

SUBCONTRACTOR BUILDING MANUAL



The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

FACILITIES & EQUIPMENT RULES AND REGULATIONS

1. Any alteration or activity that could leave lasting effects or damage in Cobo Center is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Event Manager on the 1st move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Cobo Center equipment (i.e. forklift, scissorlift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissorlifts, boomlifts, genielifts, or aerial lifts of any kind are required to have all appropriate certifications. Contact the Event Manager for details and rentals.
5. All electrical cords should be taped down immediately after placement. See "TAPE" section for approved tape product.
6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of Cobo Center. Licensee will be charged for all repair expenses.
8. Escalators and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
9. The function space is to be returned in the same condition as it was received.
10. A Fire watch is mandatory when smoke or fog machines are used inside Cobo Center.
11. Helium balloons are **PROHIBITED** inside Cobo Center. A \$100 fee will be charged for each balloon that has to be taken down from the ceiling.
12. Exterior banners are **PROHIBITED** outside the facility unless approved.
13. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Cobo Center Management.
14. Unless prior written approval is granted by Cobo Center, no one under the age of 18 is allowed on the exhibit floor and/or loading dock during move-in and move-out.
15. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by Cobo Center personnel only.
16. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect Cobo Center's carpet.
17. Dragging or moving of any equipment on or across the floor is **PROHIBITED**. Any damages will be billed to Licensee.
18. Any equipment with a ceiling needs a smoke detector and fire extinguisher.

ABANDONED PROPERTY

The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. Cobo Center **WILL NOT** provide storage nor ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.

CEILING RIGGING

1. Exhibit Halls are regulated by fire code with fireproofing material. It is recommended to use the pre-wired or grid system for all rigging in Exhibit Halls. Damage to fireproofing material on the beams is the responsibility of the Licensee and the Licensee's Service Contractor and will be billed accordingly.
2. Rigging in Exhibit Halls of any items in excess of 100 lbs must be performed exclusively by union workers (for all audio-visual rigging). Rigging of any item in the Ballroom is the exclusive right of Cobo Center union workers.
3. All operators of scissor lift, boom lift, genie lift, forklift or aerial lifts of any kind are required have all appropriate certifications.
4. Prior to rigging any gear into the ceiling, a waiver must be signed by the Licensee Service Contractor at Central Security Office. With a signed waiver, Cobo Center will have authorization to deactivate the fire beam detectors. Licensee will incur a \$250.00 cost when a false alarm is activated without a signed waiver.
5. Cobo Center will not provide any lifts or gear for rigging in exhibit hall. Any expenses incurred will be charged to Licensee. The lift for use in the Ballroom will be included in the cost of rigging provided by the union.

FREIGHT AND/OR DRAYAGE DELIVERIES

1. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, RPS, GSP, etc. **WILL NOT BE ACCEPTED** by Cobo Center before, during or following the Lease term. Shipments delivered to Cobo Center, during the term of the Lease, must be to the attention of the Licensee's Service Contractor.
2. Exhibitor's freight and/or drayage must be loaded in and out through the rear dock doors.

PARKING

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense. All Service Contractor employees must pay for parking. Please contact the Event Manager if you would like to arrange for pre-paid parking for employees.

STORAGE

Limited storage is available within specifically marked areas on the loading dock equipment. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly **PROHIBITED**. Empty crates may NOT be stored inside the facility during show days.

SMOKING

Smoking is not permitted in any meeting room or public area. Cobo Convention Center is a non-smoking facility and smoking is **PROHIBITED** in the exhibition halls, ballrooms, meeting rooms, restrooms and pre-function areas of Cobo Center.

TAPE

Licensee and/or Service Contractor are responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Licensee.

The use of high residue tape is prohibited on floors and carpeted areas. On carpeted areas, Cobo Center requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues are to be removed by Cobo Center after the event, Licensee will incur all labor and material expenses. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

FLOOR PLANS & EXHIBITOR INFORMATION

1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a **minimum of 10' wide**.
2. Submit copies of the exhibition space floor plan to the Event Manager for Security's approval. Any revisions must be resubmitted.
3. Registration area layouts are required for approval.
4. The proposed floor plan submitted for approval must include the following:
 - a. Show title, contracted dates, Service Contractor name and address.
 - b. Booth configurations drawn to scale, including base dimensions heights and locations.
 - c. Aisle locations and dimensions.
 - d. Floor plans must show electrical floor plates.
 - e. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - f. All exits & primary entrances
 - g. All permanent and temporary concession and novelty stands.
 - h. All fire safety devices including extinguishers and alarm stations.
 - i. Dimensions of all service desks.
 - j. Dimensions of Service Contractor storage areas or "bone yards".
5. Distinction between pipe and drape and hard wall.
A copy of the final approved floor plan is to be displayed in the Service Contractor's desk. The decisions of the Fire Marshal are final.
6. The exhibitor service kits should include telephone, electric, air and plumbing (if applicable) forms.
7. One (1) completed exhibitor service kit should be submitted to the Event Manager.
8. Blockage of building restrooms, concession stands, and exits are strictly prohibited.

CLEANING SERVICES PROVISIONS

1. Cobo Center will provide general cleaning services for public spaces and meeting rooms; however, it is the responsibility of the Licensee and the Service Contractor to clean exhibit areas and loading docks. The Food & Beverage Department will be responsible for trash within 20' of concession areas.
2. Cleaning must be performed by the Cobo Center's exclusive cleaning company, ABM Janitorial. Service can be ordered online or through the Event Manager.

Miscellaneous

1. A representative of Cobo Center and the decorating company shall perform a pre and post show inspection of all event areas. It is the responsibility of Cobo Center to provide event areas in a "clean" condition. It is the responsibility of the decorator, to return event areas to a minimum of a "broom clean" condition.
2. Should the decorator company fail to perform their expected duties, or perform their duties in a manner not in compliance with the quality of work expected by Cobo Center, Cobo Center shall charge the client for labor and materials necessary to properly maintain contracted space.

I have read these regulations and will enforce them when working at the Cobo Convention Center. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Manager.

Signature

Print Name

Company

Date