

EXTRA LARGE (XL) VENUE PILOT PROGRAM FAQ



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PROGRAM DETAILS

What are the criteria to qualify for this program?

- In order to qualify to be part of this XL venue program, each venue is required to be 5 Star Certified.
- This program applies to venues with more than 28,000 sq. ft. of space in a self-contained room or exhibit hall.

What indoor Denver venues qualify for the XL Venue Pilot Program?

- Colorado Convention Center, Hyatt Regency Denver CCC and the Sheraton Denver Downtown.

What is the 5 Star program?

- 5 Star allows certified businesses that implement safety measures beyond what is already required by public health orders to expand operational capacity. Currently, Denver is in Level Yellow, however, this program allows 5 Star certified businesses to operate at Level Blue. Learn more about Denver's 5 Star Program [here](#) and see Level Blue Capacity levels [here](#).



Can I combine rooms to get to 28,000 sq. ft.?

- No, these guidelines apply to venues that have one or more self-contained room and/or exhibit hall with more than 28,000 sq. ft.

Can I use a portion of the XL venue space to host a smaller meeting?

- No, you must use the entire XL venue space with no air walls in order to apply XL Venue program guidelines. All smaller meetings hosted in a portion of the XL venue space must follow the current State level guidelines, which is Level Blue for 5 Star venues.

What is the capacity allowance in an XL venue space?

- 50% up to a cap of 2,000 people, whichever is less, using 6' social distancing (28 sq. ft. per person).

Examples*:

- 30,000 sq. ft. ballroom = 1,071 max attendees unseated or exhibits
- 35,000 sq. ft. ballroom = 1,250 max attendees unseated or exhibits
- 50,000 sq. ft. ballroom = 1,786 max attendees unseated or exhibits

**Please refer to each individual venue for maximum "seated" capacities for these XL venue spaces.*

Who is included in the capacity numbers?

- All staff (to include venue staff), vendors, exhibitors and attendees are all included in the total capacity allowance. Please note: this applies to total numbers in one space at any given time.

EXHIBITS AND TRADESHOWS

Do exhibit halls need to be separated with an air wall?

- No, you may combine exhibit halls. For example: 2,000 person cap applies to each exhibit hall at the Colorado Convention Center. When using 3 exhibit halls, the capacity limit is 6,000 people, following social distancing guidelines.

Do exhibit booths need to be 6' apart in a space 28,000 sq. ft. or greater?

- No, exhibit booths may be set up back to back and side by side. 6' foot social distancing must be maintained between people in the booths.

Do exhibit booths need to be 6' apart in a space less than 28,000 sq. ft.?

- Yes. However, exhibits can be back-to-back.

What is the aisle width and directional flow requirements between rows of booths?

- One-way traffic flow requires a 10' aisle. Two-way traffic flow requires a 20' aisle.

How many people can be in an exhibit booth?

- This will depend on the size of the booth but exhibit staff and attendees must maintain 6' social distancing.

Is food service allowed on the exhibit floor?

- Catering services or food services should be seated and in designated areas only.
- Self-serve buffets are not allowed. Buffets and/or action stations are allowed as long as an attendant is serving all product.
- Concessions are allowed as long as designated seating areas are available for the consumption of food and beverage.

Are self-serve food & beverage stations allowed on the exhibit floor: (i.e., water stations, coffee breaks, popcorn, etc.)

- Self-serve, pre-packaged product is allowed. Self-serve open product is not allowed.

Can exhibitor's handout items from their booth?

- Yes. All items must be individually packaged.

Can exhibitors provide food & beverage in their booths?

- This is highly discouraged. However, food and beverage items may be provided if items are individually packaged.

Are exhibitors allowed to have presentations and speakers in their booths?

- Yes, as long 6' social distancing is adhered to. See speaker/performer requirements under Additional Social Distancing Requirements.

MEETING ROOMS

All meeting spaces less than 28,000 sq. ft. must operate under current State guidelines. Currently, Denver's 5 Star certified businesses are allowed to operate in Level Blue.

What are the capacity numbers in Level Blue that apply to all other meeting rooms in these venues under 28,000 sq. ft.?

- Indoor seated events can operate at 50% of posted occupancy limit or 500 people, whichever is less, per room within their usable space.
- Indoor unseated events can operate at 50% of posted occupancy limit or 500 people, whichever is less, per room within their usable space. 6' social distancing applies.

What is the seating requirement at a table?

- 10 people per table are allowed, from different households, with each table spaced 6' apart (with or without food and beverage).
- 3 people per 6' classroom table is allowed (if possible, 2 is preferred). 4 people per 8' classroom table is allowed (if possible, 3 is preferred). Each table must be 6' apart.

What is the seating requirement for theatre set?

- Theatre seating requires 6' social distancing between chairs/persons following capacity limits.

Are dance floors allowed at events?

- Yes, dancing is allowed in groups of 6 as long as distancing requirements are met (6' between groups). You can have multiple dance floors as long as dance floors are spaced 6' apart.

ADDITIONAL SOCIAL DISTANCING REQUIREMENTS

What is the social distancing requirement for performers and/or speakers?

- Performances with vocal speech, singing, wind or brass instruments or activities that cause heavy breathing must be 12' from patrons, if wearing a face covering, 25' if not wearing a face covering. Performances with no forced exhalation such as piano or harp must be a minimum of 6' from patrons.

What are the social distancing requirements for public spaces and lobbies?

- 6' social distancing must be maintained as people flow through space or stand in registration lines.

HEALTH AND SAFETY REQUIREMENTS

Are face coverings required for indoor events?

- Face coverings are required in the State of Colorado for those age 11 and older in public, indoor settings. This statewide order is in effect through April 4, 2021. Face coverings are required in Denver for those ages 3 and older in most indoor and outdoor settings.

What health screening is required under 5 Star Certification?

- Health screenings will be required for all participants. This includes attendees, staff, vendors, exhibitors, etc.
- Temperature checks are recommended but not required.
- On a daily basis, all participants must be screened for symptoms and names recorded for contact tracing. If a participant leaves and comes back within the same day, additional screening and documentation is not required. Client must provide a method to easily identify screened participants (i.e. wristbands, name badge sticker, etc.).
- A negative test 72 hours prior to arrival is recommended, but not required.
- Contact Tracing is required.

In addition to local 5 Star Certification protocols, each venue follows their individual brand industry standards (Hyatt, Marriott, and ASM Global/Venue Shield) and/or are GBAC certified.

Please contact your meeting venue for more detailed venue specific clean and safe protocols and requirements.

Who do I contact if I have a specific question for Denver's Department of Health and Environment (DDPHE)?

- Please reach out to your VISIT DENVER Destination Services contact.

PARTICIPANT REQUIREMENTS AND COMMUNICATION

What needs to be communicated prior to arrival?

- The information below outlines the required and recommended information from Denver's Department of Health and Environment (DDPHE) that must be communicated to all participants (attendees, staff, vendors, exhibitors) prior to attending a meeting in an XL venue in Denver. Please reach out to your VISIT DENVER Destination Services contact with any questions regarding this information.

The following are requirements for hosting a meeting in an XL Venue in Denver and must be shared with participants prior to arrival:

- Face Coverings are required and enforced.
- Face coverings will be made available for guests who arrive without their own masks.
- 6' social distancing with a plan for guest entry, exit and movement with clear signage .
- Participant screening for symptoms and contact documentation will be performed on a daily basis. Screening is the responsibility of the organization. Client must provide a method to easily identify screened participants (i.e. wristbands, name badge sticker, etc.).
- Reminders that participants should not attend physically if they belong to defined at-risk populations or present a heightened risk of exposing others to COVID-19.
- Extra effort to create special hours or accommodations for at-risk populations.
 - Venue will require that event hosts/planners notify all guests in advance of event that :
 - » They should not attend physically if they belong to defined at-risk populations or present

- a heightened risk of exposing others to COVID-19.
- » Distancing guidelines will govern and be enforced throughout the event.
- » Face coverings will be required of all guests except when eating or drinking. Hosts are encouraged to make face coverings available for guests who arrive without their own masks.
- » Should a guest arrive on site that needs special accommodations, the event/meeting planner will provide special accommodations as they are able.
- Communicate isolation and exposure policies – [Click here](#) for details.
- Communicate that on-site monitors will be checking that guests are in compliance with the required health and safety guidelines.
- Distancing guidelines will govern and be enforced throughout the event

The following are recommendations from DDPHE when hosting a meeting in an XL venue in Denver:

- Flexible cancellation policies for attendees and exhibitors.
- Negative COVID-19 test 72 hours prior to arrival.

POST-EVENT REQUIREMENTS

What are the post meeting requirements?

- Each venue is required to submit the following information to the State of Colorado at the conclusion of an event. The venue contact will collect this information from the primary meeting planner.
 - Planner contact information: name, title, email, phone
 - Organization Name and Conference Name
 - Meeting Start Date
 - Meeting End Date
 - Estimated total attendance on the final day of the conference. This figure should include staff, vendors, exhibitors and attendees.