



Rules & Regulations

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GENERAL RULES AND REGULATIONS

- The location of entrance units, provided by the decorator, must be approved by Cobo Center
- Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Center
- Center personnel must perform the movement of Center's furniture, fixtures and equipment only
- House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out
- Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
The repair for any damage to elevators or escalators as a result of freight movement will be charged to licensee
- Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre function, meeting room or ballroom space without prior approval of the operator
- Use of glitter and confetti are not permitted in Cobo Center without the prior written approval of the operator.
Costs associated with the clean-up of glitter, confetti and related materials are the licensee's responsibility
- Candles are permitted only if they are completely covered/ in a base with water
- All floor load capacity is 150 pounds per square-foot and must be strictly observed. Any variations must be approved in writing by the event manager
- The sale or distribution of novelty merchandise is prohibited without prior written approval of the operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the operator
- Holes may not be drilled, cored or punched into any part of Cobo Center or exterior premises
- Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number
- Animals and pets are not permitted in Cobo Center except in conjunction with an approved exhibit, display, show, etc., In accordance with the ADA, service animals for the physically challenged are permitted, and the owner will be fully responsible for his/her animals. The paperwork needed if approved: copies of vaccination certificate, health certificate, municipal licensee/certificate.

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- All facility utilities are property of Cobo Center, and are prohibited to access, tamper or otherwise utilize said utilities without prior written approval of the operator *Costs for repairs, damages, etc., resulting from unauthorized use of utilities are licensee's responsibility.*
- No soliciting is permitted in Cobo Center or on Center premises
- Any and all conditions or activities Cobo Center deems unsafe will be terminated immediately upon request. Cobo Center will remove disruptive parties as necessary
- Cobo Center provides telecommunications and food and beverage services on an exclusive in-house basis.
- Alcoholic beverages may not be brought into Cobo Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time *Corkage fee will apply to any beverages brought from outside*
- Unless prior approval is granted, no one under the age of sixteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out
- Adhesive backed decals and stickers may not be distributed in Cobo Center *Costs associated with the cleanup and related materials are the licensee's responsibility*
- Any equipment with a ceiling needs a smoke detector and fire extinguisher

FIRE CODE REGULATIONS

Cobo Center mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final.

Licensees, show management, exhibitors and all other parties comply with all federal, commonwealth, municipal and center mandated fire codes that apply to public assembly facilities.

The following materials are prohibited without the written consent of Cobo Center:

- electrical cooking equipment
- open-flame devices
- welding, cutting or brazing equipment
- ammunition
- radioactive devices
- pressure vessels
- exhibits involving hazardous processing and materials
- fireworks or pyrotechnics
- blasting agents /explosives
- flammable cryogenic gases
- aerosol cans with flammable propellants
- gas-operated cooking equipment
- portable heating equipment

Cobo Center may request in writing: specifications, descriptions, etc., of any and all equipment, processes, operations, etc., from licensee, service contractor, exhibitors, etc., and reserves the right to submit such information to the fire department for approval.

Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing

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devices are not to be tampered with.

A fire watch is mandatory when smoke and/or hazardous machines are used inside.

FLAME TEST

- All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by the Fire Marshal
- Materials that cannot be treated for flame retardancy shall not be used
- Flame retardant materials shall not ignite and spread over the surface when exposed to open flame
- Compressed flammable gas, helium tanks, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls
- Liquid propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility - *In this case, the tanks must be removed immediately after placement*
- Oil cloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited
- All electrical equipment must conform to the National Electrical Code and be UL approved

VEHICLES

- Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap
- Place a plastic/pamper under the car to cover any possible leakage.
Any damage to our floor or carpet will be at licensee's expense
- Cars placed on Cobo Center's carpet needs to have the tires covered in plastic. If not, a carpet or plastic must be placed under the car covering the four tires for it not to damage the carpet
- At no time during show hours are vehicles to be moved
- Any vehicles, material, equipment, etc., in fire lanes or blocking exits, etc., will be removed at licensee expense

OPEN FLAME DEVICES

- Cooking and /or warming devices shall be isolated from the public
- Place the device a minimum of four (4) feet back from the booth or provide a barrier between the cooking /warming device and public
- Individual cooking/warming devices shall not exceed 228 degrees surface area
- A minimum of two (2) feet shall be kept between cooking devices
- The surface that holds the cooking device shall be of non-combustible material
- Combustible materials shall be kept two (2) feet away from the cooking device

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- An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices

SECURITY

- Cobo Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and Cobo Center's life safety system
- The activities of the security personnel cannot be restricted by activities of the licensee
- Licensee is responsible for event staff labor charges in all areas specifically licensed to licensee exhibit halls, meeting rooms, public areas utilized by the licensee including lobbies, loading docks, service roads, etc.
- Cobo Center may require licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, service roads, public access areas, registration areas, etc.). Such coverage will be at licensee's expense
- Any changing or removal of door locks must be approved in writing by Cobo Center and work performed by Center personnel
Licensee will be responsible for the related charges
- Chain locking of doors is forbidden at Cobo Center
- All proposed event staff arrangements are subject to Cobo Center approval and must be submitted to Cobo Center at least 21 days prior to the event
- All service contractors and other event-related labor must enter/exit Cobo Center via the designated employee entrance and are to be properly identified
- Cobo Center's security reserves final rights to admit access of any event personnel to any Cobo Center space

LAYOUT OF SET-UP EXHIBITS

- Aisle dimensions/ locations are subject to Fire Marshal approval. Aisles must be a minimum of 10-feet wide
- No exhibit booth, registration table or related material may be placed within 20-feet of main entrance and back/loading dock exits. This space is for Cobo Center
- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures
- Exhibitor service desks cannot be located in lobbies or prefunction areas
- Literature and other items cannot be stored in booth beyond what could be reasonably used in one day
- Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area
- Clear access must be maintained to all Cobo Center services (i.e. restrooms, concession stands, utility rooms, etc.)
- Carpet runners or show carpet installed over Cobo Center's permanent carpet is prohibited without the prior written approval of Cobo Center
- Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location

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EXHIBIT MATERIAL HANDLING RULES

Sand, gravel, dirt, and other loose materials may not be brought into the building without prior approval of Cobo Center. A deposit of \$10,000 is required prior to move-in and will be applied against any damage or cleaning assessments. All floor ports in exhibit area and area of unloading must be covered with heavy plastic and completely secured on all sides by approved waterproof tape. No materials can be placed within 12 inches of any electrical, telephone, or P.A. outlets in/on walls or columns.

Brick, stone, and other similar materials may not be cut on premises unless vacuum is used to prevent dust and debris from entering air or remaining on floor. These materials may not be glued or otherwise adhered to the facility floor except with building approved tape. Exhibitors with lakes, pools, hot tubs, etc., must supply own hoses and show is responsible for having a pump on hand in case water must be emptied from exhibit in emergency situation. All such exhibits must use liners.

Removal of leftover materials is the responsibility of show management. Failure to leave the exhibit area in a clean condition, as determined by facility management, will result in such cleaning being billed to the show management. Any damage to facility is responsibility of show management.

EXHIBIT HALL & LOADING DOCK REGULATIONS

- No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification
- No parking zones, tow-away zones and other restricted areas will be strictly enforced.
Vehicles will be towed at the owner's expense
- Move-in and move-out through the front of Cobo Center is not allowed. It must be done through the loading dock
- Move-in and move-out periods must be approved in writing by Cobo Center
- Scheduling of dock must be approved by Cobo Center
- Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Cobo Center premises
- Vehicles are to be operated in a safe and prudent manner
- Any actions, including speeding, erratic driving, etc. deemed unsafe by Cobo Center are not tolerated
- Failure to adhere to Cobo Center policies will be grounds for ejection from the premises and suspension of work privileges
- No refueling of vehicles is permitted within fifty feet (50) of Cobo Center
- At no time may exit doors be blocked or obstructed with freight, equipment, display material, or trash
- No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of Cobo Center
- Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out
- Dock utilization schedules must be submitted to Cobo Center (changes may be required in the proposed schedules to allocate specific space to different events)
- Freight deliveries to Cobo Center must be shipped on designated move-in/out days and

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addressed to the attention to the service contractor Cobo Center will not accept freight deliveries for licensee, service contractors and exhibitors

- Cobo Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out
- Freight left in Cobo Center will be disposed of at licensee's expense
- Licensee is responsible for informing all parties of Center's freight policies.

FOOD & BEVERAGE

All food, beverages, and concessions are operated and controlled exclusively by Cobo Center's Food and Beverage Department. Any and all exhibitors offering food or beverage sampling must have approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:

- An exhibitor and/or association member must occupy approved booths at all times
- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in the event
- Food items must be administered and limited to "sampling" or "bite" size portions
- Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container
- Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from Cobo Center's Food and Beverage Department
- Restrooms, concession stands and/or facility kitchens may not be used as clean up areas
- Space utilized for storage, preparation, etc. of product must be approved in writing by Cobo Center
- Securing of all necessary licensees, permits, etc., is the responsibility of licensee/exhibitor
- Costs associated with the disposal of trash, waste, etc., from exhibitor sampling are the responsibility of licensee and/or exhibitor
- Serving alcohol at booths must be done exclusively by a Cobo Center food and beverage booth attendant/bartender
- Exhibitors are not allowed to bring in any food and beverage products at any time during the event

MISCELLANEOUS

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by the Center.

Note: Everything must be channeled through the event manager.