



General Information Handbook

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ACCESSIBILITY & BUILDING ACCESS

Huntington Place provides visitors with ADA accessibility. Parking spaces for disabled guests are available for both vehicles and vans. Wheelchairs are available on a first come basis at the Information Desk on the 2nd level, Main Lobby, near the Joe Louis Statue. The North side of the venue is accessible from the street with elevator access off Congress Street, near the parking garage. The main entrance of the venue can be accessed from street level, near the Washington Boulevard circle drive.

Guests with Disabilities/Wheelchair Access

Wheelchair access is available for Roof Deck parking and the two front entrances on Washington Boulevard and Jefferson Avenue as well as at the Atwater Atrium entrance.

Public Entrances

The venue has three main entrances in front of the facility along Washington Boulevard and one main entrance on Atwater Drive along the Detroit River. A drop-off lane is available at the two front glass entrances on Washington Boulevard and Jefferson Avenue.

AIR CONDITIONING & HEATING

- Air conditioning and heating will be turned on one hour before the event starts in the contracted event space(s).
- Air conditioning and heating for move-in and move-out days is available at a pre-set fee.

AIR WALLS

The air wall/partition walls in the exhibit halls, meeting rooms and the ballroom are to be installed and removed by venue personnel only. Air walls will be set one time per event requirements. A labor charge will apply for any additional movement.

ANCILLARY CHARGES

Based upon your event requirements there may be some [ancillary charges](#) for items not covered under your rental/lease agreement (staging, room keys, etc.). An estimate of charges will be provided by your Event Manager prior to the start of the event. Show Management must keep a credit card on file with the venue Finance Department for such charges. Ancillary charges will be processed at the time of the final settlement.

ANCILLARY SERVICES

Cleaning

The venue's Environmental Services department is the exclusive provider of all cleaning services.

Electric

Freeman Electrical is the exclusive provider of electric power. Any electrical needs for your event or exhibition in the Grand Ballroom, meetings rooms, or exhibit halls must be discussed in advance with the electrical contractor.

Each meeting room and the Grand Ballroom is equipped with electrical outlets on a 110-volt shared circuit. Use of these outlets is included in the room rental.

You may bring your own UL approved extension cords or purchase them through the electrical contractor, except in the exhibit halls. Electrical contractor supplies all electrical power in the exhibit halls. If you wish to place an electrical order through the electrical contractor, please email Detroit.Electrical@freemanco.com.

Food & Beverage

Sodexo Live! is the exclusive Food & Beverage provider for the venue. Sodexo Live! also services water stations, coat and luggage check, and provides table linens and skirting for meeting room tables.

Internet Services

The venue's IT department is the exclusive provider for internet throughout the facility. Complimentary Wi-Fi is available throughout the facility and is intended to supply web access for casual browsing. Hard-wired connections can be provided in all meetings rooms, exhibit halls, and public spaces. Any internet needs beyond free Wi-Fi will need to be purchased. Please [click here](#) to get internet pricing and the internet order form. Please inform your Event Manager if you have any internet needs.

Wi-Fi Network Name: Huntington Place Free

Telephone Services

AT&T is the exclusive provider for all analog phone lines. The venue's IT department has limited quantities of VOIP phones available for rental for Show Management only. Please inform your Event Manager if you require any telephone services.

Ticket Service

Premier Ticket Service, Inc., is the exclusive ticketing service provider for the venue. Ticket services include, ticket takers, cashiers, wrist banding, etc. Please inform your Sales/Event Manager if you plan to sell tickets at your event.

Valet

The venue maintains exclusive valet parking services. Valet service must be set at least 3 weeks prior to the event date. Contact your Event Manager to make valet service arrangements.

ANIMALS

In compliance with the ADA, guide dogs and miniature horses may accompany a guest. No animals/pets are permitted in the facility without prior approval from venue management. Approval of animals/pets is based on whether animal/pet(s) are part of an exhibit, activity, or performance requiring use of said animal/pet. Upon approval, such animal/pets(s) must be on a leash, within a pen, or under similar control at all times. The owner is responsible for obtaining all necessary permits and for all sanitary needs of such animals.

ANCHORING & DRILLING

Anchoring or drilling the floor or walls anywhere throughout the facility is NOT permitted, without prior approval from venue management.

AUDIO-VISUAL

Use of the built-in-house sound is complimentary and is available in select meeting rooms and ballrooms. Please see the list of meeting rooms below that are equipped with house sound. Premier Event Technology is the preferred in-house audio-visual provider for a full range of services. To access additional information regarding Premier Event Technology, [please click here](#). Other audio-visual companies will be required to comply with all contractor requirements. Huntington Place stagehands will be responsible for set-up, run of show operations, and tear down of all audio-visual equipment. To see the stagehand manual, [please click here](#).

House Sound System

There is no patch fee for use of the built-in sound system. Any AV contractor can patch into the in-house sound system and inform the Event Manager if the rooms that they are hooking up AV equipment in will need it turned on. DJs will not be allowed to patch into the venue's house sound.

Sound

140, 141, 142
250, 251, 252, 258, 259 260
310, 320, 321, 330
353, 354, 355, 356, 357
358, 359, 360
410, 411
Grand Ballroom
Halls A, B, C, D & E

No Sound

110, 111, 112,
113, 114, 115, 116
311, 312, 313, 331
332, 333, 334, 335, 336, 337, 338
412, 413, 414, 415
420, 430

If you need assistance patching into the house sound, [please use this link](#) which provides step by step instructions.

BUILDING EQUIPMENT INVENTORY (TABLES, CHAIRS, STAGE, DANCE FLOOR, ETC.,)

Equipment is available as inventory permits. The initial setup in meeting rooms is included in the rental fee. All building equipment will be setup and operated by authorized venue personnel.

CAPACITY

Please contact your Event Manager for seating capacity, meeting room, and exhibit hall details and other information regarding your rented space. [Click here](#) for capacity charts.

CLEANING SERVICES/ENVIRONMENTAL SERVICES

When a room is used for meetings, meals or an office, general cleaning and overnight room straightening is included with the rental. The venue's Environmental Services department cleans the meeting rooms and the exhibit halls providing removal of normal show refuse*, including one cleaning each night during non-show hours. This is comprised of broom sweeping on any non-carpeted areas and emptying waste receptables in all areas.

*Normal show refuse is material that can be easily lifted by one person and placed into a 55-gallon trash barrel.

The venue's Environmental Services department is the exclusive provider of cleaning services in the facility, however Exhibitors using their own full-time employees may vacuum within their own booths (up to 200 square feet). Hired cleaning services or labor must be through the venue's Environmental Services department. Exhibitor appointed contractors are not permitted to provide cleaning services. Show Management must coordinate timing of carpet laying, cleaning, and plastic sheeting. Show Management's contractor/decorator is responsible for removing crates and discarded exhibits, including carpet padding and carpeting from the facility. A fee may be assessed if Venue Management must remove such items. All custom cleaning (vacuuming, car detailing, special flooring in booths, etc.) in the exhibit hall or in any meeting rooms used for exhibits, must be ordered in advance.

If you have any Exhibitors who require booth cleaning, please direct them to use this [link to access our online ordering system](#).

Recycling is available for discarded items. If you are interested in diverting your waste and hosting a green event, please inform your Event Manager.

CRATE STORAGE

Crate storage is allowed in exhibit halls. Any other crate storage requires specific prior approval of the Event Manager. If crate storage is approved on the loading docks, all crate storage areas and crate storage arrangements need to be approved/determined in advance. These logistics must be figured out before move-in by both your Event Manager and the Fire Marshal. If crate storage is not allowed in the halls or loading dock areas, crates need to be stored in the trucks.

The following rules and guidelines will apply to all crate storage arrangements:

- The venue reserves the right to require that Show Management provide 24-hour fire watch security in the crate storage areas and/or provide supplementary fire extinguishers.
- Crates and materials cannot be stored in exhibit booths or service aisles.
- Pedestrian egress routes in the dock areas must be maintained.

Crate Storage within the Meeting Rooms/Ballroom(s)

Crates **cannot** be stored in any of the meeting rooms, ballrooms or service hallways. If you have crates that you need stored, please refer to the General Contractor or your Event Manager to secure a location for those crates.

Crate Storage within Hall(s) A, B, C, & D

If Fire Marshal approval is received and other specific instructions are not given by the Fire Marshal, then storage of crates within the exhibit halls will be allowed and crates can be stacked a maximum of 20 feet high and 25 feet wide. There must be an 8 foot clear aisle between stacks of crates. Crates must be at least 5 feet from any wall or partition wall. All exits and direct exit routes must be maintained. Doors may not have any material within 10 feet of the entry way that would otherwise prohibit emergency exit.

Crate Storage within Hall E

Crates may be stacked a maximum of 10 feet high and 25 feet wide. There must be an 8 foot clear aisle between stacks of crates. **Crate storage in the Hall E loading dock or the adjacent gravel area is NOT allowed under any circumstances.**

Crate Storage in the Loading Docks & Truck Wells

Crates may be stored on the loading dock and in the truck well areas only, with prior approval. No crates may be stored above the exhibit hall restrooms on the dock platforms (the area between the truck wells and exhibit hall walls. Crates can be stacked a maximum of 20 feet high by 25 feet wide. There must be an 8 foot clear aisle between stacks of crates.

DAMAGES

Prior to the first move-in day, your Event Manager will schedule a facility inspection. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event. Notify the Event Manager of any damages that may arise throughout the course of the show.

In the event of reported damage, Show Management will be given a damage report and photographs (when applicable). The cost of repair of damages is the licensee's responsibility and the venue will make all the repairs.

DELIVERIES & FREIGHT

The venue does not have a warehousing facility and cannot accept advance freight shipments. Arrangements may be made directly with the official show General Contractor for advance shipments to their warehouse or may be consigned to them during the permit period.

All privately-owned-vehicles (POV's) at the loading dock must use the designated area. Consult with your show General Contractor for more details and rates. Exhibitors may park in one of our parking facilities and transport items (hand carry or by using their own dollies or handcart) to and from their booths via the public entrance of the exhibit halls. Material handling equipment is not available. There is no unloading permitted in front of the facility or on Atwater Street.

Show Management and General Contractors will coordinate the storage of trucks at an alternate location.

DECORATIONS

A service provider of your choice may provide decorations, flowers, chair coverings, specialty linens, etc. All decorations must be removed at the conclusion of the event. There will be an additional fee for the disposal of any items left behind. Nailing and/or taping to facility walls, pillars, lecterns, tables, chairs, etc., is strictly prohibited. However, **painter's blue tape can be used** if needed to affix signs to the walls and doors. Use of helium balloons and lit candles is prohibited. Only paper confetti is permitted with prior approval from your Event Manager. An additional fee will be charged for balloon drops and confetti clean-up.

DIRECT SELLING

Huntington Place does not collect any fee from merchandise sales. The sales tax implications are left for the vendor/exhibitor to arrange directly with the State of Michigan and local authorities. Please use the links below to view the State of Michigan's Department of Treasury website:

[Form 5089](#)

[Sales Tax License Information](#)

DRONES/UNMANNED AERIAL VEHICLE POLICY

Drones are not permitted on premise without prior written approval from the venue. Casual or recreational use is strictly prohibited. Drones can be operated in a leased exhibit hall ONLY, if tethered or flown in an unoccupied area. [Please click here for the venue's drone policy.](#) Drones cannot be operated in any of the public spaces, including but not limited to, all lobbies, pre-function spaces and food courts. For detailed information, please contact your Event Manager.

FACILITY TIMELINE

Huntington Place requires Show Management to provide the Event Manager with accurate move-in/move-out times and up-to-date show agenda/event schedule 45 days prior to your first move-in day. The intended use of the lobby areas, atrium, docks, storage areas, staging areas, etc., must be approved in advance by your Event Manager. This includes the placement and location of signage and other decorations such as headers, drapery, and kiosks. All General Contractor access is restricted to the times and dates on your lease agreement.

General Contractors should verify intended floor marking and other work schedules with Show Management and your Event Manager. Upon publication, no later than 45 days prior to the first move-in day, copies of all instructions to Exhibitors, including the Exhibitor Manual must be furnished to the Event Manager. Show Management, General Contractors and Exhibitors shall not ship or deliver material to the facility before the first move-in day. Early shipments will not be accepted.

FLOOR PLANS

A preliminary floor plan of the exhibit hall and registration area, including any use of the lobby/atrium, should be submitted to your Event Manager for review at least 60 days in advance or prior to the sale of the space to the Exhibitors. A detailed final plan of the exhibit hall and registration area must be submitted to the Event Manager 45 days in advance of the first move-in day for review and submission to the Fire Marshal. The use of any public areas (lobbies, atrium, hallways) must be approved 45 days in advance by your Event Manager.

Your floor plans should have the following:

- Official name of the show and show dates
- Name of the official General Contractor
- Drawn to scale, in 1/16" or 1/30" scale
- Indicate storage and service areas
- Aisles clearly indicated (minimum aisle width is 10', cross aisle is every 150' minimum)
- **Pre-set 5% on hall floors dedicated to concessions for all public events.**
- Indicate concessions stands or exhibit floor food service areas
- Indicate border pipe and drape or hard wall backdrops

FLOOR MARKING, TAPING & LOADING

The venue does allow the use of **Sure tape PC 628 Gaffers** tape or approved equal. Floor marking with paint or high residue tape is prohibited on all surfaces. Any tape used must be approved by your Event Manager. Licensee and General Contractors are responsible for the removal of all tape and residue marks from the exhibition hall floors, lobbies, ballroom, and meeting room floors. Any residue marks/tape left on the floor after the move-out will be removed by the venue's Environmental Services department and billed to Show Management.

Additionally, all cable cords must be taped down or enclosed in ADA approved cable ramps for safety of our guests.

Floor Loading

Exhibit Halls

General exhibit hall floor loading is 300 lbs. per square feet (or an HS20 Highway Loading); specific floor areas have reduced capacity of only 220 lbs. Loading more than 300 lbs. per square feet can be accommodated depending on the location, physical dimensions, and adjoining loading. However, Show Management must receive approval from the venue. The approval process requires plans of equipment or display footprint showing weight distribution per square feet and size of base plate (if one is being used). The plan must be signed and stamped by a State of Michigan registered professional engineer. In some cases, it may be necessary to also show adjoining exhibit floor loading on this plan. Request for approval of excess loading must be submitted to the venue a minimum of 30 days prior to the first move-in day. For heavy equipment, please contact your Event Manager.

FIRE DEPARTMENT REQUIREMENTS

Clear visibility and access to fire extinguishers, fire hose cabinets and connections, fire alarm pull stations, fire alarm strobe lights and all fire and HVAC control equipment must be maintained at all times. Exit signs must always be visible. Where it is determined the visibility of existing signs is compromised, Show Management will be required to provide temporary sign(s) equivalent to the sign(s) that is blocked.

Access to pedestrian exits must always be maintained and clear at all times. Aisles to exits should not be blocked by equipment or booths. Access to restrooms, concession stands, janitor and utility closets must be maintained at all times. Show Management, General Contractors, and Exhibitors must comply with all fire regulations of the City of Detroit.

If the Fire Marshal requires additional extinguishers on the show floor due to the nature of the show, these may be obtained from the facility at a nominal cost or must be provided by Show Management.

Show Management and Exhibitors will be required to comply at their own expense with all applicable federal and state laws; municipal ordinances; and health, safety, and fire ordinances.

These items are paraphrased and do not serve to relieve Show Management or Exhibitors of their obligation to inform themselves of the full content of the pertinent statutes. Except as otherwise provided by special rulings from the Detroit Fire Marshal, these are regulations of the Detroit Fire Department.

Aisles & Exits

- The area in front of all facilities and all exits must be maintained and free of parking and storage of any kind.
- All exits must always be maintained and readily accessible at all times.
- All aisle ways to exits shall always be maintained free and clear at all times.
- Aisle ways to exits shall not be blocked at any times by tables, chairs, benches or other obstructions.

Compressed Gases

- The use, display, and storing of compressed gases must be approved by Venue Management and the Fire Marshal at least 30 days in advance of the first move-in date.

Cooking Demonstrations

- Cooking is permitted in the exhibit halls with advance approval from Venue Management and the Fire Marshal when food or equipment products are a featured part of the event.

Décor

- All draperies, backdrops, bunting, and other decorations must be flame retardant. All paper (including flame retardant paper) and other flimsy materials used for decorative purposes is prohibited.
- The Fire Marshal requires that a certificate of all flame-retardant material be kept on site at all times. Please send a copy to your Event Manager in the event you are not on property.
- Cut trees, branches, and shrubs are prohibited unless maintained in soil in a natural state.

Double-Deck Booths

- All double-decker booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors and sprinkler system installed in their display. A sprinkler system may not be required, subject to Fire Marshal approval if the exhibitor provides 24-hour security at their own expense.
- Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24 hours a day. It must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings.
- One smoke detector is required for 900 square feet of continuous ceiling.
- The placement of smoke detectors must be 30 feet on center of your booth. Be sure to advise our exclusive electrical contractor that you will need 24 hour circuits when placing your electrical order.
- In the case where a double-deck booth is blocking the facilities fire pull stations or strobe lights, additional approval and measures to rectify such blockage of fire safety systems may be necessary.
- All double-deck booths' plans must have a stamped seal from a State of Michigan licensed Engineer. Egress Plan for emergency exit must be included.
- All plans must be submitted to the venue's Engineering department and Fire Marshal for approval. Please check regarding the prevailing fees.
- Maximum structure height for Halls A, B, C and D is 25 feet (19 feet for booths under the dividing line of each hall) and Hall E is 15 feet.

Fire Extinguishing Equipment

- Additional fire extinguishing equipment as determined by the Fire Marshal must be located throughout the area occupied by licensee at the licensee's expense.
- All fire extinguishing equipment must be unobstructed and accessible at all times.

Fire Protection System

- The venue is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets and fire extinguishers are located throughout the facility.
- Exit doors, exit lights, fire alarm sending stations, fire hose cabinets, fire extinguishers, and strobe lights are prohibited from being concealed, obstructed, or tampered with at any time.

If the nature of the event calls for fire detection system to be disabled, (i.e., use of hazers that may interfere with facilities fire detection system) a fire watch will be required at Show Management's expense.

Flammable Substances

- The use of open flame or the storage and handling of flammable liquids, chemicals, or harmful hazardous substances/materials (i.e., propane, CNG, kerosene, gasoline) are prohibited unless approved by the Fire Marshal or applicable agency.
- Combustible crates and packing boxes must be removed after the setup period to a proper storage area.

Ride & Drive

- Security guard must be located at the Ride & Drive site 24 hours a day
- Additional fire extinguishers (one per vehicle) must be in place
- Refueling is not allowed to take place inside the venue
- Vehicles cannot idle inside any longer than it takes to proceed outside
- No smoking policy must be strictly enforced
- All vehicles left inside must follow vehicle display rules as listed above (locking gas cap, minimum fuel, batteries disconnected, etc.)
- All charging stations and connections to be labeled for "indoor use only"
- The electrical vehicle charging coupler shall be provided with a positive means to prevent unintentional disconnection
- Over-current protection shall be provided
- Electrical charging stations that do not require ventilation shall be listed or labeled for indoor use and shall be clearly marked: "ventilation not required."
- The Fire Marshal must approve all floor plans

Vehicle Display

Show Management appoints a General Contractor to be responsible for the following:

- All vehicles and combustion-operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two gallons maximum) and shall further be equipped with a locking gas cap.
- After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys must remain with Show Management.

Welding

- All welding requests must be approved by the Fire Marshal and a permit obtained at the prevailing fee. Please send request for Fire Marshal approval at least 30 days prior to the first day of move-in.

FIRST AID/EMT

A temporary first aid station can be erected onsite. Large events need to reserve space for a first aid station. For a list of preferred vendors, please contact your Event Manager.

All events with an expected attendance of 2500 or more, must provide a venue approved EMT onsite during the show hours.

The venue has AED's (Automated External Defibrillators) throughout the facility. [Please click here for locations.](#)

FOOD & BEVERAGE

Food and beverage catering services are provided by our exclusive caterer, Sodexo Live!. Our catering team and Chef will be happy to customize a menu that fits your needs and budget. [Please click here for the 2022 Catering Menu.](#)

Banquets

- All catered meals need to be purchased from Sodexo Live!, the exclusive venue food & beverage provider.
- No outside food can be brought in, unless approved by a Sodexo Live! Catering Sales Manager, i.e.: wedding cakes or specialty desserts/food.
- Table linens are provided for full serviced catered meals, ask your Catering Sales Manager for further details.

Concessions

- Food and beverages cannot be brought into the facility for consumption or sold by entities associated with your event, except by concessionaries partnering with the venue and Sodexo Live!.
- For public shows in the exhibit halls, five percent (5%) of the floor space must be allocated to concession areas.
- For additional information about the retail and different food options, please reach out to your Catering Sales Manager.

Product Samples

- Individual Exhibitors participating in a trade show or convention are permitted to distribute their product samples from their booth on a complimentary basis to their patrons, subject to the approval of Sodexo Live!. The sampling program is designed to enhance the exhibitor's product and must relate to their business.

- Sample sizes are required to be 2 oz. or less. Contact your Catering Sales Manager to receive a sampling form/kit which must be completed and returned at least 15 business days prior to the event date for approval from the Detroit Health Department. To partake in the program, you will also need to provide a copy of your company's business license and insurance.

Water Stations

- There is a fee for water stations in the meeting rooms and exhibit halls. Orders must be placed in advance. Complimentary bottled water will be provided on head tables in meeting rooms.
- There are refillable water bottle stations and fountains throughout the facility for public use.

GRATUITIES

Thank you for your thoughtfulness, however, it is against our policy for any employee to accept gratuities or gifts.

HAZARDOUS WASTE MATERIAL DISPOSAL

Chemicals, solvents and/or solutions considered hazardous are not permitted to be disposed of through the sewer lines or drains of the venue. All toxic and hazardous materials, gases, liquids, or solids are and remain the property of the show or the exhibitor bringing such materials into the venue.

At least 45 days in advance of an event move-in, you must advise your Event Manager of toxic and hazardous materials being brought into the building for Fire Marshal approval. Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of your event. Transportation, storage, security, disposal and MSDS documentation is the sole responsibility of the material owner.

Check with the venue's Environmental Services department prior to the event to make the necessary disposal arrangements for any hazardous waste materials.

HAZERS AND FOG MACHINES

Haze, fog, or any artificially created smoke has the potential of setting off the facility fire alarm system. Use of hazers and fog machines must be approved by Venue Management. Approval requires full show dry run, including electronic and hard copies of fluids SDS sheet. Only water-based products will be allowed. A fire watch, at client's expense is mandatory when smoke and/or hazer machines are used inside the facility which may interfere with the facility's fire alarm system. Please contact your Event Manager on the cost of a fire watch.

INFORMATION DESK

The on-site Information Desk is located in the Main Lobby, 2nd level of the venue. The hours of operation are based on event needs. Complimentary wheelchairs are available on a first come basis. The information desk also provides information for local restaurants, shopping areas, entertainment, and attractions within the Detroit area.

INSURANCE

Insurance is required for all events. Please see your license agreement for details. [Please click here to view our Insurance Requirements document.](#)

ITEMS LEFT BEHIND

The venue is not responsible for any items left at the facility and items not retrieved within 30 days will be donated or disposed of.

LIGHTING

Exhibit Halls

A variety of lighting options exist. Primary show lighting is available in three levels and is provided by induction lighting fixtures.

Move-in / Move-out lighting:

During move-in and move-out, a “Work Lights” setting is available. Higher lighting level during move-in/move-out can be provided at an additional cost.

Normal Exhibit Hall Lighting:

“Show Lights” will be provided one hour prior to show opening and meetings.

Grand Ballroom Lighting

The Grand Ballroom has LED lighting that can provide white lights as well as a variety of different colors. There are 4 remote theatrical lighting control locations. This feature can be outsourced or contracted to in-house staff. The ballroom can be divided into 2 sections whereby the lighting can be directly responsive to individual zones.

Meeting Rooms

Most meeting rooms have a control panel with 4 preset lighting scenes and 4 programmable lighting scenes. Possible lighting combinations include linear fluorescents, round downs, square downs, wall washers and even countertop options.

LOBBY & PUBLIC SPACES

All equipment placed in any portion of the lobby, atrium, corridors, or other public areas, such as banners, entrance headers, registration, etc. must be approved by the venue and the Fire Marshal. All requests must be submitted in writing with a detailed floor plan to your Event Manager for Fire Marshal approval **45 days prior to your first move-in day**. Use of the lobby/concourse may require a rental arrangement. Lobbies and food retails are considered public areas and not under licensee control. All activities using public areas, such as registration, special exhibits or displays, temporary advertising, etc. must be noted on the floor plan to be approved by Huntington Place and the Fire Marshal. Service desks and related workstations are not permitted in any public areas.

The following guidelines will apply regarding the lobby & any public areas:

- Items placed in lobby are to be set last and removed first, to the fullest extent possible.
- Access to restrooms, elevators, operating businesses, and all exits from the lobby are to be always maintained and accessible.
- Area between exhibit hall entrance doors and building exit doors must be unobstructed.
- The use of forklifts, scissor lifts, boom lifts, motorized carts, etc. is prohibited without prior approval.
- Uncrating is to be done within the exhibit hall and materials transported by non-motorized carts.
- Facility fixtures, kiosks, security desks, artwork, permanent signage, etc. cannot be covered.
- Signs, banners, or posters cannot be taped, nailed, velcroid or fastened in any way to any surface in the building (i.e., walls, ceilings, columns, or doors).
- Facility carpeting must be protected by plastic/other means before placing any materials in the lobby that may otherwise cause damage to the carpeted areas.
- Temporary carpeting or other flooring material to be installed over existing floor surfaces other than inside exhibit hall must receive prior approval from Venue Management.

LOST & FOUND

All lost and found articles are logged and placed in our Public Safety office. We attempt to identify the owner and return all articles. To inquire about lost items, go to the Information Desk located on the 2nd level, Main Lobby, near the Joe Louis Statue or call 313-877-8281. Events that choose to have their own lost and found, must turn in all unclaimed items to venue Security at the end of each day. The venue is not responsible for any items left at the facility and items not retrieved within 30 days will be donated or disposed of.

MEDIA & PRESS

Any media activity in the facility must be coordinated with your Event Manager.

MEETING ROOM GUIDELINES

Standard Set

The rental of meeting rooms includes the initial setup of tables, chairs and lectern. The risers/platform is included as part of standard set for rooms over 1,500 square feet. The size and number of risers (4'X8' sections, 16" or 24" in height) included in the standard set is proportionate to the size of your room. You can find more pricing details on the [ancillary charge sheet here](#). Your specific needs must be communicated to your Event Manager at least 30 days in advance.

Based upon your needs, the Event Manager will produce a scaled room diagram for your approval. If the requirements are not communicated in time, we will provide you with standard set up based upon the information available at that time. Once the room is set, any changes are subject to an additional fee.

The standard meeting room arrangement does not include any table coverings/linens or skirting. You may obtain linens for an additional fee. To arrange for linens to be placed on your table, please contact your Catering Sales Manager. Tables used for full-meal food and beverage events include standard linens from our exclusive caterer, Sodexo Live!.

Dance Floor

When a carpeted meeting room is being used for a dinner-dance function, a dance floor (28' X 28') is included in the rental agreement.

Subject to availability, larger dance floors or dance floors in the Grand Ballroom, Ambassador Ballroom 360, and Portside Ballroom 260 and exhibit halls may be installed for a fee.

Room Changes

Initial set up for meeting rooms is included in the rental fee, provided the information is communicated to your Event Manager 30 days prior to your first move-in day. Any changes required to the initial set will have charges depending upon the size of the room, time available for changeover and the complexity of the set-up. A change over fee may apply if the changes to the room are made after the room has already been set by venue staff.

No fee shall be charged for changeovers from meeting set up to accommodate full-catered functions that are 50% or more in capacity provided the arrangements are made in advance. Changeover charges will apply to reset the room back to meeting set up.

Use of Meeting Rooms for Exhibits

Table-top exhibits are permitted in meeting rooms without the use of a General Contractor or union labor. You may use the venue's tables (8' X 30' and 8' X 18"). Show Management or Exhibitors may top and/or skirt tables with flame retardant material using clips only. **No staples or tape may be used.** Tablecloths and skirting may also be obtained from Catering Management for an additional fee.

Displays must be transported by hand or by two-wheel cart. In erecting the displays, use of ladders and power tools is prohibited. If you are bringing in materials that you cannot transport by hand or two-wheel cart, you must obtain union labor through a General Contractor.

When meeting rooms are used for exhibits, [Exhibit Hall Guidelines](#) will apply. In these circumstances, consult with your Event Manager for restrictions on freight movement, weight limit, ceiling heights, etc.

MOVE-IN, MOVE-OUT

Hand Carry Loading/Unloading

Loading/unloading is NOT permitted in the front of the facility. Please use Congress Street. For small items that can be hand carried in or brought in by dollies or small hand carts, please park your car in one of the Huntington Place parking facilities and use the elevators for all unloading. Flatbed carts are not allowed for unloading. Huntington Place is unable to provide carts for loading and unloading purposes.

Loading Docks

Access to venue docks for Halls A, B, C, and D is from the ramp located on Second and Congress Street. Loading dock access for Hall E is from Atwater Drive on the river level of the facility. Please note, Hall E loading dock area does not have truck wells and all unloading and loading is done on flat surfaces only. [Please click here](#) for a directional map of the loading docks and other venue parking facilities. There are drive-in ramps to each exhibit hall, so that if needed, the trucks may drive into the exhibit halls. Huntington Place does not provide parking on the loading docks. Use of any area other than the truck wells must be assigned and approved by your Event Manager. Access to the loading dock by vehicles other than freight or delivery trucks requires advance arrangements to be made. All trucks must arrive the day of scheduled move-in.

NURSING MOTHERS

The venue has 2 portable Mamava nursing stations at the facility. Access arrangements must be made with your Event Manager or at the Information Desk. Please [click here](#) to view where the nursing pods are located inside the Huntington Place.

ONLINE ORDERING

The venue website offers customers the ease and reliability of online ordering for all event related services.

Please use the links below to order exclusive services online:

1. [In-house Venue Services](#)
 - a. Internet
 - b. Cleaning
 - c. Plumbing & Compressed Air
 - d. Stagehand Labor
2. Freeman Electrical
[Click here to order electrical services online](#)
3. Telephone (AT&T)
 - a. Please note that this phone service is meant for Exhibitors
 - b. These phones are for analog phones only
 - c. Exhibitors to contact AT&T directly for analog phone service by [clicking here](#)
4. Booth Catering (Food and Beverage Provider, Sodexo Live!)
[Click here to order food and beverage services online](#)

PARKING

Parking spaces are available in 3 locations – Roof Deck, Congress Garage and Washington Boulevard Garage. [Click here to get rate information on parking and group parking cost.](#) Special arrangements can be made for group parking by contacting your Event Manager. There is no overnight parking permitted at any of the parking facilities. [Click here for parking maps and directions.](#)

Buses/Unloading & Loading

All buses arrive and depart from Atwater Drive located on the river level, south side of facility. Please provide your Event Manager with the arrival and departure schedules for coordination with venue Security and Detroit Police Department. Parking for buses is not available on site.

Valet Parking

The venue offers full-service valet parking. A minimum of 3 weeks notice is required for this service. For more information on valet services, contact your Event Manager.

PLUMBING

Compressed air and water/drain hookups for exhibit booths are provided by venue Engineering Services. To order plumbing services [click here.](#)

PHONES

Limited phones are available for Show Management at a nominal fee and can be ordered from your Event Manager.

PUBLIC SAFETY

The Public Safety department is responsible to provide security in designated public and back of house areas. Show Management must retain their own security for exhibit halls, Grand Ballroom and any public areas utilized for event control. A detailed security schedule must be presented to your Event Manager at least 3 weeks prior to first day of move-in.

Securing Your Meeting Rooms

The venue can provide key cards for meeting rooms that will be put on limited access, up to 4 key cards per room. Additional keys can be given beyond the 4 per room. [Please click here for the cost of key cards.](#) This service can be ordered from your Event Manager at least two weeks prior to your event. Under certain conditions, the venue may require you to hire private security.

Contracted Security

A contracted security firm must be licensed and bonded in the State of Michigan and selected from the approved contractor/vendor list. When a private security firm is hired to perform services, the firm hired or its designated representative shall notify venue Public Safety and obtain specific security guidelines including - firearm restrictions. The hired security firm must be able to contact a representative of Show Management at all times.

All incidents within the leased space must be reported to venue Security immediately at 313-877-8281. Public Safety Supervisors must complete an incident report and forward a copy of the report to Public Safety Management within 8 hours of the occurrence.

Chain locking of doors is not permitted. 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 show security upon request at the start of move-in.

During the open hours of public shows, ticket takers and doormen must be hired from our exclusive provider and stationed at entrance, exit, and emergency doors. Security guards may be used in addition to these persons.

Armed Security

If an event desires to have armed security guards, they must be by Detroit Police Department Officers and will be arranged through the venue's Manager of Public Safety and Security via your Event Manager.

- Minimum hiring requirements is three (3) Officers and one (1) Supervisor
- Four Hours Minimum
- Cost for the armed security will be provided by your Event Manager

Emergency Procedures

In case of an emergency, an alarm with strobes will be activated. Strobes will be followed by a voice message informing the emergency and procedure to evacuate the facility. Venue Security will be stationed at strategic locations to assist in the evacuation.

SAND, DIRT & OTHER LOOSE EXHIBIT MATERIALS

Sand, dirt, and other loose materials may not be brought into the facility without prior approval from Venue Management. A deposit of \$10,000.00 is required prior to move-in and will be applied against any damage or cleaning assessments. All floor ports in the exhibit areas and areas of unloading must be covered with heavy plastic and completely secured on all sides by venue approved waterproof tape. No brick, stone, and other similar materials may be cut on premises unless a vacuum is used to prevent dust and debris from entering air or remaining on the floor. These materials may not be glued or otherwise adhered to the facility floor except with facility approved tape.

Exhibitors with pools, hot tubs, etc., must supply own hoses and Show Management is responsible for having a pump on hand in case water must be emptied from exhibit in emergency situations. 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 Venue Management, will result in cleaning being billed to Show Management. Any damage to the facility is the responsibility of Show Management.

SERVICE EQUIPMENT & MOTORIZED VEHICLES

Walking is to be the main mode of transportation in the building.

Service vehicles are not permitted in any meeting rooms or ballrooms. However, they may be used in the lobby/atrium only during non-event days when necessary and approved by Venue Management.

Exhibit Hall Use

No liquid fuel powered carts may be operated outside exhibit halls due to noise, air pollution, and fire hazard. All motorized vehicles operated outside of the exhibit halls must have pneumatic soft rubber tires and be powered by either batteries or propane.

Motorized vehicles are restricted to exhibit hall use, unless approved by your Event Manager for freight handling in other areas. Forklifts, powered carts, or other powered equipment are not to be left unattended outside of exhibit hall(s).

Gasoline powered forklifts, carts, scooters, etc., may be operated in the exhibit halls during move-in, but must be refueled outside the building and away from building walls. They must also be parked or stored outside of the building.

All such equipment operated outside of the exhibit halls must have the operating company's name on the equipment.

SIGNAGE

It is recommended that Show Management provide directional signage inside the facility.

We are a green facility and as such, we ask that your signage is made with compostable materials. Please eliminate the use of foam core signs.

Banners & Decals

Various internal and external sign placements are available to promote your event. Approved signage/ banners may not block buildings permanent signage or security cameras. All floor decals must be pre-approved by Venue Management. [See banner guide](#) for the pricing, locations, and size information. Consult with your Event Manager for pricing and details.

Digital Signage

Multiple digital opportunities are available to showcase your event, promote sponsorships and engage with event attendees. Our digital content guide will aid in content development for the digital signage system as well as information on the internet splash page. Please use this link to access the [Digital Media Content Guide](#). All events will receive one static placement on external digital signs and one slide, per room, per day on internal contracted meeting room monitors at no additional cost. Additional placement packages are available. Please contact your Event Manager for pricing.

Glass / Window Signage

All signage on glass/windows must be pre-approved. Consult your Event Manager for restrictions, pricing, and our banner guide which outlines all parameters of signage throughout the building. Signs must be produced on non-adhesive vinyl “static cling” film. The background must be transparent. The signs may not cover any permanent logos/building signs.

SMOKING

As required by the state law, the venue is a non-smoking facility. Smoking is permitted outdoors in one of our designated areas and must be 25 feet from any entry door.

SUSTAINABILITY

The venue has received Green Meetings Industry Council (GMIC) ASTM/APEX certification and follows their guidelines. The venue is a LEED Gold Certified Facility. The LEED (Leadership in Energy and Environmental Design) rating system, is the foremost program for buildings, homes and communities that are designed, constructed, maintained, and operated for improved environmental and human health performance. With 2.4 million square feet, the venue is the largest LEED certified building in the State of Michigan.

The venue recognizes the importance of our role in protecting the environment and has implemented an extensive program to help reduce the carbon footprint.

Ask your Event Manager about composting, recycling, and sustainability practices. [Click here to learn more about our Green Initiatives.](#)

TRANSPORTATION

Shuttle Drop-off and Pick-up

All shuttles and buses arrive and depart from Atwater Drive, located on the river level, south side of the facility. Please provide your Event Manager with the arrival and departure schedules for coordination with venue Security and Detroit Police Department.

Taxis/Ride Share

Taxis will be available outside the venue’s Main Lobby (level 2). There is a designated ride share pick-up and drop-off area located on Jefferson Avenue in the bus cut-outs. Ride share will direct their drivers to this spot automatically when a ride is requested.

Detroit People Mover

The People Mover station is located on the Congress Street side of the building on level 4. Convention passes can be purchased through the People Mover Management for unlimited rides per day. [Please click here to get more information about the Detroit People Mover and cost.](#)

UNION REGULATIONS

This information is taken from the Efficiency Memorandum of Responsibility, which serves as the overall agreement between the venue and the event unions.

Show Management and all contractors, including subcontractors, shall be required to accept the agreements in this memorandum. Information herein is subject to change. It is the responsibility of Show Management to communicate this information to their Exhibitors and be sure these rules are followed by the Exhibitors. Unless otherwise stated, all exhibit and display work in the venue is performed by union personnel with local jurisdiction.

Please see the below descriptions of the union jurisdictions:

Electricians

Electricians shall handle electrical work, which includes supplying power to a booth, making connections when “hard” wiring and/or electrical harnesses are required and installing “static lighting” that is not built-in, integral part of the exhibit booth.

Teamsters/Iron Working/Riggers

Teamsters/Iron Working/Riggers shall perform material handling of freight, machinery installation, assembly and dismantling of steel for multi-level displays and deliver/set-up of contractor rental furniture.

Carpenters

Carpenters shall handle carpentry and the unpacking, erection and dismantling of exhibit booths consisting of the layout of fabrication, assembling and erection of all displays made of wood, metal, plastics, composite board, or any other substitute material; the covering of the same with any type of material; the installation of pipe and drapery; the hanging of informational signage; the framing, erecting and prefabrication of all roofs, partitions, floors and ceiling applications.

Stagehands

Stagehands shall do stage and lighting setup for, but not limited to, press events, shows and theatrical style events. This shall include theatrical rigging, cued lighting, theatrical lighting, video lighting, projection, audio, electronic show equipment (audio, cameras, switches etc.), props and scenery.

Subcontractors

All subcontractors and their employees must maintain safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All subcontractor employees must use the designated employee entrance/exits and must have proper identification badges for access to authorized areas.

EXHIBITOR RIGHTS

The work mentioned below may be performed using any cordless hand tools, step stools limited to three steps or less and non-motorized material handling equipment and dollies.

Ladders, power tools and mechanical lifting devices or motorized material handling equipment can only be used by qualified members of the union having proper jurisdiction.

Exhibitors May:

- Set up their own booths up to 400 square feet, including their own assembly and decorating work within their booth.
- Unload and load their own privately owned vehicles (POV's) such as passenger cars, SUVs, vans, or pick-ups using their own employees and/or volunteers in designated parking areas only. If Show Management decides to use a POV line for their event, they will retain the services of a minimum of two or more Teamsters assigned to the POV line to help those Exhibitors who desire assistance.
- Transport items (hand carry or by using a dolly or rolling in a pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. (No carts, dollies or material handling equipment will be supplied by the venue).
- Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and except for any concealed wiring), install up to twenty (20) UL approved clip-on lights and light bulbs and use their own UL approved extension cords, power strips and surge suppressors.
- Set-up, connect and operate any computer system, audio-visual equipment and other appliances or components. Unpack, assemble, dismantle, and pack product and/or equipment.
- Assemble machinery, including unpacking, dismantling, and re-packing; and calibrate and fine balance their own machinery, components, and equipment.
- Transport their own specialized vehicles (i.e., cement trucks, tractors, and other similar type vehicles) that are part of the display to and from the booth, limited to one vehicle per 400 sq. ft. of booth. (Due to liability issues, some contractors may require spotters.)
- Align, move, position vehicles in the booth after spotting.
- Hang banners, signs, or graphics on / in the booth.
- For Exhibitors in booths up to 200 sq. ft., clean within their booths using spray cleaners, vacuum cleaners, or cloth padded type mop heads without water.

Monday through Friday, the first eight (8) hours of labor is straight time between 6:00 am and 10:00 pm.

For Teamsters, the above applies between the hours of 6:00 am to 6:00 pm except on the day the show breaks (Monday – Friday), the first eight (8) hours of labor is straight time until 10:00 pm.

SHOW MANAGEMENT RIGHTS

Work rules are in place to make it easier for users of the venue to perform many of their own tasks to produce a successful show. These rules assist shows and Exhibitors by allowing them to do more of their own work and allowing contractors greater flexibility in managing the project, ultimately reducing costs.

The work mentioned below may be performed using any cordless hand tools, step stools limited to three (3) steps or less and non-motorized material handling equipment and dollies.

Ladders, power tools and mechanical lighting devices or motorized material handling equipment can only be used by the qualified members of the union having proper jurisdiction. Also, any hired labor must be the qualified member of the union having proper local jurisdiction.

Show Management may:

- Connect computer equipment (does not include computer shows when computers are the product).
- Have the employees of their registration company install the computer equipment for the registration system.
- Have their service providers such as small bands or DJs, floral providers, copier/safe/computer providers (does not include computer shows when computers are the product), transport their materials, assemble and place their goods and materials.
- Unload and load one truck up to 24- feet in length using their own employees or volunteers (without motorized material handling equipment).
- Utilize their own employees or volunteers to distribute signs, product, literature, easels, or other equipment throughout the building from a centralized marshaling area from which the material has been off loaded by the appropriate trade.
- Using their own full-time employees or volunteers, connect (USB type cables) and operate Show Management owned AV equipment in the meeting rooms up to 3,000 sq. ft. (This does not apply to rooms larger than 3,000 sq. ft. where Stagehand labor will be necessary).
- Have their audio-visual contractor's full-time employees or touring personnel operate key audio-visual equipment with additional personnel as required per IATSE contract. (Does not apply to installation and dismantle).
- Have the venue provide tables and have its caterer cover/skirt tables for tabletop exhibits in meeting rooms and ballrooms.

Monday through Friday, the first eight (8) hours of labor is straight time between 6:00 am and 10:00 pm.

For Teamsters, the above applies between the hours of 6:00 am to 6:00 pm except on the day the show breaks (Monday through Friday), the first eight (8) hours of labor is straight time until 10:00 pm.

GENERAL CONTRACTOR MAY:

- Plan, direct and control the operation of all work assignments.
- Hire, promote, and lay off workers as deemed appropriate to satisfy the work requirements of the individual work assignments (for Electricians, their referral procedure must be used subject to the exception contained in next paragraph).
- Select all General Foremen and workers by name:
 - As it applies to Electricians, to select all General Foremen and workers with specialized skills or abilities by name.
 - As it applies to Teamsters, to select all General Foremen and works by name first depleting A-list employees (“regulars”) before utilizing B-list employees (“casuals”).
- Select the number of General Foremen and Foremen needed to supervise work.
- There will be no non-working Stewards for the following trades employing 15 or fewer workers: Electricians, Carpenters and Stagehands. There will be no non-working Stewards for Teamsters when ten or fewer workers are employed.
- Efficiently use manpower (other than what may be required by safety regulations) on the number of workers assigned to any crew or project. Except as otherwise provided below, the name, the quantity and qualifications or workers needed by each contractor for each project is left to the sole discretion of the General Contractor. For Teamsters/Iron Working/Riggers, the size of crews shall be flexible as situations require.
- Utilize any work methods, procedures or techniques and select and use any types of materials, apparatus, or equipment regardless of the source of the manufacturer, provided they meet the applicable safety requirements.
- Assign and schedule work at their sole discretion and determine when overtime will be worked and by whom.
- Reject any applicant referred by the union with cause (this provision shall not apply to Electricians).
- Discharge, suspend or discipline workers for just cause.
- Have the option to set workdays, hours, and stagger shifts consistent with the show’s requirements and schedule.

The workday, consisting of eight (8) hours of work per day (exclusive of an unpaid half-hour lunch period), commence on or after 6:00 am and conclude at or before 10:00 pm as determined by the General Contractor.

For Teamsters, the above applies between the hours of 6:00 am to 6:00 pm except on the day the show breaks (Monday through Friday), the first eight (8) hours of labor is straight time until 10:00 pm.