

**VEHICLE ACCESS INFORMATION**

The following information recaps the necessary dimensions and regulations in order to display a vehicle at street level, on the theatre stage, Mile High Prefunction/Ballroom, and Four Seasons Prefunction/Ballroom space:

* **Freight Elevator:** (Provides service to Exhibit Hall Level, Street Level, and Four Seasons Ballroom level)
  + Located at the Exhibit Hall A load-in door.
  + Freight elevator dimensions: 19’6” deep; 12'2" wide, 10' high; capacity 20,000 pounds.
  + Freight elevator to Street Level/Lobby B: The distance between the column and the wall is 88” (narrowest point). Lowest point is 96” (roll door).
* **Theatre - Vehicle Access from the Theatre Loading Dock to Stage:** 
  + **Route:** The route is up the ramp through the scene dock onto the stage. A path must be cleared by Technical Services for ease of move in and move out of the vehicle.
* This space was designed to bring in a Ford Expedition or other vehicle basically under the following parameters: 19’ long, 7’ wide.
* **Mile High Ballroom - Vehicle Access from Mile High Loading Dock to Mile High Ballroom 1d Load In Door:** 
  + **Route:** The route is up the ramp and along the top of the dock through the roll door at the north end of the dock to the Mile High Ballroom 1d load in door. A path must be cleared by Centerplate Catering for ease of move in and move out of the vehicle.
    - This space was designed to bring in a Ford Expedition or other vehicle basically under the following parameters: 19’ long, 7’ wide 8’ high.
  + Mile High Ballroom 1d load in door dimensions: 12’ wide 9’4” high.
  + **Mile High West Prefunction Access**:
    - Double doors dimensions from west service corridor to the west Mile High Prefunction: 91” wide x 95” high.
    - Dimensions of the vehicle must include the side rear view mirrors, even if they do fold back.
* **Four Seasons Ballroom - Vehicle Access from Exhibit Hall A Freight Elevator to Four Seasons 4 Load In Door:**
  + **Route:** Freight elevator located at the Exhibit Hall A load-in door.
    - Freight elevator dimensions: 19’6” deep; 12'2" wide, 10' high; capacity 20,000 pounds.
    - Four Seasons Ballroom 4 load in door dimensions: 9’ X 9’.
  + **Four Seasons Prefunction Access:** 
    - Vehicle must drive through the Four Seasons Ballroom 4 load in door and drive through one of the Four Seasons 1-2-3-4 main entrance doors to access the Four Seasons Prefunction space.
    - Four Seasons Ballroom Entrance Doors width dimension: 73”
    - Dimensions of the vehicle must include the side rear view mirrors, even if they do fold back.
* **Lobby B & Lobby C – Vehicle Access:**
  + **Note:** Requires Operations approval.
  + Lobby B & C entrance door clearance: 77” wide by 111” high.
  + Dimensions of the vehicle must include the side rear view mirrors, even if they do fold back.
* **Lobby F – North Shuttle – Vehicle Access:**
  + Open door dimensions: 101” wide x 111” high.
  + **Note: Maximum vehicle length 19’**.
* **Upper Lobbies ABCDEF – No Vehicle Access:**
  + **Reason**: Due to door size and weight load limitations.
* **14th Street Plaza - Outside:**
* **Note:** Requires preapproval by the General Manager.

**Fire Regulations:** In order to display a vehicle, the following guidelines are strictly adhered to as general life-safety requirements of the Denver Fire Prevention and Investigation Division:

* The allowable amount of gasoline or diesel, is 1/4 tank or five (5) gallons whichever is less per vehicle.  The gas filler tube cap shall be locked or securely taped shut.        (*UFC 2505.1*)
* Fuel systems shall be inspected for leaks.  No vehicle shall be displayed in a way that may cause fuel to leak from the vehicle. (*UFC 2505.1*)
* There shall be no refueling or defueling of vehicles/equipment inside the building or outside the exhibit facilities. (*UFC 2505.1*)
* There shall be an adequate number of fire extinguishers (2A-10:BC) on hand, in and around the display area.
* The starting of internal combustion engines shall not be permitted other than during the move-in and move-out stages.
* Vehicles shall not be moved during show hours.
* The negative post of the battery of each exhibitor display vehicle shall be disconnected at all other times, other than during move-in and move-out (battery disconnected).

An application to display the vehicles must be submitted to the Denver Fire Department (DFD) so a permit can get issued.  (See attached form.)   A form must be completed with a check made payable to:  Manager of Finance for $75 per vehicle.   **All fees double if application is submitted less than 14 days from the event.** Send the form to EM and/or Operations Manager, and we will process the form with the DFD.

**CCC Requirements:**

* All vehicle keys must be turned over to CCC Security while the vehicle is in the facility.
* Plastic must be placed under the vehicle to protect the carpet.

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