

Colorado Convention Center – Lessee Utility Guidelines

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

Please provide your Exhibitor Services Coordinator with lessee/show management utility requirements at least **four weeks prior** to the first contracted day of the event.

Examples of areas that may need utility services: *Registration, Meeting Rooms, Charging Stations, Lounges, Exhibit Halls.*

General Notes

- All power and utility services at the Colorado Convention Center must be ordered through the Exhibitor Services Department.
- All utility service requests must be sent with a floor plan outlining the location of the utilities being requested.
- The CCC Exhibitor Services department must receive final utility requirements at least **two weeks prior** to the first contracted day of the event. Failure to share this information can result in increased prices and delayed installations.
- Utility pricing increases by 20% on the first contracted day of the event.
- Floor plans showing exact utility locations are required for all areas.
- If floor plans are not provided prior to the first contracted event day, **standard pricing will apply** even if the request was pre-ordered.

Electrical Notes

- **Power amperage must be specified for each location needing power.** If this information is not provided, a 20-amp service will be installed and charged to the order.
- **Utilizing existing house outlets or floor ports is not permitted.** Lessees will be fined \$200 per applicable location, and will be disconnected from power until installation has been ordered through CCC.
- A minimum **5-amp drop** must be ordered with each **six-plug strip**. Only one six-plug strip per outlet is allowed.
- If lessee/show management is paying for exhibitor power an exhibitor list must be provided at least four weeks prior, detailing company names, booth numbers, and exact power amounts.
- Power placement defaults to the back center of the booth. If a specific location is requested, a floor plan must be submitted with the order.
- Utility requests made after 5 PM may not be serviced until the next morning.

AV Policy

- For the ease of audiovisual (AV) setup, AV companies may **utilize (2) 20-amp wall outlets** complimentary in each meeting room, ballroom, and/or grouping of rooms. This power is only for AV equipment such as; projectors, speakers, mixers, microphones, tech tables etc.
- AV companies must run power from the wall outlets to their desired location using their own labor and equipment. Any power above the (2) 20-amps or that requires CCC electrical equipment **will be charged standard rates**.
- AV companies are responsible for the proper dressing of cables to eliminate safety concerns, and all installation is subject to convention center inspection. In the case of circuit overload, the lessee will be required to order additional power.
- All AV power needs must be communicated with the Exhibitor Services Coordinator following the same timeline as outlined in the general notes above.
- If the Lessee subleases the space the two complimentary 20amp circuits are not applicable.

Important Links & Resources

- [2026 Lessee Utility Pricing Sheet](#)
- [2026 Exhibitor Ordering Packet](#)
- [Exhibitor Online Ordering Guide](#)
- [Electrical Usage Guide](#)

Thank you for partnering with the Colorado Convention Center. Our team is committed to ensuring your event runs smoothly—please reach out to your Exhibitor Services Coordinator with your utility needs along with any questions or special requirements.