



Charging Stations Policies and Procedures



GENERAL BUILDING POLICIES:

- 1) **Charging Station Package:** A complete graphic package with renderings must be submitted for CCC Operations approval. Information must include the type of fabric used and method to mount the graphic insert. (Ask Event Manager about fabric samples.) Meeting Rooms must be contracted in order to use the corridor charging stations. The F Concourse charging station may be used by a full facility event and/or an Exhibit Hall F contracted event. Otherwise, when multiple events are in-house, the F Concourse charging station would be awarded to the first event to notify their CCC Event Manager in writing of their intent to use.
- 2) **Work Activity:** The General Services Contractor (GSC) work activity will only occur during contracted event dates and times unless pre-approved and authorized in writing from CCC Operations. IATSE, Local No. 7 labor rules apply.
- 3) **Damage Walk-Through:** CCC Operations and a representative of the GSC will conduct a pre and post damage walk through pertaining to the install/dismantle of the charging station graphics. GSC is responsible for the removal, storage, and re-install of CCC generic fabric inserts. Damage will be assessed if CCC's inserts are torn and/or not returned to the appropriate charging station.

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

**Questions should be directed to:
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