



ATTENTION EXHIBITORS

Multi-Level Structures

Exhibits featuring the multi-level structures must submit the following information to Bryan Hudson, Operations Manager – Events (bhudson@denverconvention.com) and to Denver Fire Prevention during the permitting process. All information should be submitted a minimum of 15 days prior to first move in date.

- Structural Engineer stamped drawings of the multi-level structure
- Diagram of booth layout with dimensions
- Elevation drawing of multi-level structure
- Specifications on entry/exit points and access to upper levels

This information along with approval from Denver Fire will determine requirements for smoke detectors, fire extinguishers and overnight/24-hour fire watch.

Covered Booths/Enclosed Rooms

Exhibits featuring covered areas greater than 299 sq.ft. and/or an enclosed room must submit the following information to Bryan Hudson, Operations Manager – Events (bhudson@denverconvention.com) and to Denver Fire Prevention during the permitting process. All information should be submitted a minimum of 15 days prior to first move in date.

- Diagram of booth/enclosed room layout with dimensions
- Details of covered area including material used
- Flame retardant certification is required for soft goods

This information along with approval from Denver Fire will determine requirements for smoke detectors and fire extinguishers.

Permit Application

It is the responsibility of the exhibitor/show management to submit for and obtain a Special Events Operational Permit from Denver Fire Prevention prior to the first move in day. The CCC does not have the power or authority to process or approve Special Event Permits on behalf of Denver Fire. CCC Management does have the right to restrict or deny requests regardless of approval status from Denver Fire.

Click for information on permit applications and fees:

[Fire Safety Operational Permit Application Process](#)