

COBO CENTER GUIDELINES

The Exhibit & Exhibit Hall Guidelines are provided to inform those planning events and their suppliers of the guidelines and specifications within our exhibit halls. Cobo Center has exclusive vendors for cleaning, telephone, electrical and catering services. Please review and discuss the information contained within with any vendors or suppliers assisting you with planning your event. Also please be advised that this information pertains only to this facility and that any particular show or event may have additional guidelines and conditions. Should you have any questions or circumstances not covered within these guidelines please contact our sales division so that we may assist you.

Facility Scheduling

- a. Cobo Conference/Exhibition Center requires that you provide the Event Coordinator with accurate move-in/move-out, event schedules as they become available. Use of docks, storage areas, staging areas etc., must be approved in advance by Event Services.
- b. Show contractor should verify intended floor marking and other work schedules with show management. Contractor access is restricted to the times and dates on rental permit.
- c. Copies of all instructions to exhibitors, including Exhibitor's Manuals, must be furnished to the Event Coordinator.
- d. Permittee, Contractor and Exhibitors shall not ship or deliver material to the Building before the first move-in day. Early shipments will be refused.

Pre-Show Meeting

We strongly encourage attendance at the pre-show conference by you and all contractors. Areas covered during this conference include detailed overview of event and resolution of any remaining concerns. Many events also include a post-show conference.

Inspection of Hall

Cobo Center management will inspect the rented areas prior to or at start of move-in and again at or near the end of move-out. The condition of areas before and after the event will be recorded, and any damage assessed to Show management. The show manager and the show contractor are expected to participate in the inspection and will be notified of dates and times.

Floor Plan Approval

A detailed final plan of the exhibit hall and/or registration area should be presented to the Event Manager sixty (60) days in advance of first move-in day for review prior to submission for Fire Marshal approval. We strongly recommend that your preliminary floor plan be approved prior to the sale of space to exhibitors. Seven (7) copies of the approved floor plans must be presented to Event Services not less than thirty (30) days prior to first move-in date.

All plans must:

- a. State official name of the show and dates.
- b. Be drawn to scale.

- c. Have aisles clearly indicated. (minimum width is 10', cross aisle every 150' minimum.)
- d. Show primary event entrance doors and exits.
- e. Indicate storage and service areas.
- f. State if aisles are to be carpeted.
- g. Indicate border pipe and drape or hard wall backdrops.
- h. Clearly indicate concession stands or exhibit floor food service areas.
- i. Give name of official show contractor.

Maintaining Access

Clear access to fire extinguishers, fire hoses, fire boxes and all fire control equipment must be maintained at all times. Exit signs must always be visible. Where it is determined that the booth or show has blocked the visibility of existing signs, the contractor will be required to provide temporary sign(s). Access to pedestrian exits shall be maintained clear at all times, the aisles to exits should not be blocked by equipment, concessions or booths. Access to restrooms, concession stands, janitor and utility closets, wall telephones, etc., shall be maintained at all times.

Floor Loading

General exhibit hall floor loading is 300 pounds per square foot (or an HS20 Highway Loading); specific floor areas have reduced capacity - 220 psf. Loading well in excess of 300 psf can be accommodated depending on location, physical dimensions, and adjoining loading. Loading in excess of 300 psf must receive approval. Plans of equipment or display footprint showing weight distribution per square foot, size of base plate if being used, and signed by a registered engineer, should be sent to Cobo Center along with show floor plan showing adjoining exhibit loading.

Fire Regulations

All fire regulations of the City of Detroit must be complied with. Regulation summary is contained in the Rules and Conditions. Particular rules governing use of compressed gases and other special circumstances will be made available upon request. Fire extinguishers are provided in a limited number by the Building. If Fire Marshal requires additional extinguishers on show floor, these may be signed for and obtained from the Building, if available, at nominal cost or must be provided by show management.

Toxic/Hazardous Materials

All toxic and hazardous materials, gases, liquids or solids, are and remain the property of the show or the exhibitor bringing such materials onto Cobo Center property. Use of these materials may require additional insurance coverage.

Well in advance of event move-in, the Event Coordinator must be advised of toxic and hazardous materials being brought to the building. Information needed is: chemical name of material, trade name of material, hazardous component, flammability, date of arrival, place of storage, how contained, size & number of containers, exhibitor name & booth number, description of use, date of removal, how and by whom to be removed, contact person at supplying company, contact person at Cobo Center. A Data sheet is to be in each booth and given to Fire Marshal for each material.

Above information will be reviewed by building staff, the Fire Marshal, and other regulatory agencies. Any specific instructions on storage, use, disposal or removal must be followed.

Toxic or hazardous materials are subject to immediate removal from premises if required information not

received or instruction not followed. All costs associated with safe handling of these materials are to be borne by show management.

By end of the move-out period all toxic and hazardous material must be removed from both the exhibit halls and the Building property.

Materials are not to be left behind after exhibitor(s), the show management and contractor have left the premises. Responsibility for verifying actual removal of materials from the property rests with the show management.

Should any materials be left and Cobo Center therefore be forced to have the materials removed, costs for such removal including containers, material testing, transportation, disposal, and any other related costs, plus a twenty-five percent (25%) nonperformance penalty charge will be billed to the show management.

Emergency Care

Cobo Center strongly encourages show management to provide, at their own expense, emergency medical care during their events. The emergency medical care provider must be licensed by the State of Michigan, and its personnel and equipment must meet all State of Michigan standards and requirements.

Concourse and Public Areas

All activities utilizing any portion of the concourse, corridors, or other public areas, such as displays, headers, registration, exhibits, etc. must be submitted in writing for building management and Fire Marshal approval a minimum of six (6) weeks prior to move-in. Use of the concourse requires a rental charge.

The following guidelines and restrictions apply:

- a.** Move-in/out dates must be included.
- b.** Display materials, pipe and drape, etc., may not be set along the concourse windows.
- c.** Access for private businesses operating in the concourse to be maintained at all times.
- d.** Area between exhibit hall entrance doors and building exit doors must be unobstructed.
- e.** A detailed floor plan must accompany written request for concourse or public area use.
- f.** The use of forklifts to transport materials is discouraged, but forklifts may be used if prior approval is granted.
- g.** Cherry picker use must be approved by Event Coordinator.
- h.** Uncrating is to be done within the exhibit hall and materials transported by flatbed freight carts.
- i.** No building fixtures, kiosks, permanent signage, etc. are to be relocated without written permission of building management.
- j.** Items placed in concourse are to be set last and removed first to the fullest extent possible.
- k.** No signs, banners, or posters may be taped, nailed or fastened to Building walls.
- l.** Building carpeting must be protected by plastic or by other means before placing any materials in concourse.

Storage Rooms

No meeting room is to be used as a general storage room unless approved by Cobo Center. Restrictions

on forklifts and powered carts apply.

Service Equipment and Motorized Vehicles

Motorized vehicles are restricted to exhibit hall use unless approved by Event Coordinator. No liquid fuel powered carts should be operated outside exhibit halls due to noise, air pollution, and fire hazard. Forklifts are allowed in any room. Only rubber wheeled non-motorized freight carts are allowed in rooms. Gasoline powered forklifts, carts, scooters, etc., may be operated in the exhibit halls, but must be refueled outside the Building and away from Building walls, and, must be parked or stored outside of Building. If such vehicles are allowed on freight elevators, their motors must be shut off while on elevator.

Forklifts, powered carts or other powered equipment left unattended outside of rented exhibit hall(s) are to be secured to prevent unauthorized use.

Cleaning

Cobo Center maintains an exclusive cleaning contractor that must be used by show management and exhibitors in conducting their business in Cobo Center.

Janitorial service in aisles, open spaces, offices and restrooms is provided. Exhibit areas will be kept clean and free of debris by the janitorial contractor. Show Management must coordinate carpet laying, cleaning, and visqueen removal with the janitorial contractor. Show management is responsible for removing large crates and discarded exhibits from the building and/or to knock down into small pieces. One thorough cleaning each night during non-show hours to include broom sweeping and emptying of ashtrays and waste receptacles in all areas.

If you have special needs in this area, please advise your Event Service Manager, and contact Metro Services Organization at (313) 259-4529.

Crate Exhibit, Large Debris Removal Requirements

Janitorial services provided, as part of rental charges, by the building's exclusive janitorial contractor to show management or show contractor do not include breakdown of crates, large skids, abandoned exhibits, or other debris too large or too heavy for removal by normal means or too large for placement in our packer trucks.

It is the responsibility of the show contractor management to break down all of the above items into manageable sizes. This includes items on exhibit floor, in other areas of the Building, and on the dock. If a piece of debris is too heavy for one person to lift and cannot be broken down further, the contractor must move the debris to the location on dock specified by Event Coordinator. Items not removable by normal means will be removed by the show contractor. For clarification, please consult the janitorial contractor or your Event Coordinator.

If special arrangements are agreed to, these should immediately be put in writing and a copy given to the Event Coordinator.

If arrangement is made for pickup of leftover material and debris by an outside vendor the pickup must be made before the show contractor leaves the premises.

Should any materials be left behind and Cobo Center therefore be forced to have the materials removed, costs for such removal will be billed to show management.

Crate Storage

Crate storage is allowed in exhibit halls; any other crate storage requires specific prior approval of Event Coordinator. Crates and materials must not be stored in exhibit booth service aisles. Pedestrian egress routes in dock area must be maintained.

Exhibit Hall Lighting

Move-in/non-show/Move-out hours - up to three levels of fluorescent lighting (1/2 maximum) at no charge, additional levels at \$100.00 per level, per hall, per day.

Show days - maximum fluorescent or quartz spotlights at no charge during show hours. Up to three (3) hours of show lighting beyond show hours each show day at no charge.

Use of both full fluorescent and full spotlights is available at a rate of \$500.00 per hall, per day or half fluorescent and full spotlights at a rate of \$250.00 per hall, per day. Spotlights may be must individually ordered and aimed through the Electrical Contractor. Detroit Hall and the expanded portions of Oakland and Macomb Halls are not equipped with spotlights.

Exhibit Hall Air Conditioning During Move-in/Move-Out and Non-Show Hours

Cobo Center maintains "minimal comfort levels" during move-in and move-out periods as part of the basic rental fee. If the logistical requirements of a particular event should demand that temperature be maintained within a specific range and additional air conditioning is necessary, Cobo Center will provide such air conditioning at the rate of \$100.00 per hour per hall. This service is provided with the understanding show management and service contractors must limit the use of the roll-up doors which connect to the outdoors. While we will make every effort to maintain the desired temperature, there is no guarantee that we can do so. The same fee schedule would apply when twenty-four (24) hour air conditioning service is required. Approximate dates of heating/air-conditioning change over are April 15 and October 15.

Multi Level Exhibits

Multi level exhibits require certification by a registered engineer and plans should then be sent to Event Coordinator for review. Size limitation is responsibility of show management, except that highest booth floor must not be more than 18' above hall floor and highest point of booth not more than 22' above hall floor. Building is not responsible for these exhibits obstructing or being affected by building air and light systems. Exhibitor must provide a fire extinguisher in the booth, and install a smoke detector on ceiling of lowest level.

Signs- General

No decorations or signs shall be placed in or on Building walls and ceilings by nails, tacks, screws, wire or adhesive tape without approval. Exhibitors' signs are restricted to the exhibit area.

Suspended Signs/Displays

Hanging of banners, signs, drapes, etc., must be arranged through a show contractor. All signs, regardless of size, should be constructed of lightweight flameproof cardboard, metals, plastics, etc. and hung where and as approved by Event Services. No signs are to be hung from any electrical fixtures, race ways; any water, gas, air, fire protection piping, supports or hangers. All electrical and neon signs must conform to electrical codes required in Cobo Center. Cobo Center graphics, signs or displays may not be

blocked in any manner. During move-out following the event all wires, hooks, and hanging materials used to hang signs must be removed.

Events using exhibit halls may hang a show banner outside the entrance to Cobo Center with written approval of building management. Size allowed will be determined sixty (60) days in advance of event on a space-available basis.

In exhibit halls these rules apply:

1. Written approval is needed to hang anything within twenty (20) feet of People Mover exposed guide way in Detroit Hall.
2. 0 to 50 lbs. - Items may be hung from miscellaneous steel supporting light grid; must have a minimum of two (2) attachment points; no other location restrictions.
3. 51 to 1,000 lbs. - Items must be hung from sway truss members; must have minimum of four (4) attachment points; must have Cobo Center Maintenance Office approval.
4. 1,001 to 2,000 lbs. - Items must be hung from main truss members only; must have a minimum of four (4) attachment points; must have Cobo Center Maintenance Office approval. **NOTE:** Over 2,000 lbs is not permitted.
5. In all cases displays and signs must be safely hung using accepted standard methods and by the proper knowledgeable labor.
6. Show management should require insurance be supplied by the exhibitor since the event management is otherwise responsible.
7. Show management may further restrict or prohibit hanging of any display or sign.

Carpet Tape

Use only approved carpet tape. Heat tape and double face tape may not be used on permanent facility carpeting. Approved tape is:

Shuford Mills ,Inc.
Shurtape - PC-618 Cloth tape
Kendall-PolykenDiv.
Kendall Tape-100D- Double Face Cloth
Gulf Systems, Inc.
GS1-800-double face tape

Extra labor needed to remove tape or tape residue after event will be charged to show management.

Truck Marshaling Yard

Cobo Center staging area is located at 158 Twenty-fourth Street (24th and West Jefferson) and is provided at no charge to Cobo Center customers. Use must be scheduled in advance with the Sales Department. It is a hard surfaced 90,000 square foot area, fenced with two gates and an office trailer. A restricted telephone is available. No toilet facilities provided. Use of the marshaling yard must be specifically included on your certificate of insurance. Show management is responsible for area operation and security. Limited on-street staging possible with advance arrangements.

Room Security

For rooms requiring security, the locks should be changed from the general house system to high security. Contact the Event Coordinator to arrange this.

Floor Drilling

You must obtain approval of Event Coordinator for each booth prior to drilling in the exhibit hall floor. Order is then placed with private contractor to drill hole, install anchor, remove anchor and fill hole. Maximum bolt size is 5/8"x2- 1/2".

Moveable Walls

When more than one exhibit hall is rented the dividing wall(s) will be set at no charge once for move-in, once for the show, and once for move-out, providing request for such change is received not less than three (3) days in advance. Additional changes in position and late requests will be charged for at the rate of \$500.00 per change in Detroit/Macomb wall and \$200.00 per wall (one panel or more), per change for other halls.

Mobile Docks

Cobo Center has two Magliner mobile docks available for use by contractors. Each dock is 36' long with 6' level off and 16,000 lb. capacity. Please order from Event Coordinator. Rental charge is \$100.00 per day, per dock, \$500.00 event maximum per dock (no partial days).

Telephone Service

Telephone Service is available through the Cobo Center centrex system on a limited basis for Show Management only. The charge for each single line installation is \$150.00 and includes instrument, local calls and removal. There will be additional charges for toll and long distance calls. All other telephone lines and services required are procured directly from SBC by calling their business office at (313) 223-9198 and asking for Exhibitor phone service. *Telephone instruments may be ordered from AT& T - single line service (800) 555-8111, multi-line and data line service (800) 247-7000, or from other suppliers.*

Microphones

Microphones can be installed in exhibit hall(s) at a charge of \$25 per microphone per day. A maximum of five (5) microphones can be rented from Cobo Center by an event; if more are needed or system monitoring is required, the services of an union audio contractor should be secured.

Audio Visual

Union labor is required for *commercial* audio visual activities *and may also be required for other events* when use is made of sound, light, spotlights, recording or broadcasting equipment. Hired labor must be union labor. *To avoid problems in this area, please inform your Event Coordinator of all aspects of your program.* Projection Equipment must be operated by union projectionists in Exhibit Halls, Riverview Ballrooms W1-51 & W1-52, and Ambassador Dining Room W2-60. You may bring your own equipment or rent it from an outside source.

Electrical Power

All exhibit and exhibit hall electrical installations, connections and disconnections must be obtained through Metro Services Organization Electrical, Cobo Center's exclusive electrical contractor. Twenty (20)

amp power outlets are available in meeting rooms; power requirements beyond 20 amps can be provided by the exclusive Electrical Contractor. Call Metro Services Organization Electrical at (313) 567-2082.

Concession Areas

Food and beverage concession areas in exhibit halls must be accessible, open and operating during public shows unless prior approval to close them is granted by the Building. For public shows, 15% of the floor must be allocated to concession areas.

Direct Selling

Shows or exhibitors selling merchandise will need a Temporary Concession License or other State of Michigan license. Sales are subject to sales tax. For guidance, contact the Department of Treasury (313) 256-2548 or (313) 256-2534.

Freight Shipments

Cobo Center **CANNOT ACCEPT** advance freight shipments. Freight must be consigned to the official show service contractor or delivered directly to a service contractor during the permit period.

Smoking

Smoking is prohibited in the public areas of the building except in designated smoking areas. Within the specific space rented, the permittee determines smoking restrictions, if any, subject to the approval of the fire marshal.

Stickers/Helium Balloons

Distribution of stickers is prohibited. Use of helium balloons must be approved by Cobo Center. A retrieval charge will be applied to retrieve balloons from the ceiling.

Dirt and Other Loose Exhibit Materials

Sand, gravel, dirt, and other loose materials may not be brought into the building without prior approval of Director or Deputy Director, unless approval specifically given in rental permit. 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" of any electrical, telephone, or P.A. outlets in/on walls or columns.

Sufficient quantity of workers with equipment must be provided by exclusive janitorial contractor at show's expense during hours of move-in and move-out of such materials to keep floors clean and prevent spread of dirt, etc., across floors.

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 Building 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 left over materials - dirt, rock, bricks, sand, etc.- is the responsibility of show management. This includes removal in preparation for show opening and at end of event move-out.

Failure to leave the exhibit area in a relatively clean condition, as determined by building management, will result in such cleaning being completed and billed to the Event management. Any damage to Building walls, pillars, ceilings, floors, or utilities contained therein, from construction, maintenance, or removal of exhibit, is responsibility of event manager.

Cobo Center Equipment

When Cobo Center equipment, such as risers, stages, etc., is used in exhibit halls or rooms, please coordinate your setup and decorating plans with the Event Coordinator. This provides a smooth move-in and move-out for your event. Note: Decorative skirting may not be stapled to carpeted risers or building tables - use approved tape. This equipment is ordered from your Event Coordinator.

The following equipment is available for rental from Cobo Center. Please contact your Event Service Manager for rental rate.

Risers/Staging - RISERS for staging are available for use in the Exhibit Halls. Risers come in 4' x 8' sections and range in height from 8" to 40" in 8" increments. Staging comes in 4' x 8' sections, and range in height from 32" to 52".

Scaffolding suitable for stages and projection platforms can be installed in the Exhibit Halls. A section measures 8' x 8' x 4'8" high.

Chair risers are available for use in Exhibit Halls. Each 8' x 8' section holds 12 chairs and the rental charge includes setup of risers, placement of chairs and use for up to seven (7) show days.

Removal of Plastic Sheeting

- a.** Cutting and trimming of plastic sheeting around exhibit structures and components will be done by carpenter labor. Carpenter labor may also be used to remove the plastic sheeting if the exhibitor and/or the show contractor so orders. Charges for this labor will also be the responsibility of the exhibitor.
- b.** Removal of cut and trimmed sheeting will be done by the janitorial contractor, as part of general preshow cleanup.
- c.** Procedure and schedule for cutting and trimming and plastic removal is to be confirmed between janitorial contractor and show management. Charges for any areas not cut and trimmed by carpenters by removal time are the responsibility of the show contractor. If the janitorial contractor is required to provide labor to perform this cutting and trimming work, the charges will be billed to the show contractor at the approved hourly labor rate.

Parking

Cobo Center does not provide parking. Use of any area other than truck wells assigned to your event must be approved by the Event Coordinator. Access to loading dock by vehicles other than freight or delivery trucks requires advance arrangements be made.

Security

Cobo Center Security Unit maintains 24 hour security of the Cobo Center interior building perimeter, public corridors, and areas not leased or available to show management. The unit also maintains contact with Detroit Police Department and can arrange for bank deposit transportation, etc.

Show Management is responsible for and may be required to provide security by a private firm for the area leased from the time of initial occupancy until completion of move-out.

Private Security Firms - When a private guard firm is hired to perform services the firm hired or its designated representative shall so notify the Cobo Center Security Unit and obtain specific Security Guidelines including firearm restrictions. The security firm shall be able to contact a representative of show management at any time, day or night.

Door Security - Exhibit hall doors, except those marked "FIRE EXIT," may be chain-locked when hall is not occupied by attendees. Chains must have a protective plastic covering to prevent scarring of door surfaces. When exhibit halls are occupied by attendees all chains must be completely removed from doors and door hardware. These chains and locks are provided by the private security firm.

Exterior exhibit hall roll up doors and loading dock exit doors shall be closed, except during active move-in and move-out. Keys to operate freight Roll up doors will be given to show management or show security upon the start of move-in.

During the open hours of Public Shows IATSE ticket takers and doormen must be hired and stationed at entrance, exit, and emergency doors. Security guards may be used in addition to these persons.

Emergency Procedures - Fire emergency exit doors may not be chain locked. Exhibit hall doors with panic bars may be "locked" or "panicked up" to prevent unauthorized entry while allowing emergency exit by use of the panic bars.

In case of fire or personal injury, building security must be notified immediately: Control Room 877-8235. Person giving notice should give nature of the emergency and specific location where fire or Emergency Medical Services (EMS) units should be sent. If show management has obtained private medical services unit to be stationed at their event, they must provide Civic Center Security with necessary information on any injury occurring on Cobo Center property.

Public Shows

Ask your Event Coordinator or our Accounting Division for special requirements for events open to the public and/or selling admission tickets.

Exhibitor Appointed Contractors

Cobo Center requires the show manager provide our Event Coordinator a list of exhibitor appointed contractors working the shows and that information herein be made known to these contractors.

Show Management

It is the responsibility of show management to comply with all requirements stated herein, and in Rules and Conditions. Expenses incurred by the facility because of failure to comply with same will be billed to show management. Compliance with O.S.H.A. regulations is responsibility of show management and its contractors.