



Security Guidelines for Empower Field at Mile High Outdoor Promotions

Advance Coordination Requirements

Prior to the arrival of your promotions staff or any equipment, we ask that the following communication take place with Stadium Management Company (SMC) no later than **48 HOURS PRIOR TO YOUR SETUP DAY OR THE EVENT DAY**. The stadium contact is Jared Devine, Director of Security at 720-258-3006 or Cindy Gordon, Security Manager at 720-258-3161.

1. Please fully complete the self-certification form.
2. Please fully complete the game day activation form.
3. Vendor agrees to maintain sufficient insurance to adequately protect the perspective interests of all parties. **A copy of your organization's insurance must be on file with Stadium Management Company (SMC) before any promotional functions can occur.**

Site Access

Upon arrival at the stadium on game day, you must check in at the entrance to Lot A at the South-East side of the stadium, adjacent to the Comcast building. Your name and vehicle information will be on a list at this gate entrance. Vehicles not on the list at Lot A will be denied access and will not be permitted to set-up. Access into any other lot will not be granted unless prior clearance has been issued or a parking pass has been obtained.

The following security screening will take place upon checking in:

- The Driver is required to present a government issued photo I.D. for verification.
- A complete vehicle verification and inspection will be performed by security and police upon arrival to the stadium.
- Your vehicle will be escorted to a pre-determined location by SMC security staff. Any location or booth changes must be cleared by Security Management and Denver Broncos Marketing.
- All equipment, such as tables, chairs, power, additional lighting or any other needs are required to be provided by your organization unless arrangements have been made in advance.
- You are responsible for any damage caused to stadium property by your set-up. If there are any concerns regarding the potential for damage, please contact the Parking and Site Manager in advance.

At no time is access into the stadium itself permitted without the proper credentials.

Parking Credentials

All display vehicles parked on stadium property must have the vendor permit issued at check in displayed on the vehicle dashboard. THE VENDOR PERMIT IS AN ACCESS PERMIT ONLY, NOT A PARKING PERMIT. Lost permits WILL NOT be replaced and any vehicle without a permit will be escorted off property. Any vehicle that is not a display vehicle and will remain on site must purchase a parking permit. Please contact your Denver Broncos Marketing Department representative for further information regarding the purchase of parking permits.

Pre-Event Setup and Deliveries

All setup and vehicle information must be coordinated and approved by the Security Management no later than 48 hours prior to your setup day or the event day.

SET UP INFORMATION

- **2:25 PM Game**
 - **Set up will start at 8:00 AM. IF YOU ARE NOT IN LINE BY 9:30 AM YOU WILL NOT BE PERMITTED ON SITE.**

- **6:20 PM Game**
 - **Set-up will start at 11:00 AM. IF YOU ARE NOT IN LINE BY 1:00 PM YOU WILL NOT BE PERMITTED ON SITE.**

THERE ARE NO EXCEPTIONS TO THESE RULES!

SMC and the Denver Broncos are not responsible for any damage or loss of property or equipment that may occur. Please make sure your set-ups are properly supervised and monitored.

All inflatables must be secured by water barrels, lead weights or any other pre-approved material. **NO STAKES WILL BE PERMITTED.** A minimum of two persons must be staffed at all inflatable or interactive locations at all times. One person must be present at booth or display locations at all times.

Please note that the design, layout and content of kiosk/display and any giveaway items, product literature to be distributed or third party tie-ins are subject to the advance written approval by the Denver Broncos Marketing Department.

Thank you for all of your help in keeping our venue safe. Please do not hesitate to contact me with any questions or issues.