

## 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

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 AV companies utilizing pre-existing wall outlets in meeting room spaces only. AV 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.

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.
  - o Pricing will go up by 20% for any exhibitor power ordered within two weeks of the event.