



# 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 AND EQUIPMENT RULES AND REGULATIONS

Any alteration or activity that could leave lasting effects or damage in Cobo Center is prohibited.

1. Licensee service contractor will do a walk-through inspection with the event manager on the first 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.
2. All Cobo Center equipment (i.e. forklift, scissorlift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
3. 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.
4. All electrical cords should be taped down immediately after placement. See “TAPE” section for approved tape product.
5. All cabling on the floor of public areas must be protected with “yellow jacket”-type cable troughs. Any path where the public will be crossing ADA-rated ramps must be labeled.
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.
12. Exterior banners are PROHIBITED outside the facility unless approved in writing by Cobo Center General Manager and permitted by the City of Detroit.
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 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.

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17. Dragging or moving of any equipment on or across the floor is PROHIBITED.  
*Any damages will be billed to licensee.*
18. Any structure with a ceiling is required to have smoke detectors and fire extinguishers.

## 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

- 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.*
- Rigging of any item is the exclusive right of Cobo Center union workers.
- All operators of scissor lift, boom lift, genie lift, forklift or aerial lifts of any kind are required have all appropriate certifications.

## FREIGHT AND/OR DRAYAGE DELIVERIES

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 addressed to the attention of the licensee's service contractor.

Exhibitor's freight and/or drayage must be loaded in and out through the rear dock doors.

With regard to the operation of a forklift, the operator is the only person authorized to ride on the vehicle. The operator must wear a seatbelt at all times.

The practice of passengers riding on a forklift is strictly prohibited.

*Failure to follow these rules will subject the offender to immediate expulsion from Cobo Center.*

## PARKING

Parking on 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 for equipment. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly prohibited.

## SMOKING

Smoking is not permitted in any meeting room or public area. Cobo 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

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## 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 AND EXHIBITOR INFORMATION

Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 10 feet wide.

Submit copies of the exhibition space floor plan to the event manager for the Fire Marshal's approval. Any revisions must be resubmitted.

Registration area layouts are required for approval.

The proposed floor plan submitted for approval must include the following:

- Show title, contracted dates, 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

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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.

Sign and return the original to the event manager.

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Signature

Print Name

Company

Date

# Subcontractor Checklist

**CONTRACTOR COMPANY NAME:**

**NAME OF THE EVENT:**

**EVENT MOVE-IN DATE(S):**

**EVENT MOVE-OUT DATE(S):**

**CONTRACTOR SUPERVISOR:**

**EVENT MANAGER:**

**Site Management:**

Contractor's site supervisor(s) identified and contact information provided. A site supervisor is to be on site when the work is being performed to ensure compliance to all building & OSHA regulations.

Initials \_\_\_\_\_

**Communication:**

All communication between the Center and the contractors should be directed through the event manager unless other specific arrangements are made.

Initials \_\_\_\_\_

**Safety Policies:**

Comply with all applicable federal, state and local laws and Cobo Center's policies and procedures.

Initials \_\_\_\_\_

**Personal Protective Equipment:**

Appropriate personal protective equipment must be used by all contractor's staff when on job site. When circumstances require or directed by Cobo Center management, all persons must wear protective headgear, footwear, eye protection etc.

Initials \_\_\_\_\_

**Contractor Equipment:**

All operating equipment brought in by the contractor must be maintained in a safe operating condition and operated only by trained staff and where required by law must be operated by certified staff. Cobo Center reserves the right to require the removal from the work sight of any faulty, unsafe or substandard equipment.

Initials \_\_\_\_\_

All contractors equipment, i.e. crates, boxes, tables, chairs, carpet, etc., must be stored at least two feet away from the building walls and never in front of any exit doors.

# Subcontractor Checklist

## Freight Elevator usage:

All freight elevators must be operated by the Center's designated personnel. Use of freight elevator must be scheduled. A per hour fee will be accessed for a freight elevator operator.

Initials \_\_\_\_\_

## Use of HiLo's & Carts in public areas:

No motorized carts or hi-lo's are permitted in public areas unless authorized by the event manager. If authorized, carpet and/or other flooring must be protected. *No hi-lo's or motorized carts will be permitted on the fourth floor of the building at any time.*

Initials \_\_\_\_\_

## Damage reporting:

Damage made by your staff to Cobo Center property must be reported to your event manager and Public Safety Officer immediately.

Initials \_\_\_\_\_

## Signage:

All signage in the public areas must be approved by the event manager. No signage is to be placed that may obstruct the permanent building signs. When hanging signs in public areas, advanced approval is required and only Cobo Center approved adhesives may be used. It is prohibited to affix signs to any facility grills, lights, sprinkler heads. When in doubt, please consult your event manager.

Initials \_\_\_\_\_

## Crates/boxes in public areas:

Do not leave crates and/or boxes in public areas. No crates shall be left in public areas overnight without Cobo Center approval.

Initials \_\_\_\_\_

## Housekeeping:

Contractor must maintain acceptable housekeeping and material organization around work sight. Do not leave plastic, tape, or carpet scraps laying around. Place them in nearby garbage container. Do not use any unauthorized tape, paint or stickers to mark floors.

Initials \_\_\_\_\_

## Chemicals:

Copies of applicable MSDS must be available on site at all times.

Initials \_\_\_\_\_

## Evacuation:

Comply with building's evacuation policies.

Initials \_\_\_\_\_

## Smoking:

Cobo Center is a smoke-free facility. Smoking in front of the building is prohibited for all contractors and their employees.

Initials \_\_\_\_\_

