for show management areas specifically), if applicable

*** Electrical on-site requests made after 5pm may not be handled until next morning if heavy labor is required**

Please review the following **general notes**:

- The CCC Exhibitor Services team needs **final** requirements at least **two** weeks from the first contracted day of the event to ensure your timelines are met for installation of services.
- Please note the utility pricing rates increase by 20% starting on the first contracted day of the event.
 - o If a floor plan with utility locations is not provided prior to the first contracted day of the event, standard pricing will apply even if the request was pre-ordered.
- Floor plans with **EXACT** utility locations are required for **ALL** areas, including electrical, phone, Cable TV, air, water and drain.

Please review the following **electrical notes**:

- **If power amperage is not specified**, the CCC electricians install 20amp services. Please let the CCC Exhibitor Services team know if you require different amperage.
- Utilizing existing house outlets is chargeable. Billing defaults to 20amp services for each outlet used unless otherwise specified.
 - o The exception to this is A/V companies utilizing pre-existing wall outlets in meeting room and ballroom spaces only. A/V companies are given (2) complimentary 20 amps per meeting room for your event. However, this does not apply to corridors, hallways, lobbies, or exhibit hall spaces.
 - o The complimentary A/V services cannot be substituted for equipment rentals instead.
- If CCC six plug services are requested, a minimum 5amp power service is needed to provide. Only (1) six plug per outlet requested.

If lessee/show management is **paying for any exhibitor/vendor power**:

- The CCC Exhibitor Services team requires an exhibitor list at least **four** weeks before the first contracted day of the event.
 - o This list must detail company names, booth numbers, and exact amount of power the lessee/show management will be providing to the exhibitor.
 - If power amperage is not specified, the CCC electricians install 20amp services.
 - **Power will default to back of booth, if a different location is needed floor plans or detailed written direction must be provided to ES Coordinator.**
 - o Pricing will go up by 20% for any exhibitor power ordered within two weeks of the event