



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 Center numbers may not be published as official show or convention number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 on an exclusive in-house basis telecommunications and food and beverage services.
- 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 devices are not to be tampered with
- A fire watch is mandatory when smoke and/or hazardous machines are used inside

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STORAGE

- Crate storage is prohibited in Cobo Center without the prior written approval of Cobo Center management
- Crate storage is the responsibility of the licensee
- Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors.
- Crates may not be stored in any occupied hall/room
- Exit signage, fire extinguisher, fire alarms and related firefighting equipment may not be hidden, obstructed or blocked
- All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed

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

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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
- An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices
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EXHIBIT & REGISTRATION FLOOR PLAN APPROVAL

Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas. Prior to the final sale, lease or assignment of any exhibit space, licensee shall submit six copies of proposed floor plan, drawn to scale, to Cobo Center for review and approval from Security.

Any necessary changes in the proposed floor plan will be forwarded to the licensee by Cobo Center, and licensee must submit revised floor plan. The proposed floor plan submitted for approval must include the following:

- Show title, contracted dates, draftsman's company name and address, service contractor
- Name and address
- Booth configurations drawn to scale, including base dimensions, heights and locations
- Aisle locations and dimensions
- Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
- All exits and primary entrances
- All permanent and temporary concession and novelty stands
- All fire safety devices including extinguisher and alarm stations
- Dimensions of all service desks including space allocations for service desks operated by the center
- Dimensions of service contractor storage areas or "bone yards"
- Distinction between pipe and drape and hard wall

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A copy of the final approved floor plan is to be displayed in the service contractors service area office. **The decisions of the Fire Marshal are final.**

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

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

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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 (50) feet 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 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.
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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.