



EVENT PLANNING GUIDE 2020

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WELCOME TO TCF CENTER

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1 Washington Blvd
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Letter from our General Manager



What an exciting time it is to be in Detroit. The comeback of this great city is in full swing and TCF Center is at the forefront of this great story. The final phase of the \$279 million transformation of TCF Center is complete and the results are breathtaking. Beyond the interior changes, the outdoor space has been re-imagined with a beautiful terrace overlooking the Detroit River and a large public square. The Detroit Regional Convention Facility Authority's vision of a world class convention center has been realized.

TCF Center is managed by SMG, the largest company in the world specializing in the operation of convention centers, arenas, stadiums, and theaters and we partner with the DRCFA in introducing best practices, fiscal responsibility and a total focus on outstanding customer service. Our success is rooted in the success of our customers.

TCF Center has a professional and experienced team that partners with the Detroit Metro Convention and Visitors Bureau and the regional hospitality community to fully support shows and conventions at the facility. We have listened to our customers with regard to food and the demand for healthy, fresh, and quick menu items has been met.

In my twenty years in the event business, I have never been a part of a stronger or more talented team. Working together in cooperation with our regional partners, the DRCFA and SMG are committed to providing outstanding experiences for our guests. Our vision is to make each event at TCF Center the most important of the year.

Claude Molinari

General Manager, SMG / TCF Center

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Event Planning Checklist

The time leading up to your event flies! Follow this time line and you'll never be caught off guard! We realize that some events are booked and occur in a shorter time frame. Your TCF Center event manager will work to adapt this time line to best fit your group's needs.

12 Months Prior

- Facility contract issued
- Sign and return contract with initial deposit
- Event manager and Centerplate sales manager assigned to you
- Place event manager and Centerplate on your mailing list
- Provide copy of previous year's meeting information to your event manager
- Submit three copies of your floor plans to your event manager for Fire Marshal approval
(Remember not to sell any exhibit space until your plans have been approved)

6 Months Prior

- Provide your event manager with information on outside service contractors
 - Decorator
 - Technical director audio/visual company
 - Event security company
 - Transportation company
 - Medics / EMTs
- Review contracted space
- Send your event manager an exhibitor kit and an exhibitor list (if applicable)
- Discuss catering needs with your Centerplate sales manager

3 Months Prior

- Utility requests due
- Review signage and rigging requests
- Submit preliminary floor plan prior to sale of exhibit space
- Finalize outside service contractors arrangements and movement
 - Ground/shipping handler
 - Transportation/shuttles
 - Decorator / drayage
 - Audio/visuals
 - Security Medics / EMTs

1 Month Prior

- Submit all images and videos to marketing for video boards and social media
- Submit three copies of your final floor plan to your event manager for Fire Marshal approval
- Meeting room sets are due
- Liability insurance certificate is due
- Master "schedule of events" is due to your event manager
- Complete all food and beverage arrangements with Centerplate
- Final rental payment is due
- Finalize room sets with your event manager (on-site room changes will incur an additional labor cost on your final bill)
- Place your online cleaning order
- Submit signage/ banner information to event manager

Meet the Team

The vision of TCF Center is to make each event the most important of the year. The mission is delivering outstanding event experiences.





Meet the Team

SALES & BOOKING

Our Sales Team will be your first contact with TCF Center, and they have decades of experience in the event industry. A representative will review your proposed event requirements including projected dates, space needs and rate structures. Potential date and space availability in TCF Center's booking schedule will be reviewed, and every effort will be made to accommodate your needs. Following the designation of available space, the sales representative may enter a space reservation for your event. All space reservations are designated on either a first option, tentative or confirmed basis. An event will be regarded as confirmed following the execution of a rental permit and payment of deposit. The parameters for issuing and executing permits are dependent upon the type of event being considered. Ask your sales manager for a copy of the complete TCF Center Booking Policy

Once you have signed a rental permit, our Events Services Team will serve as your primary source of contact for services and equipment. An event manager will be assigned to work with you approximately 12 months prior to your event.

EVENT SERVICES

Following the execution of a permit, TCF Center will assign you an event manager to work with event planning and implementation. Think of your event manager as the number one player on your team. They are assigned to work with you and your staff from initial planning through the close of your event. Their function is to gather and disseminate all event information to the various departments:

- Floor plans for exhibit and registration areas
- Meeting room use schedules and floor plans
- Interact with your other service suppliers such as audio-visual, general service contractor
- Developing and reporting Green Event goals and objectives

It is important to remember that TCF Center is a multi-purpose facility and may have simultaneous events in the building. The event manager will rely on the information provided to coordinate public areas for multiple events. By receiving this information in advance, they can ensure smooth event operation.

FOOD & BEVERAGE CATERING TEAM

All food and beverage services are provided by TCF Center's exclusive provider, Centerplate. A wonderful meal combined with impeccable service will make your next convention or event at TCF Center unforgettable. Centerplate will provide your group with an in-house Sales and Catering Team that will assist you in planning delicious offerings. Centerplate's experienced culinary team can provide selections for beverages, appetizers, and succulent main courses all masterfully prepared. You can rely on professional attentive service before, during, and after your event as your attendees savor meals of five-star quality without the five-diamond price.

Facility Usage Guidelines



Facility Usage Guidelines

ACCESSIBILITY

TCF Center provides visitors with American Disability Act (ADA) compliant accessibility. Parking spaces for the disabled using both regular vehicles and vans are available in all TCF Center parking lots, and the facility is accessible from all parking lot entrances. Wheelchairs may be requested at the concourse Information Desk (upon availability.)

The north side of TCF Center is accessible from the street with elevator access off of Congress St. near the parking garage. The south side of the venue can be accessed from the street level entrance at the Washington Blvd. turnabout and Jefferson Ave. The atrium entrance off of Atwater Street is also accessible at street level.

In accordance with the ADA, service animals may accompany disabled or physically challenged persons in TCF Center with approval. The paperwork needed for approval is: copies of vaccination certificate, health certificate, municipal licensee/certificate. Consult your event manager for obtaining approval.

AIR-CONDITIONING

Air conditioning will be provided as follows:

- Exhibit halls beginning one hour prior to show and continuing one hour after the show closes
- Meeting rooms used for “event program” beginning one hour before meetings and continuing
- one hour after close of meetings
- Show offices as needed
- Attendee registration area during show hours
- Heating and air conditioning in the Exhibit Halls will not be turned on during move-in and move-out days

AIR-WALLS

The air walls/partition walls in the exhibit halls, meeting rooms and ballroom are to be installed and removed by TCF Center personnel only. Air walls will be set one time per event requirements. A set-up charge will apply for additional adjustments.

ANCHORING/DRILLING

Anchoring or drilling the floor or walls is not permitted. Any damage will incur cost.

ANIMALS

Animals used in exhibits, activities or performances are not permitted in the building without prior approval of TCF Center management. Upon approval, such animals/pets must be on 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 animal/pet. - SEE ACCESSIBILITY SECTION FOR INFORMATION ON SERVICE ANIMAL

Facility Usage Guidelines

AUDIO VISUAL

There are no patch fees for using the built-in house sound available in select meeting rooms and ballrooms. [PREMIER EVENT TECHNOLOGY](#) is the preferred in-house audio-visual provider for a full range of audio-visual services (multi-media projection/ lighting / sound reinforcement/ video production/cameras.) Other AV companies will be required to comply with all [CONTRACTOR REQUIREMENTS](#). TCF Center stagehands are responsible for set-up, operations and tear down of all AV equipment. Click here to see [STAGEHAND LABOR SERVICE MANUAL](#) or see details in [RULES AND REGULATIONS](#) section. For the auto show [NAIAS STAGEHAND MANUAL](#)

BOX OFFICE - SEE [TICKETING SERVICES](#)

BUSINESS CENTER

The on-site business center is conveniently located in the concourse information booth. The hours of operation are based on event needs. Services and products include: limited copying, and office products. The business center also provides information for restaurants, shopping areas, entertainment and attractions within [THE DETROIT AREA](#).

BUSINESS/ HEALTH PERMITS /TAXES

It is the licensee's responsibility to procure all necessary permits. TCF Center will assist in providing center related information necessary for submission, but TCF Center will not secure such permits with the city, county or state, on behalf of licensee.

BUILDING SECURITY - SEE [SECURITY](#)

CAPACITY - click here for [FLOOR PLANS & CAPACITY CHARTS](#)

CATERING & CONCESSIONS - SEE [FOOD & BEVERAGE SERVICE](#)

CLEANING

General cleaning and overnight room cleaning is included (when the room is used for meetings/ meals /office) with your rent. TCF Center's exclusive housekeeping services for meeting rooms used for exhibits and exhibit halls provide removal of normal show refuse. This includes one thorough cleaning each night during non-show hours comprised of broom sweeping non-carpeted areas and emptying waste receptacles in all areas. Normal show refuse is material that can be easily lifted by one person and placed into 55-gallon trash barrel.

Exhibitors, using their own company employees, may vacuum within their own booth. However, any hired cleaning service or labor must be through the TCF Center's housekeeping department. Show management must coordinate carpet cleaning and plastic sheeting removal with the TCF Center housekeeping.

Show management's show services contractor/decorator is responsible for removing large crates

Facility Usage Guidelines

and discarded exhibits, including carpet padding and carpeting, from the building. A fee may be assessed if it becomes necessary for TCF Center to remove such items.

All custom cleaning (vacuuming, car detailing, porter service in the booths, etc.) in the exhibit hall and any meeting room used for exhibits must be ordered in advance. Please consult with show management or the TCF Center housekeeping department with online ordering questions. [ONLINE ORDERING](#) is available in the TCF website [EXHIBITOR SECTION](#).

When used for meetings or banquets, overnight room cleaning and carpet vacuuming is complimentary. When rooms are used for exhibits or other extensive displays, or for any use deemed unusual by TCF Center, cleaning fees will apply.

If you have special cleaning needs, please discuss them with your event manager and TCF Center housekeeping department at 313-877-8246.

CONCOURSE & PUBLIC AREA USAGE

All equipment placed in any portion of the concourse, atrium, corridors or other public areas, such as banners, entrance headers, or registration must be approved by TCF Center and the Fire Marshal. All requests must be submitted in writing with detailed floor plan to TCF Center event manager for Fire Marshal approval 30 days prior to move-in day. Use of the concourse may require a rental fee.

Lobbies, concourses and food facilities are considered public areas and not under licensee control. All activities using public areas such as registration, special exhibits or displays, or temporary advertising, must be noted on the floor plan in advance to be approved by TCF Center and the Fire Marshal. Service desks and related work stations are not permitted in any public area.

The following guidelines apply:

- Items placed in concourse are to be set last and removed first, to the fullest extent possible
- Access to restrooms, elevators, operating businesses, and all exits in the concourse are to be maintained at all times
- Area between exhibit hall entrance doors and building exit doors must be unobstructed
- The use of forklifts, scissor lifts, boom lifts and motorized carts is prohibited without prior approval
- Unpacking crates is to be done within the exhibit hall and materials transported by non-motorized carts
- Facility fixtures, kiosks, security desks, artwork, and permanent signage cannot be relocated/covered
- No signs, banners or posters may be taped, nailed, fastened with Velcro in any way to any service in the building
- Facility carpeting must be protected by plastic/other means before placing any materials in the concourse
- Temporary carpeting or other flooring material to be installed over existing floor surfaces other than inside exhibit halls must receive prior approval from management

Facility Usage Guidelines

CONTRACTORS

EXCLUSIVE CONTRACTORS

Cleaning

TCF Center's housekeeping department provides all cleaning services in the facility. Contact TCF Center Housekeeping at 313-877-8246 or [ORDER SERVICES ONLINE HERE](#).

Electric

Conti-HTE is the exclusive provider of electric power in TCF Center. Any electrical needs for your event or exhibition in meeting rooms or exhibit halls must be discussed in advance with your event manager. Each meeting room 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 extension cords or purchase them through Conti. Order electrical power through [CONTI ONLINE HERE](#).

Food and Beverage

[CENTERPLATE](#) is the exclusive food and beverage provider in TCF Center, also providing coat and luggage check services, water stations and linens for meeting room tables. [ORDER BOOTH CATERING](#) online here.

Internet

TCF Center provides technology services in-house exclusively. The [TECHNOLOGY SERVICES](#) team gives customers access to the facilities digital signage, video production studio with satellite uplink capability, robust WiFi network and an extensive fiber network for broadcasting and Internet connections that can upgrade customers to 10G, depending on the needs of their event. Order technology services online [HERE](#)

Telephone

AT&T is the exclusive provider of all analog phone lines. Contact AT&T at 877-975-7067 or 877-975-7147 or [EMAIL THEM HERE](#)

The TCF Center Technology Services has limited quantities of VOIP phones available for rental to show management staff. Consult your TCF Center event manager for details.

Ticket Services

Premier Ticket Service is the exclusive ticketing service provider in TCF Center. Contact them at 586-873-2834 to discuss your needs for ticket takers, cashiers and wrist-banders.

Valet Parking

TCF Center maintains exclusive valet parking services. Valet parking must be set up at least three weeks prior to your event. Contact your event manager to make arrangements

SUBCONTRACTORS- SEE ALSO THE [SUBCONTRACTOR BUILDING MANUAL](#)

All subcontractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace. All subcontractor employees must use the designated employee entrances/exits and must have

Facility Usage Guidelines

proper identification badges for access to authorized areas. Proper documentation for security contractors must be provided to make sure they are certified and bonded in the State of Michigan. All subcontractors working in TCF Center must examine the TCF Center Subcontractor Building Manual and submit the signature page to the event manager prior to the first day of work.

CONTRACTOR'S REQUIREMENTS

ALL contractors wishing to provide service to events at TCF Center are subject to approval by TCF Center prior to commencing work on-site. This applies to all contractors supplying any and all show services such as audio-visual, decorating and security.

The licensee is required to notify the event manager of the contractors selected in advance of the event for the purpose of initiating and securing the appropriate agreements.

In order to qualify, a firm must submit the following:

A written request on company letterhead for consideration as an approved contractor.

This letter should also contain:

- address of firm
- general office, emergency, and FAX phone numbers
- names and titles of principals
- individual responsible for coordinating firm's convention center operations

The following are required to work on property at TCF Center:

- A copy of appropriate operating licensees for the state, county and city when applicable
- A copy of current Certificate of Insurance confirming firm's liability and worker's comp coverage applicable to TCF Center activities

Additional submittals should include:

- Name of client currently staging an event at the TCF Center
- Other appropriate letters of reference from comparable exposition facilities/exposition
- Copy of sample employee identification credentials
- Pictures of standard issue uniforms and variations
- Summary equipment inventory

Your event manager will notify the approval or disapproval. **Contractors without approval will not be allowed to work on property.**

Prior to all events at the facility, all Contractors will submit a shift schedule to the event manager at the Convention Center. A briefing will then be scheduled by phone or in person to confirm specific drop off or parking areas, entrance locations and credential or security requirements for each event.

Facility Usage Guidelines

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, the following regulations must be adhered to: All crate storage areas and crate storage arrangements need to be approved in advance on move-in by both the TCF Center event manager and the Fire Marshal. The following rules and guidelines will apply to all crate storage arrangements:

- TCF Center 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 must not be stored in exhibit booth service aisles
- Pedestrian egress routes in dock area must be maintained

Crate Storage within exhibit halls 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 is allowed and crates can be stacked a maximum of twenty (20) feet high and twenty-five (25) feet wide. There must be an eight (8) foot clear aisle between stacks of crates. Crates must be at least five (5) feet from any wall or partition wall. All exits and direct exit routes must be maintained. Doors may not have any material within ten feet.

Crate Storage in the loading dock and truck well:

Crates may be stored in the loading and truck well areas only. No crates may be stored on the dock platforms (the area between the truck wells and exhibit hall walls). Crates can be stacked a maximum of twenty (20) feet and twenty-five (25) feet wide. There must be an eight (8) foot clear aisle between stacks of crates. In the dock area behind Halls A, B, C & D, there is to be a twenty (20) foot fire lane off the exterior wall of the building where there is to be absolutely no storage.

All ramps leading to the Hall D freight door #21 must have a 20-foot-wide clear access maintained. Vehicles may be unloaded in this area only if the vehicle is left running and the driver is in attendance. All vehicles must adhere to our No Idle Policy.

A twenty (20) foot wide access to the fire hydrant located on the north side of the Hall D dock area must remain clear at all times, and in addition access must be maintained along this wall westward to the 20-foot Hall C dock setback line.

The two sets of stairs leading from the loading dock to the ground level near Hall E must be free and clear. *There is to be no storage in the Hall E Lot.*

Crate Storage within Hall E:

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

Facility Usage Guidelines

DAMAGES

Prior to the first move-in day, your event manager will schedule a facility inspection to verify the condition of TCF Center. 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 damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the licensee's responsibility and TCF Center will make all repairs. TCF Center is not responsible for any equipment or materials stored at the facility.

DELIVERIES AND FREIGHT

TCF Center does not have a warehousing facility and 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. Arrangements may be made directly with the official show contractor for advance shipments to their warehouse.

All personally owned vehicles (POVs) at the loading dock must use the designated dock area. Consult your show contractor/decorator for more details and rates. Exhibitors may park in one of our parking facilities and transport items (hand carry or by using luggage cart or rolling in pop-up booth crates with built-in wheels) to and from their booths via the public entrance of the exhibit halls. Material handling equipment is not available.

DIGITAL SIGNAGE - SEE [SIGNAGE](#)

DRONES (USE OF)

Use of drones in TCF Center is prohibited anywhere on the property.

EFFICIENCY AGREEMENT - SEE [UNION REGULATIONS](#)

ELECTRICAL SERVICES

Any electrical needs for your event or exhibition in meeting rooms or exhibit halls should be discussed in advance with your event manager and Conti-HTE. Each meeting room is equipped with electrical outlets on a 110 volt shared circuit. Use of these outlets is included with the room rental. Power requirements beyond what is available in the meeting rooms, can be provided by and purchased through Conti-HTE with their [ONLINE ORDER FORM HERE](#). TCF Center Electrical Service also supplies all electrical power in exhibit halls and public spaces.

ENTRANCES TO THE FACILITY

- **Public Entrances:** TCF Center has five entrances from the front of the building along Washington Blvd. and three entrances from Atwater St. along the Detroit River. A drop-off lane is available at the two front glass entrances on Washington Blvd. and Jefferson Ave.

Facility Usage Guidelines

- **Guests with disabilities/Wheelchair access:** Wheelchair access is available for roof deck parking, garage parking and the two front glass entrances on Washington Blvd. and Jefferson Ave. and the atrium entrance on Atwater St.
- **Hand – Carry Loading/Unloading:** Loading and Unloading is not permitted in front of the building or at the Atwater entrance. Please park your car in one of our parking facilities and use the elevators
- **Loading Dock Access:** Loading dock access for A, B, C & D halls is located at Second and Congress streets. Access to Hall E is located on Atwater St. on the river level. Access to the loading docks is strictly restricted to vehicles unloading/loading freight for events
- **People Mover:** The People Mover station is located on the 4th floor (Congress St. end) of the building. Current rates are 75 cents per ride or you can buy a convention pass for \$1.50 a day for unlimited rides.

EQUIPMENT INVENTORY & RENTAL

All TCF Center equipment will be setup and operated by authorized personnel. Equipment is available as inventory permits. The initial set up of TCF Center equipment is included in the rental fee. Any equipment needed above facility inventory may be the responsibility of the licensee. Please contact your event manager for additional information.

EXHIBITS IN PERMANENTLY CARPETED AND ATRIUM AREAS

When using permanently carpeted or the atrium areas as exhibit space, the service contractor is required to lay plastic or plywood over the flooring before bringing freight or material-handling equipment into the area. In taking protective measures, it will prevent damage caused by direct contact with lifts, pallet jacks and/or such equipment. Any damages will be charged to the licensee.

FACILITY SCHEDULING

TCF Center requires show management provide the event manager with accurate move-in/ move-out times and event schedules 60 days prior to your first move-in day. The intended use of concourse area, 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 contractor access is restricted to the times and dates on rental permit.

Show 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 exhibitor's manuals, must be furnished to the event manager. show management, contractors and exhibitors shall not ship or deliver material to the facility before the first move-in day. Early shipments will be refused.

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

Facility Usage Guidelines

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 that is blocked.

Access to pedestrian exits must be maintained clear at all times, and 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., must be maintained at all times. Show management, contractors and exhibitors must comply with all fire regulations of the City of Detroit. 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 the 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.

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. In particular, these legal requirements:

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 AND EXITS

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

COMPRESSED GASES/FLAMMABLE LIQUIDS

- The use of propane, CNG, kerosene, gasoline or any other flammable chemical or materials prohibited
- The use, display and storing of compressed gases must be approved by TCF Center Management and Fire Marshal at least 30 days in advance

COOKING DEMONSTRATIONS

Cooking is permitted in the exhibit halls with advance approval from TCF Center and the Fire Marshal, when food or equipment products are a featured part of the event

DECOR

- All draperies, backdrops, bunting and other decorations must be flame-proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited

Facility Usage Guidelines

amounts.

- Cut trees, branches and shrubs are prohibited unless maintained in soil in a natural state

DOUBLE-DECK BOOTHS

- All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors
- Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24-hours-per-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 must be installed for no more than 900 square feet. of continuous ceiling
- The placement of smoke detectors must be 30 feet on center. Be sure to advise Conti-HTE that you will need 24-hour circuits when placing your electrical order
- In cases where a double-deck booth is blocking building fire pull stations or strobe lights, additional approval and measures to rectify such blockage of fire safety systems may be necessary

FIRE EXTINGUISHING EQUIPMENT

- TCF Center 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 systems to be disabled, a fire watch will be required at the Show Management's expense

FLAMMABLE SUBSTANCES

- The use of liquefied petroleum gases shall not be permitted unless approved by the Fire Marshal
- The use of open flame or the storage and handling of flammable liquids, chemicals or harmful hazardous substances are prohibited, unless approved by the Fire Marshal or applicable agency
- Combustible crates and packing boxes must be removed, after setup period, to a proper storage area

RIDE & DRIVE

TCF Center does have the ability to offer "ride and drives" inside exhibit halls under the following regulations:

- A 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 cannot to take place inside TCF Center
- 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,

Facility Usage Guidelines

- 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”
- Charging stations have no power until plugged into an electrical source
- The Fire Marshal must approve all floor plans

VEHICLE DISPLAY

- 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 locking gas caps
- After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys must remain in either the show management or building management office

WELDING

All welding requests must be approved by the Fire Marshal and a permit obtained at a nominal fee. Click here for [WELDING APPLICATION](#).

FIRE PROTECTION SYSTEM

TCF Center 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 systems to be disabled, a fire watch will be required by a security guard at the show management's expense.

FIRST AID

TCF Center does not have a permanent first aid station on-site, however – we do encourage large events reserve space for a first aid station. Contact our preferred vendors to make arrangements:

- Hart Medical 313-366-4278 [CLICK HERE TO EMAIL HART MEDICAL](#)
- DMCare Express 313-259-5215 [CLICK HERE TO EMAIL DMCARE](#)

TCF Center has AED's (Automated External Defibrillators) located in public hallways on each level of the facility.

FLOOR DRILLING - SEE ANCHORING & DRILLING

Facility Usage Guidelines

FLOOR LOADING

General exhibit hall floor loading is 300 pounds per square foot (or an HS20 Highway Loading); specific floor areas have a reduced capacity of 220 pounds per square foot. Loading well in excess of 300 pounds per square foot can be accommodated depending on location, physical dimensions and adjoining loading.

Loading in excess of 300 pounds per square foot must receive approval by TCF Center. The approval process requires plans of equipment or display footprint showing weight distribution per square foot and size of base plate (if 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 TCF Center sixty (60) days prior to the first move-in day.

FLOOR MARKING & TAPING

It is absolutely prohibited to use any kind of paint to mark the floors. Any tape used must be approved by your event manager. Approved tapes are listed under the Carpet Tape heading. Any marks/tape left on the floor after the move out will be removed by TCF Center Housekeeping contractor and billed to the event/show management.

Licensee and service contractors are responsible for the removal of all tape and residue marks from the exhibition hall(s), concourse and meeting room floors. The use of high-residue tape is prohibited on all surfaces. Contact your event manager for information on the 3M product approved for use on TCF Center walls. Tape or residue left on any SURFACE will be removed by TCF Center and the cost for the removal will be billed to licensee. Note that every cable must be taped down for the security of our guests.

FLOOR PLAN APPROVAL

A preliminary floor plan of the exhibit hall and registration area, including any use of the concourse/atrium, should be submitted to the manager for review at least ninety (90) days in advance or prior to the sale of space to exhibitors.

A detailed final plan (six copies) of the exhibit hall and registration area must be submitted to the event manager thirty (30) days in advance of first move-in day for review prior and submission for Fire Marshal approval.

The use of any public areas (i.e. concourse, atrium, hallways) must be approved 60 days in advance by TCF Center management.

All plans must:

- State official name of the show and dates
- State name of official show contractor
- Be drawn to scale, either in 1/16 inch or 1/32 inch scale
- Have aisles clearly indicated (minimum width is 10 feet, cross aisle every 150 feet minimum)
- Show primary event entrance doors and exits

Facility Usage Guidelines

- Indicate storage and service areas
- State if aisles are to be carpeted
- Indicate border pipe and drape or hard wall backdrops
- Indicate concession stands or exhibit floor food service areas

FOOD & BEVERAGE SERVICE - SEE ALSO [RULES & REGULATIONS](#)

Food and beverage catering services are provided by our exclusive caterer Centerplate. Food and beverages shall not be brought into the building for consumption or sold by entities associated with your event, except by concessionaires designated by TCF Center. Individual exhibitors participating in trade shows or conventions are permitted to distribute their product samples from their booth on a complimentary basis to their patrons, subject to the approval of Centerplate.

All food and beverage service areas in exhibit halls and main concourse are to be accessible, open and operating during public shows unless prior approval to close them is granted by TCF Center. For public shows, five percent of the floor space must be allocated to concession areas. If a water station is required in meeting rooms or exhibit halls, there is a fee for this and it must be ordered in advance. Water on head tables and centrally located water stations in hallways are provided complimentary if ordered in advance.

Our catering team and the chef will be happy to customize a menu that fits your needs and budget. Check with your sales manager for more details. Centerplate may be reached at 313-567-9114. See the [CENTERPLATE MENU HERE](#)

FREIGHT - DELIVERIES - SEE [DELIVERIES AND FREIGHT](#)

GENERAL CONTRACTORS - SEE [CONTRACTORS](#)

GRATUITIES

Thank you for your thoughtfulness, however, it is against TCF Center and SMG policy for any employee to personally accept gratuities or gifts of significant value from a licensee.

GREEN EVENTS SEE ALSO [SUSTAINABILITY](#) SECTION IN THIS GUIDE

The TCF Center commitment to environmental stewardship in our community is demonstrated by our continuous efforts to investigate, validate and implement new and innovative Green initiatives throughout the facility, and by our programs designed to educate our employees, vendors, customers, partners and visitors in the importance of the sustainability of our environment.

The TCF Center Green Committee meets several times monthly to promote sustainability practices and Green initiatives, and has members from every department and in-house contracting company. Under their leadership, TCF Center has implemented an extensive recycling program, energy and water conservation measures, composting and several other Green initiatives.

Facility Usage Guidelines

TCF Center is a Green Meetings Industry Council (GMIC) ASTM/APEX standard certified facility and supports Green Events. Ask your event manager or sales person about establishing sustainability goals and receiving post event reports that provide waste diversion data and best Green Event practices observed during your event.

HALL INSPECTION

TCF Center management will inspect rented areas prior to or at the 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.

HAZARDOUS WASTE MATERIAL DISPOSAL

Chemicals, solvents and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of TCF Center. All toxic and hazardous materials, gases, liquids or solids, are and remain the property of the show or the exhibitor bringing such materials onto TCF Center property. Use of these materials may require additional insurance coverage.

At least 45 days in advance of an event move-in, you must advise your event manager of toxic and hazardous materials being brought to 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 TCF Center Housekeeping Department prior to the event to make the necessary disposal arrangements for any hazardous waste materials.

INSURANCE

Insurance is required for all events. You may choose an insurance company of your choice or procure the event insurance through our MVP program. Click here for [INSURANCE REQUIREMENTS](#)

Licensee shall assume all risk of operation except as outlined below and shall indemnify owner for any loss or damage to any person or property caused by any act of the licensee. It is understood that the licensee shall purchase all workmen's compensation and general liability insurance coverage to insure the building against claims for damage to the building's property, and for personal injuries, including death, which may arise from the use of the premises by the licensee.

A duplicate copy of all insurance policies or certificates of insurance must be furnished to the owner with the premiums paid 10 days before the start of any operations by the licensee. All policies shall contain an endorsement providing for furnishing the owner ten (10) days written notice of termination of insurance for any cause.

Licensee shall provide insurance as follows:

Facility Usage Guidelines

1. Worker's Compensation insurance as required by the laws of the State of Michigan
2. General Liability (Per 1986ISO Policy changes); bodily injury and property damage combined - \$1 million per occurrence; \$2 million aggregate
3. The Detroit Regional Convention Facility Authority and SMG shall be named as additionally insured on the policy and the insurance certificate
4. The licensee shall indemnify and save harmless the Detroit Regional Convention Facility Authority and SMG from and against all claims, actions and damages, arising during the period of licensee's use and occupancy, including owner's property
5. TCF Center reserves the right to require that licensee provide additional insurance if deemed advisable due to special circumstances

INTERNET SEE [TECHNOLOGY SERVICES](#)

LIGHTING

Exhibit Hall Lights

Exhibit halls contain induction lighting. 60 per cent "work lights" will be provided at no charge in exhibit halls during move-in and move-out. 100 per cent "show lights" will be provided one hour prior to show opening and meetings. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

Grand Riverview Ballroom Lighting

The Grand Riverview Ballroom has LED lighting that can provide white light to the space anywhere from 45 to zero foot-candles. The colored LEDs can provide a pallet of a million different colors. There are four remote theatrical lighting controls locations. This feature can be outsourced or contracted to in-house staff. Lighting options consist of white round pendants, colored birds, and 15 foot colored wall sconces. The ballroom can be divided into two sections whereby the lighting can be directly responsive to individual zones.

Meeting Room Lighting

Most meeting rooms have a control panel with four preset lighting scenes and four programmable lighting scenes. Possible lighting combinations include linear fluorescents, round downs, square downs, wall washers, and even counter top options. Room lighting will be programmed according to the event schedule provided to event manager.

LOST & FOUND

All lost and found articles are logged and placed in our Security Office. We attempt to identify the owner and return all articles. To inquire about lost items, go to the Information Desk located on the concourse. Events that choose to have their own lost and found must turn in all unclaimed items to TCF Security at the end of each day.

MEDIA/PRESS

TCF Center offers a complete array of services for [LOCAL MEDIA SUPPORT](#) for your event. From information on local media outlets to press releases and social media strategies, TCF can

Facility Usage Guidelines

help you get the word out about your event in digital and print media. To make arrangement for news crews at your event, contact your event manager.

MEETING ROOMS

Standard Set

The rental of meeting rooms includes the initial setup of tables, chairs, platform/risers and lectern. Risers/platform is not included as part of standard set for rooms 1,500 square feet or below. The size and number of risers (4'x8' sections, 16" or 24" high) included in the standard set is proportionate to the size of the room. Your specific needs must be communicated to your event manager at least four weeks 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 a 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 room arrangement does not include any table coverings or skirting. You may obtain these from our caterer, Centerplate for an additional fee. Tables used for full-meal food and beverage events include standard linens.

Dance Floor

There is no charge for a dance floor (up to 28'x28') when used for a dinner-dance in carpeted rooms. Subject to availability, larger dance floors, dance floors in the Grand Riverview Ballroom, Ambassador Ballroom (360), Portside Ballroom (260), and exhibit halls may be installed for an additional fee.

House Sound System

There is no patch fee for use of the built-in sound system. House sound is available in the majority of rooms. Check with your event manager for a list of rooms with house sound.

Room Changes

Initial set up for meetings rooms (meetings, offices, meal functions, etc.) is included in the rental fee, provided the information is communicated to your event manager four weeks prior to your move-in. Any changes required to the initial set will depend upon the size of room, time available for changeover and the complexity of the set up. No fee shall be charged for changeovers from meeting set up to accommodate fully catered functions provided the arrangements are made well 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 show services contractor/decorator or union labor. You may use TCF Center's tables. 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 be obtained from Centerplate for a fee. Displays must be transported by hand or by two-wheel cart. In erecting the displays, the use

Facility Usage Guidelines

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 show services contractor/decorator.

When meeting rooms are used for exhibits, [EXHIBIT HALL GUIDELINES](#) apply. In these circumstances, consult with your event manager for restrictions on freight movement, weight limits, ceiling heights, etc.

MISCELLANEOUS CHARGES

Based upon your event requirements, there may be some miscellaneous charges for items not covered under your rental permit (staging, room keys, etc.) Show management must keep credit card on file with the TCF Center Finance Department for such charges. Miscellaneous charges will be processed at time of final settlement. The [MISCELLANEOUS CHARGES RATE SHEET](#) can be found here.

ONLINE EVENT SERVICE ORDERING

The TCF Center website offers customers the ease and reliability of online ordering for all event related services. Following services can be [ORDERED ONLINE HERE](#).

- Internet Services
- Stagehand Labor
- Cleaning
- Electrical
- Plumbing & Compressed Air
- Telephone
- AV Services
- Catering

Additionally, your orders are instantly added to the TCF Center show database, where customers and all pertinent departments in TCF Center can access it. The show data is private and secure, and gets to all parties involved in the success of your show at TCF Center.

P.O.V. DELIVERIES SEE UNION REGULATIONS

PARKING

2,200 on-site parking spaces are available in three attached facilities (Roof Deck Parking, TCF Center Congress Street Garage, and TCF Center Washington Blvd. Garage.) If you prefer reserved group parking, arrangements must be made in advance by calling at 313-259-3540. Ask your event manager about valet parking.

Valet Parking

TCF Center offers full service valet parking at affordable prices for your event. For more information on valet services, please contact parking operations at 313-259-3540. Here is a map with [DIRECTIONS TO THE PARKING FACILITIES](#) for your convenience.

Buses

Facility Usage Guidelines

Parking for buses is not available at TCF Center.

PHONES SEE [CONTRACTORS/EXCLUSIVE CONTRACTORS](#)

POLICE

Any arrangement for armed security needs to be scheduled through the TCF Center event Manager. The TCF Center security department will work with the Detroit Police Department to make arrangements.

PLUMBING

Compressed air and water/drain hook-ups for exhibit booths are provided by TCF Center Engineering Services. [ORDER PLUMBING SERVICES HERE](#)

PRESS SEE [MEDIA/PRESS](#)

PUBLIC AREAS SEE [CONCOURSE/PUBLIC AREAS](#)

RIGGING

Riggers are technicians (electricians, stagehands, carpenters) that specialize in securing loads to the supporting steel of the venue. Chain hoists, motors, trusses, signage, and all materials that present a potential hazard or liability if improperly secured will be rigged by TCF employees trained for these tasks.

SECURITY

TCF Center security can provide security services for your event at competitive prices, saving your show management time and money on administrative and technical costs. Contact your event manager for pricing or a list of companies approved to work in the building.

Show management must provide security in all exhibit halls and ballrooms. A detailed security schedule must be presented to your event manager at least three weeks prior to your first day of occupancy.

Securing your meeting rooms

For rooms requiring security, the locks should be changed from the general house system to limited access security locks. TCF Center can provide limited access meeting room keys (4) for a fee of \$25 per room. This service can be ordered from your event manager at least two weeks prior to your event. Under certain conditions, TCF Center may require you hire private security for the rooms. Some rooms cannot be secured by changing locks. Show management must provide a security guard.

Contracted security

Facility Usage Guidelines

A contracted security firm must be licensed in the State of Michigan. When a private guard firm is hired to perform services, the firm hired or its designated representative shall so notify TCF Center Security Unit and obtain specific security guidelines including firearm restrictions. The security firm must be able to contact a representative of show management at any time, day or night. A detailed security schedule must be presented to your event manager at least three weeks prior to your first day of occupancy.

All incidents and accidents within the leased space must be reported to TCF Center Security immediately. Show security must complete an incident report and forward a copy of the report to TCF Center management within eight (8) hours of the occurrence.

EMERGENCY PROCEDURES

- An alarm with strobes will be activated
- The strobes will be followed by a voice message informing the emergency and procedure to evacuate the facility
- TCF Center Security will be stationed at strategic locations to assist in the evacuation

SHUTTLE DROP-OFF/ PICK-UP

All shuttles and buses arrive and depart from Atwater St. located on the river level, south side of the facility. Please provide your event manager with the arrival and departure schedules for coordination with TCF security and Detroit police.

SIGNAGE

It is recommended that show management provide directional signage inside the facility. Consult your event manager as to the number of signs you need.

Banners & Decals

Various internal and external sign placements are available to promote your event. TCF Center can help you design and print your banners and wraps. Approved signage/ banners may not block buildings permanent signage or security cameras. All decals must be pre-approved by TCF Center management. Consult with your event manager for pricing and details.

Glass/Window

All signage on glass/windows must be pre-approved (A sample must be submitted for approval.) Consult your event manager for restrictions and pricing. 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.

Digital Signage

TCF Center has digital signs outside all meeting rooms, exhibit halls and ballrooms that can be programmed for your event. Ask your event manager for help to design messages right for your event. There are digital signs on the walls of the City View Lounge, concourse, above the information center and at the Cork & Grind. Programming for your event is available at a fee. Advertising and sponsorship opportunities are available on the interior and exterior digital

Facility Usage Guidelines

signs at TCF for a nominal fee.

The 120 foot x 25 foot digital sign on the corner of Washington Blvd. & Congress St. can display advertisements. The 160 foot x 30 foot marquee digital sign above TCF Center's main entrance on Washington Blvd. can display video and graphics about your event on an exclusive or non-exclusive basis. Live-streaming is available on both the corner & marquee digital signs. Find [SPECIFICATIONS FOR DIGITAL SIGNAGE](#) media here.

SMOKING POLICY

As required by the state law, TCF Center is a non-smoking facility. Outdoor smoking near the facility is prohibited within 25 feet of doors, windows and open air-intakes. This policy is strictly enforced.

SPECIAL NEEDS FACILITIES SEE [ACCESSIBILITY](#)

SUBCONTRACTORS SEE [SUBCONTRACTORS BUILDING MANUAL](#)

SUSTAINABILITY - SEE [GREEN EVENTS](#) AND [LAST SECTION](#) OF THIS GUIDE

TAPE SEE [FLOOR MARKING & TAPING](#)

TAXI STAND

Taxis will be available outside TCF Center's main lobby. Please let your event manager know if you have any special needs with regard to taxis. SKOOT is the shuttle company available at TCF Center to give patrons a discounted rate to and from the airport. You can find more information on our website at [DIRECTIONS, TRANSPORTATION, & PARKING](#)

TECHNOLOGY SERVICES

Internet

Hard-wired connections can be provided in all meeting rooms, exhibit halls and public spaces. If portions of your event rely on a fail-safe connection, please order a hardwire connection (which includes technical support) by contacting our Technology Services department at 313-877-8277. [ONLINE ORDER FORMS](#) for Technology Services can be found here. For more information click here [TCFTECH TECHNOLOGY SERVICES](#)

WiFi

Free WiFi is available throughout the facility and is intended to supply web access for casual use to event attendees (no technical support is available with the free WiFi). The free WiFi network is called "TCFFree." A splash page to the TCF Free network can be designed for your event and sold for sponsorship.

Webcasting

Facility Usage Guidelines

TCF Center partners with a preferred provider of event webcast services. Webcasts can be hosted on the event website or the TCF Center website on a page that only event customers can view via a link provided prior to the event.

Optional services include registration, polling, “submit a question,” surveys, downloadable documents, pay per view, chat, archive on-demand webcasts, social media integration and power point integration.

Webcasting allows events to extend their audience by providing a custom-designed online extension of the event. It is an extremely cost-effective way to make a real impact on a large, distributed audience and drive revenue for your event. Consult your event manager for details.

Digital Signage

Digital signage in TCF Center provides events with revenue stream possibilities through advertising and sponsorship sales, live stream broadcasting and information distribution throughout your event. For more information about the [USE OF DIGITAL SIGNS](#) click here and see the [SIGNAGE](#) section in this guide. Click here for [MEDIA SPECIFICATIONS](#) for digital signage.

Telephone

All telephone services at TCF Center are provided by AT&T. Contact AT&T’s Exhibitor Services at 877-377-2508. Online ordering for telephone service is available in the Exhibitor section at tcfcenterdetroit.com. Note that AT&T does not provide telephone instruments.

TICKETING SERVICES

Premier Ticket Service, Inc. is the exclusive ticketing service provider of TCF Center. All ticketed, public events requires the use of ticket takers, cashiers, wristbands, etc., that must be provided by personnel from Premier. Please contact your event manager to discuss your needs.

TRAFFIC CONTROL

Please discuss any concerns for your particular event with your event manager. TCF Center reserves the right to require minimum levels of traffic control staffing at the licensee’s expense.

TRANSPORTATION

Click here for various regional and sustainable [TRANSPORTATION OPTIONS](#) in TCF Center.

UNION REGULATIONS

This information is taken from the Efficiency Memorandum of Responsibility, which serves as the overall maintenance agreement between TCF Center, the Unions and the contractors. 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 TCF

Facility Usage Guidelines

Center is done by union personnel with jurisdiction at TCF Center.

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

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

Carpenters shall handle carpentry and the unpacking, erection and dismantling of exhibit booths

Stagehands shall perform all such work in normal “set up” and “running” and “dismantle” of press events, meetings, shows, events and attractions, including installation and maintenance, repair, upkeep, setting, striking, dismantling, operation, movement and/or handling of the following: including but not limited to all audio, video, stage carpentry, rigging, lighting, properties, and other related work recognized as traditionally falling within the jurisdiction of the Stagehands. For further scope of work and details, refer to the [TCF CENTER STAGEHAND ONLINE ORDER FORM TERMS AND CONDITIONS](#)

EXHIBITORS RIGHTS

Note: The work mentioned below may be performed using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material handling equipment may be used by anyone except the qualified members of the union having proper jurisdiction. Exhibiting company employees must perform these tasks. Any hired labor must be from the union having jurisdiction.

Exhibitors may:

- Set up their own booths up to 400 square feet, including their own assembly and decorating work within their booth
- Exhibitors may unload and load their own privately owned vehicles (POVs) such as passenger cars if show management arranges for privately owned vehicle (POV) line This includes SUVs, vans or pick-up trucks using their own employees and volunteers There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit
- Transport items to and from their booths using non-motorized material handling equipment and dollies, using the public entrances of the exhibit hall. No carts, dollies or material handling equipment will be supplied to exhibitor's by TCF Center or hired show contractors
- Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and with the exception of 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

Facility Usage Guidelines

- Connect and operate any computer system or component (does not include computer shows when computers are the product)
- Unpack, assemble, dismantle and pack product machinery and equipment
- 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 square feet of booth
- Align, move, position vehicles in the booth after spotting
- Hang banners, signs or graphics on their booth
- Clean within their booths using spray cleaners, vacuum cleaners or cloth padded type mop heads without water
- Setup their audio visual equipment within maximum square-foot footprint on booth
- Operate their video, sound and other electrical equipment in booths up to 400 square feet

SHOW MANAGEMENT RIGHTS

Note: The work mentioned below may be performed using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material handling equipment may be used by anyone except the qualified members of the union having proper jurisdiction. Unless otherwise specified, show management employees must perform these tasks. Any hired labor must be from the union having 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 and assemble and place their goods and material
- Unload and load one 24 foot truck and personally owned vehicle
- 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
- Connect (USB type cables) and operate show management owned AV equipment in the meeting rooms up to 3,000 cumulative SF or less, utilizing their own employees and volunteers
- Use their own full time employees in key positions (sound board, lighting board, switching board) during the run of show without shadows
- Stagehand labor is required for all audio-visual installation and dismantling under the supervision of the AV contractor/exhibitor/show management for exhibit halls, ballrooms and meeting rooms. A2, L2 and V2 shall be stagehand labor. For further details, refer to the Stagehand Terms and Conditions or consult your event manager
- For table top exhibits outside the exposition halls, have TCF Center provide tables and have its caterer cover/skirt the tables
- For head tables in meeting rooms during trade shows, have TCF Center's caterer

Facility Usage Guidelines

cover/skirt (up to 50 tables)

Show Management's Contractor/Decorator 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 the 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 workers by name first depleting A-list employees ("regulars") before utilizing B-list employees ("casuals")
- 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, quantity and qualifications of workers needed by each contractor for each project is left to the sole discretion of the contractor. For Teamsters and Riggers, the size of crews shall be flexible as situations require. First crew may be a two-man crew (if forklift used, then next sentence applies.) Thereafter, workers will be called in groups of three and can be used in two-man crews (with safety considered foremost)
- Utilize any work methods procedures or techniques and select and use any types or kinds 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 work day hours and stagger shifts consistent with the show's requirements and schedule consistent with the requirements contained Figure A

FIGURE A			
The work day, consisting of eight hours of work per day (exclusive of an unpaid half-hour lunch period), commence on or after 6AM and conclude at or before 10PM as determined by the contractor. Except for material handling, this applies between the hours of 6AM to 6PM On the day the show breaks, the first 8 hours of labor will be on straight-time until 10 p.m., Monday through Friday.			
	Monday - Friday	Saturday	Sunday/ Holiday
6 AM - 10 PM	Straight time for first eight consecutive hours and overtime at time and one-half after eight hours	Time and one-half for hours worked	Premium pay for hours worked
10 PM - 6AM	Overtime at time and one-half		

Workers shall not leave on the day the show breaks. The first eight hours of labor will be on straight-time until 10 p.m., The work day, consisting of eight hours of work per day (exclusive of an unpaid half-hour lunch period), commences on or after 6 a.m. and conclude at or before

Facility Usage Guidelines

10 p.m. as determined by the contractor. Except for material handling, this applies between the hours of 6 a.m. to 6 p.m. Workers shall not leave the project site during breaks without permission.

The unions insist that their members provide a fair day's work for a fair day's pay. The unions do not condone, and will not tolerate featherbedding, slowdowns or unauthorized standby crews. Serious violation of these rules may be grounds for dismissal and will jeopardize reassignment to TCF Center.

Union Workers:

1. Shall be presentable and courteous to all those with whom they come in contact
2. Will not ask for samples or products from exhibitors, decorators and/or sponsoring organizations. Gratuities are not to be solicited
3. Are not to roam the floor after checking out from an assignment. They shall return to the designated labor area
4. Are not permitted to lounge around in an exhibit (it is the property of other people.)
5. The illegal use, possession, distribution or sale of narcotic drugs, controlled substances, or the illegal use of prescription medication at the project site will not be tolerated and will result in immediate discharge. In the event of an accident on the project site, the contractor shall have the right to demand a drug test from the workers involved in the accident
6. Breaks and their time shall be assigned and supervised by the contractor or its designee. Coffee breaks shall not exceed fifteen (15) minutes. Workers shall not leave the project site or project during breaks without permission
7. Must wear their badge in a conspicuous and visible place on their person while employed at TCF Center
8. There shall be no strikes, work stoppages or lockouts, or threats of such

VALET SERVICE SEE PARKING

WEBCASTING SEE TECHNOLOGY SERVICES

Rules & Regulations





Rules & Regulations

Rules & Regulations

GENERAL RULES AND REGULATIONS

- The location of entrance units, provided by the decorator, must be approved by TCF 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 TCF 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 TCF 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 TCF 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

Rules & Regulations

- All facility utilities are property of TCF 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 or leafleting is permitted in TCF Center or on Center premises
- Any and all conditions or activities TCF Center deems unsafe will be terminated immediately upon request. TCF Center will remove disruptive parties as necessary
- TCF Center provides telecommunications and food and beverage services on an exclusive in-house basis
- Alcoholic beverages may not be brought into TCF 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 eighteen (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 TCF 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

TCF 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 TCF 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

TCF 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

Rules & Regulations

devices are not to be tampered with.

A fire watch is mandatory when smoke and/or hazardous machines are used inside.

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 TCF 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

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

Rules & Regulations

- An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices

SECURITY

- TCF Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and TCF 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.
- TCF 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 TCF Center and work performed by Center personnel

Licensee will be responsible for the related charges

- Chain locking of doors is forbidden at TCF Center
- All proposed event staff arrangements are subject to TCF Center approval and must be submitted to TCF Center at least 21 days prior to the event
- All service contractors and other event-related labor must enter/exit TCF Center via the designated employee entrance and are to be properly identified
- TCF Center's security reserves final rights to admit access of any event personnel to any TCF Center space

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 TCF 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 TCF Center services (i.e. restrooms, concession stands, utility rooms, etc.)
- Carpet runners or show carpet installed over TCF Center's permanent carpet is prohibited without the prior written approval of TCF 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

Rules & Regulations

EXHIBIT MATERIAL HANDLING RULES

Sand, gravel, dirt, and other loose materials may not be brought into the building without prior approval of TCF Center. 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 inches of any electrical, telephone, or P.A. outlets in/on walls or columns.

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 the facility 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 leftover materials is the responsibility of show management. Failure to leave the exhibit area in a clean condition, as determined by facility management, will result in such cleaning being billed to the show management. Any damage to facility is responsibility of show management.

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 TCF Center is not allowed. It must be done through the loading dock
- Move-in and move-out periods must be approved in writing by TCF Center
- Scheduling of dock must be approved by TCF Center
- Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the TCF Center premises
- Vehicles are to be operated in a safe and prudent manner
- Any actions, including speeding, erratic driving, etc., deemed unsafe by TCF Center are not tolerated
- Failure to adhere to TCF Center policies will be grounds for ejection from the premises and suspension of work privileges
- No refueling of vehicles is permitted within fifty feet (50) of TCF 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 TCF 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 TCF Center (changes may be required in the proposed schedules to allocate specific space to different events)
- Freight deliveries to TCF Center must be shipped on designated move-in/out days and

Rules & Regulations

addressed to the attention to the service contractor TCF Center will not accept freight deliveries for licensee, service contractors and exhibitors

- TCF Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out
- Freight left in TCF Center will be disposed of at licensee's expense
- Licensee is responsible for informing all parties of Center's freight policies.

FOOD & BEVERAGE

All food, beverages, and concessions are operated and controlled exclusively by TCF 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:

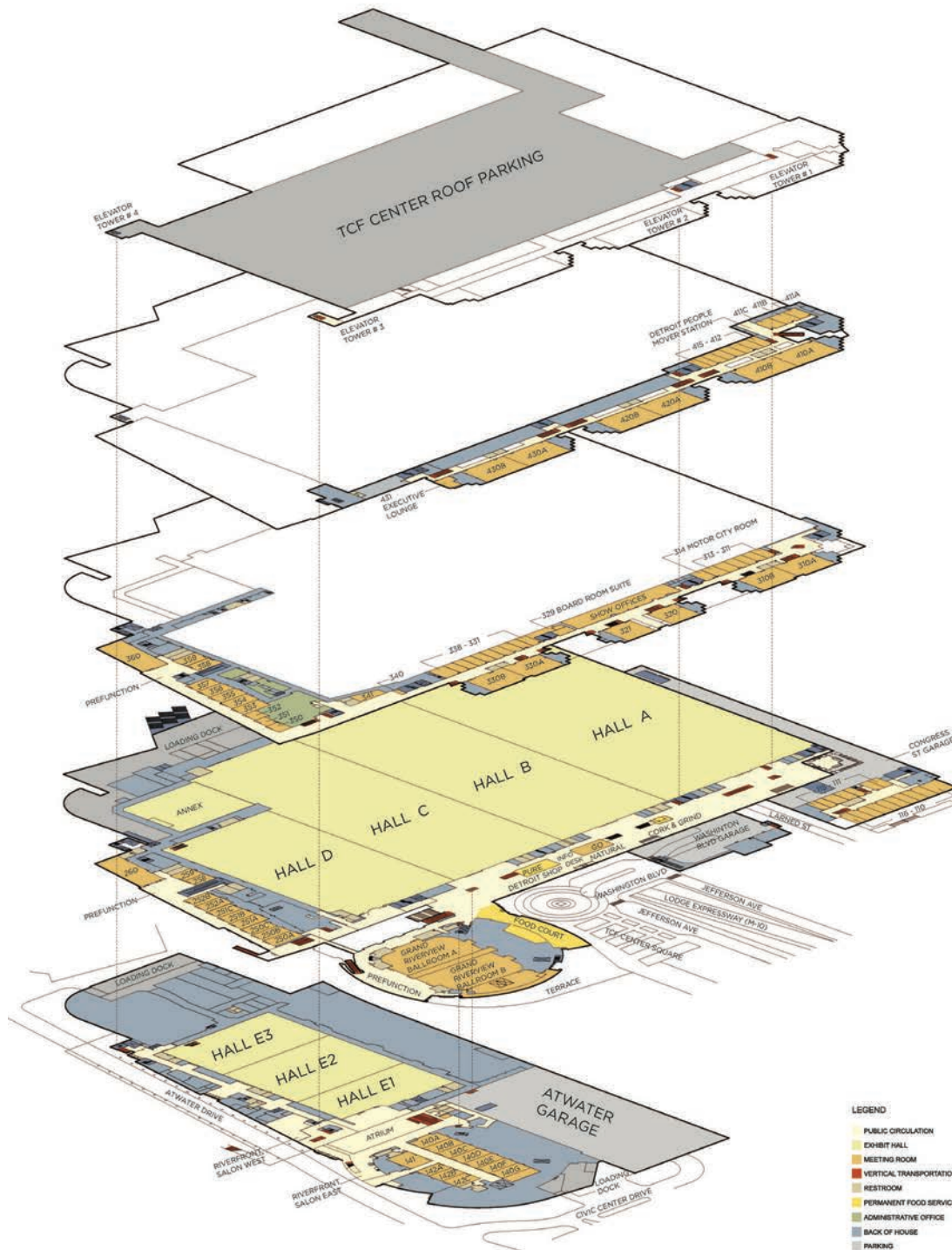
- An exhibitor and/or association member must occupy approved booths at all times
- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in the event
- Food items must be administered and limited to "sampling" 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 TCF 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 TCF 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 TCF 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

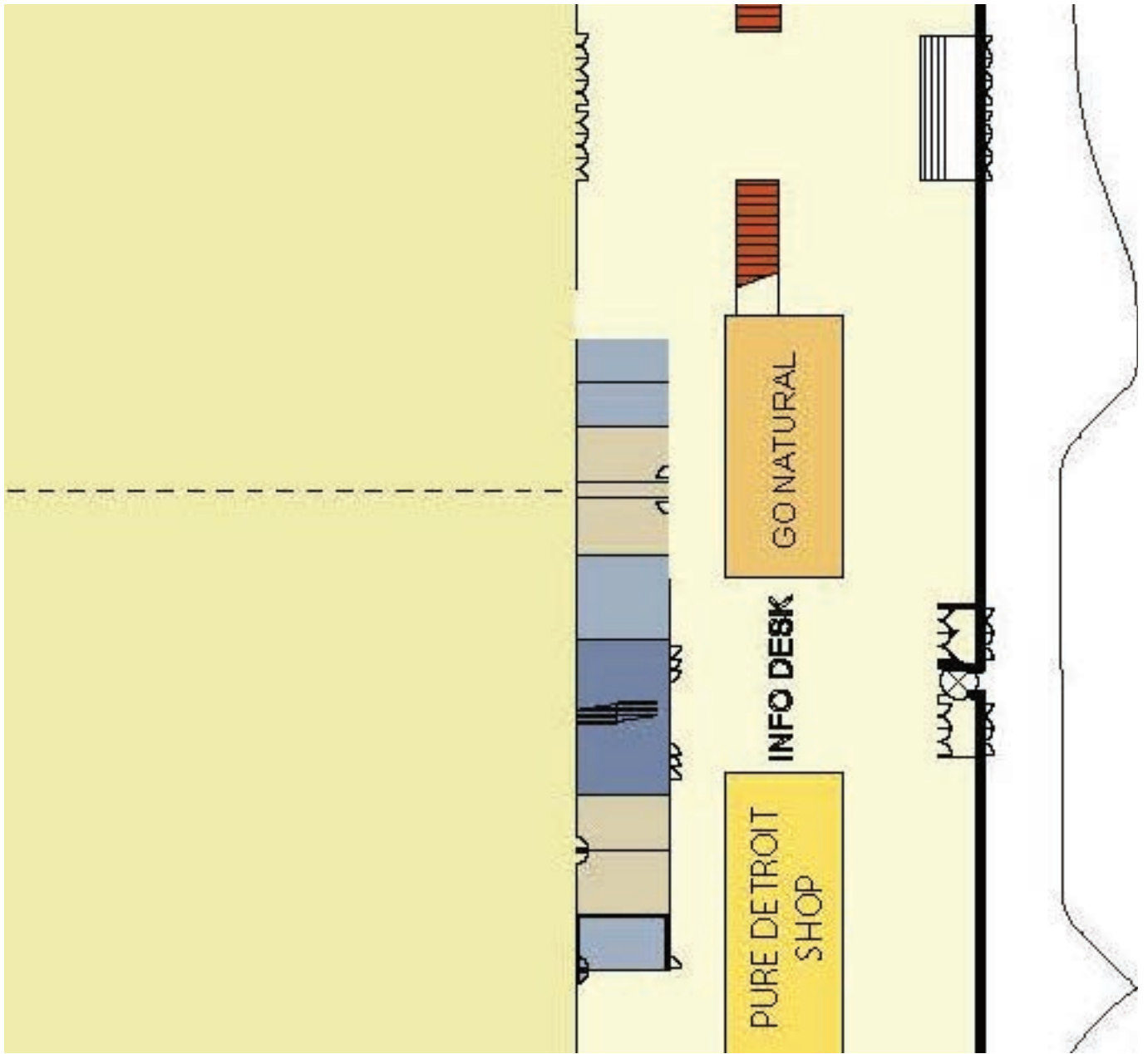
MISCELLANEOUS

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.

Facility Specifications

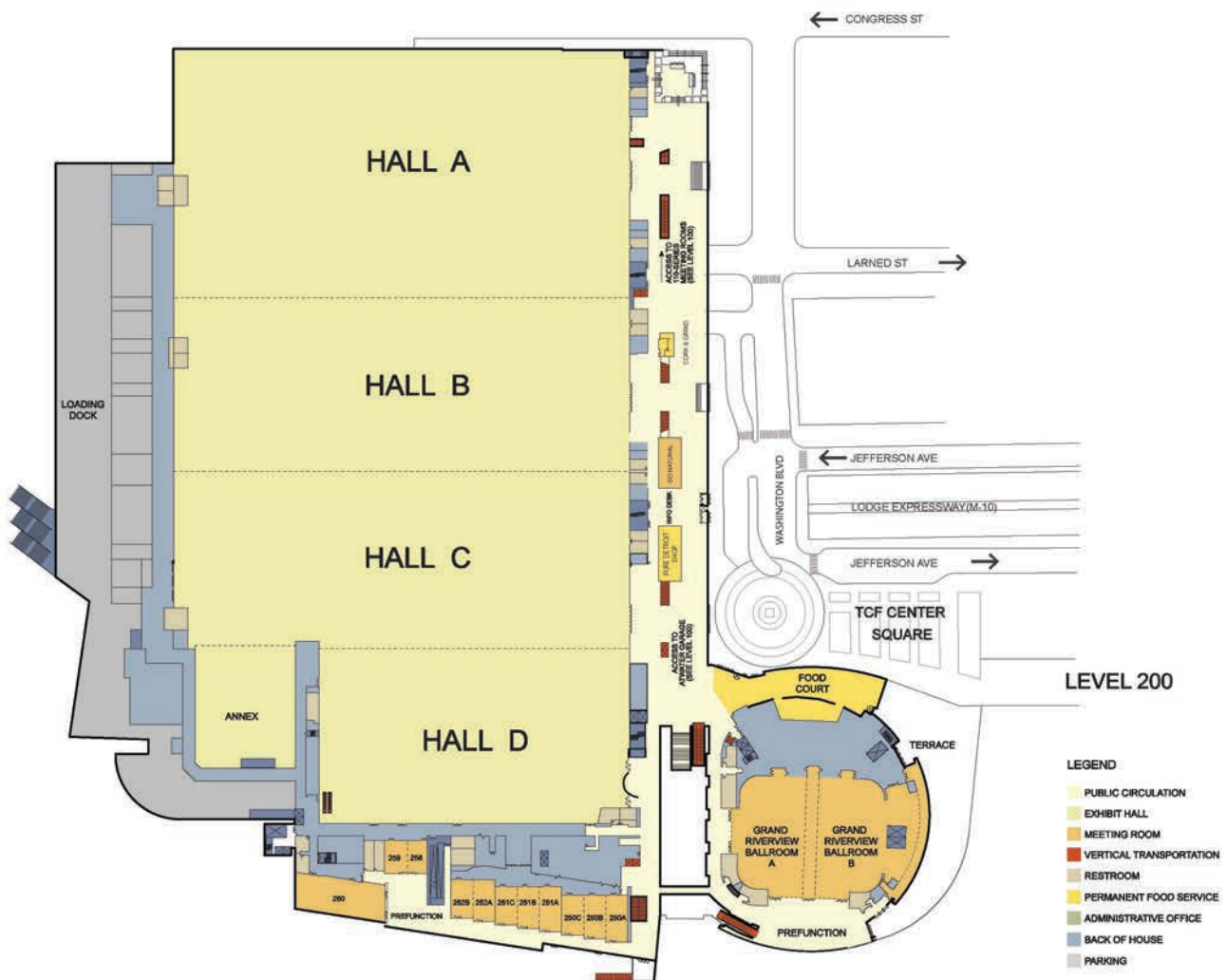




Facility Specifications

LEVEL 1: EXHIBIT HALLS + MEETING ROOMS

ROOM NUMBER	SQUARE FEET	THEATER	BANQUET 10 per 6'	CLASSROOM 4 per 8' x 18"	DIMENSIONS (W x D)	HEIGHT
HALL E1 (MICHIGAN)	27,000 (approx.)					18'8"
HALL E2 (MICHIGAN)	40,000 (approx.)					18'8"
HALL E3 (MICHIGAN)	32,000 (approx.)					18'8"
MICHIGAN (COMBINED)	98,465	Max Capacity 6750			235 x 419	18'8"
110 A	1,835	140	80	80	39 x 47	10'
110 B	903	72	60	44	21 x 43	10'
110 A/B	2,738	234	150	128		10'
111 A	665	50	30	16	18 x 33	12'
111 B	589	40	30	16	19 x 31	12'
111 A/B	1,254	80	60	60		12'
112 A - C	817	63	30	24	19 x 43	10'
112 D	893	63	30	24	19 x 43	10'
112 A/B/C/D	3,344	306	180	160	76 x 43	10'
113 A	510	35	30	20	14 x 35	12'
113 B	950	77	50	36	25 x 36	12'
113 C	816	60	50	32	24 x 34	12'
113 A/B/C	2,276	180	100	96		12'
114 A	774	63	30	24	18 x 43	10'
114 B	893	63	40	24	19 x 46	10'
114 A/B	1,667	144	90	72		10'
115 A	608	35	30	16	15 x 37	12'
115 B	646	49	30	16	19 x 34	12'
115 A/B	1,254	98	60	48		12'
116 A	817	70	30	48	19 x 43	12'
116 B	893	63	30	28	18 x 43	12'
116 A/B	1,710	144	90	92		12'
140 A	2,114	196	80	108	36 x 59	16'9"
140 B - G	1,740	168	80	108	30 x 59	16'9"
140 A-G	12,554	1,495	760	672	216 x 59	15'10"
141	2,536	280	120	120	56 x 45	16'11"
142 A	1,281	120	60	72	28 x 46	16'11"
142 B	1,350	120	60	72	30 x 45	16'11"
142 C	1,567	140	60	72	34 x 46	16'11"
142 A/B/C	4,198	440	240	240	92 x 46	16'11"/15'11"
Atwater Lounge (West)	4,200		230		Irregular	7'11"
Atwater Lounge (East)	4000 (approx.)				Irregular	17'11"
River Atrium (marble floor)	11,500 (approx.)	1,080	600	500	63 x 186	80' (marble floor to glass ceiling)

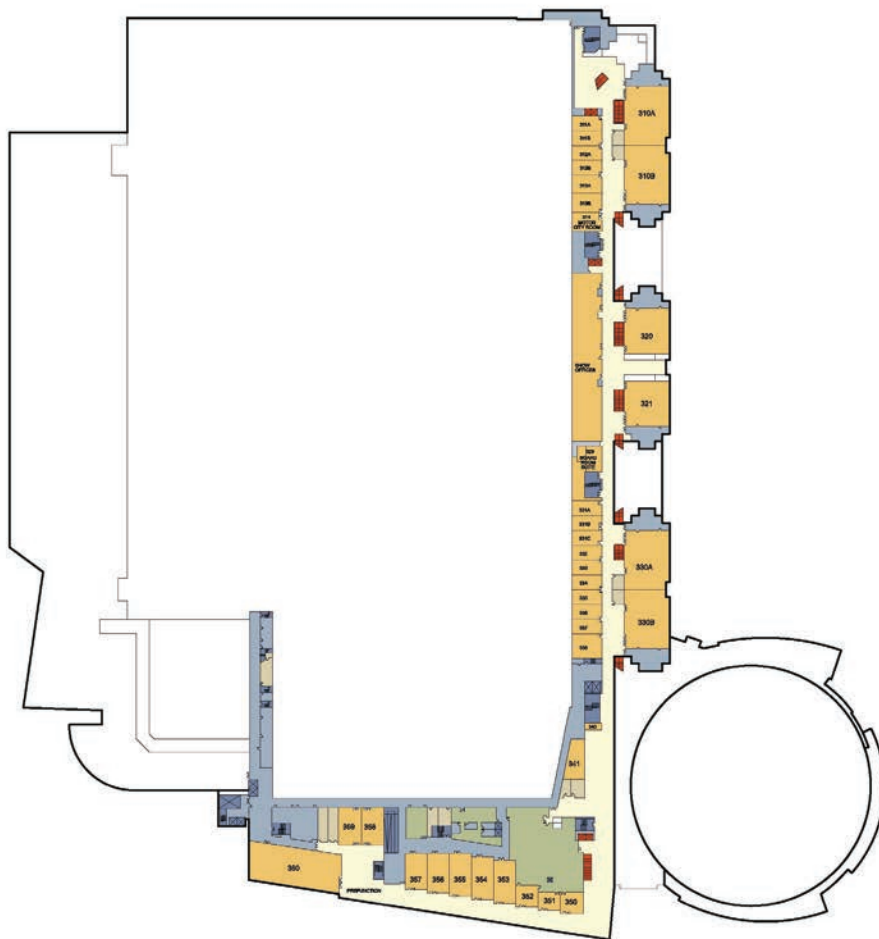


HALL A - 209,000 SQ. FT.
 HALL B - 142,000 SQ. FT.
 HALL C - 148,000 SQ. FT.
 HALL D - 100,000 SQ. FT.
 OAKLAND ANNEX - 23,000 SQ. FT.

Facility Specifications

LEVEL 2: EXHIBIT HALLS + MEETING ROOMS

ROOM NUMBER	SQUARE FEET	THEATER	BANQUET 10 per 6'	CLASSROOM 4 per 8' x 18"	DIMENSIONS (W x D)	HEIGHT
HALL A (DETROIT)	208,845	exhibit space only			339 x 615	30'
HALL B (MACOMB)	142,065	3,150	3,150	3,150	231 x 615	30'
HALL C (OAKLAND)	147,600	4,050	4,050	4,050	240 x 615	30'
HALL C ANNEX	25,972	exhibit space only			172 x 151	30'
HALL D (WAYNE)	99,540	4,350	4,350	4,350	237 x 420	30'
250 A	1,891	156	80	108	31 x 61	15'
250 B	1,653	144	80	96	29 x 57	15'
250 C	1,508	120	60	84	29 x 52	15'
250 A/B/C	5,052	450	280	264		14'6"
251 A	1,829	156	80	104	31 x 59	15'
251 B	1,635	132	60	92	30 x 54	15'
251 C	1,400	120	60	72	28 x 50	15'
251 A/B/C	4,864	440	240	264		14'6"
252 A	1,674	132	60	92	31 x 54	15'
252 B	1,450	120	60	80	29 x 50	15'
252 A/B	3,124	276	150	168		14'6"
258	1,242	114	60	72	27 x 46	14' 5"
259	1,392	120	60	88	29 x 48	14' 5"
258/259	2,634	234	120	128		13'11"
260 Portside Ballroom	5,600	500	300	288	47 x 120	11'8
260 Portside Pre-Function	3,500 (approx.)				53 x 65 irregular, 'L' shaped	NOTE: 250s corridor is 364' long
Grand Ballroom A	14,000	1,523	840	800	154 x 91	38'
Grand Ballroom B	22,000	1,626	1,000	880	154 x 130	38'
Grand Ballroom A/B	40,000	3,769	2,170	2,400		38'
City View Lounge (food ct.)	10,415					
TCF Square (exterior)	24,000 (approx.)					
Ballroom Terrace	20,000 (approx.)		0			



LEVEL 300

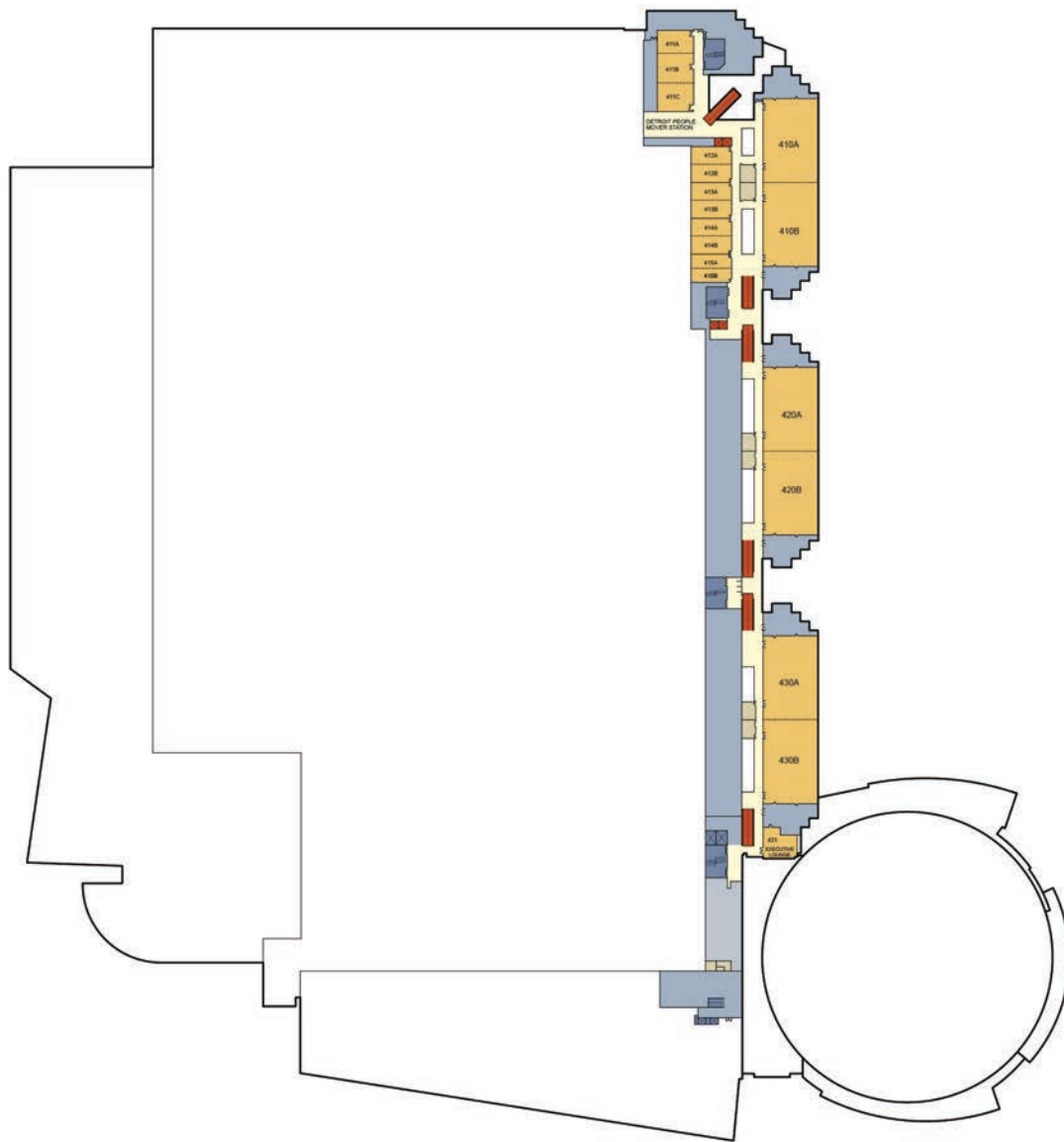
LEGEND

- PUBLIC CIRCULATION
- EXHIBIT HALL
- MEETING ROOM
- VERTICAL TRANSPORTATION
- RESTROOM
- PERMANENT FOOD SERVICE
- ADMINISTRATIVE OFFICE
- BACK OF HOUSE
- PARKING

Facility Specifications

LEVEL 3: MEETING ROOMS

ROOM NUMBER	SQUARE FEET	THEATER	BANQUET 10 per 6'	CLASSROOM 4 per 8' x 18'	DIMENSIONS (W x D)	HEIGHT
310 A - B	4,450	408	240	224	80 x 56	15'
310 A/B	8,900	800	520	448		
311 A	725	56	30	32	20 x 37	12'
311 B	700	48	30	32	19 x 37	12'
311 A/B	1,425	96	60	64		
312 A - B	700	56	30	32	19 x 37	12'
312 A/B	1,400	108	60	64		
313 A - B	890	70	50	32	24 x 37	12'
313 A/B	1,780	140	80	64		
314 Motor City Room	750 (approx.)	conference table for 12			21 x 34	
320 - 321	3,400	312	200	192	60 x 56	15'
320/321 Alcove	1,100 (approx.)	—		—	21 x 53	15'
329 Boardroom	600 (approx.)	conference table for 12			17 x 33	
329 Boardroom Office	1,100 (approx.)				18 x 61	
329 Boardroom & Office	1,700 (approx.)	—	—	—	—	
330 A - B	4,450	408	240	224	80 x 56	15'
330 A/B	8,900	800	520	448		
331 A (can access Boardroom Office)	627	49	30	36	19 x 33	10'9"
331 B	660	56	30	36	20 x 33	10'9"
331 C	720	56	30	30	19 x 38	10'9"
331 A/B/C	2,007	182	100	96		10'9"
332 - 335	760	56	30	32	19 x 39	10'9"
336	720	56	30	24	18 x 39	10'9"
337	750	56	30	24	20 x 37	10'9"
338	1,290	98	60	60	33 x 39	10'9"
340 (best used as storage)	275					10'
341 (best used as storage)	818					10'
353	1,463	120	70	64	27 x 55	15'4"
354	1,463	120	70	64	27 x 55	11'4"
355	1,463	120	70	64	27 x 55	15'3"
356	1,338	100	60	56	27 x 51	11'4"
357	1,213	90	50	48	27 x 46	14'9"
358	1,100	72	60	48	27 x 44	11'3"
359	1,188	90	60	48	27 x 44	11'3"
360 Ambassador Ballroom	6,139	500	300	324	51 x 119	11'7"
360 Ambassador Pre-Function	3,000 (approx.)				40 x 73 irregular	NOTE: 350s corridor is 370' long



LEVEL 400

LEGEND

- PUBLIC CIRCULATION
- EXHIBIT HALL
- MEETING ROOM
- VERTICAL TRANSPORTATION
- RESTROOM
- PERMANENT FOOD SERVICE
- ADMINISTRATIVE OFFICE
- BACK OF HOUSE
- PARKING

Facility Specifications

LEVEL 4: MEETING ROOMS

ROOM NUMBER	SQUARE FEET	THEATER	BANQUET 10 per 6'	CLASSROOM 4 per 8' x 18"	DIMENSIONS (W x D)	HEIGHT
410 A	5,500	440	240	248	94 x 59	14'
410 B	5,500	440	240	252	94 x 59	14'
410 A/B	11,000	960	480	632	188 x 59	
411 A	800	60	60	32	25 x 32	10'5"
411 B - C	1,024	84	60	48	32 x 32	10'5"
411 A/B/C	2,848	240	140	144	89 x 32	
412 A	760	64	30	48	19 x 40	10'11"
412 B	684	64	30	48	19 x 36	10'11"
412 A/B	1,444	128	60	96		
413 A	760	64	30	48	19 x 40	10'11"
413 B	684	64	30	48	19 x 36	10'11"
413 A/B	1,444	128	60	96		
414 A	760	64	30	48	19 x 40	10'11"
414 B	612	64	30	48	17 x 36	10'11"
414 A/B	1,444	128	60	96		
415 A	680	35	30	20	17 x 40	10'11"
415 B	612	42	30	20	17 x 36	10'11"
415 A/B	1,292	86	40	60		
420 A - B	5,500	440	240	252	94 x 59	14'
420 A/B	11,000	900	480	640	188 x 59	
430 A - B	5,500	440	240	252	94 x 59	14'
430 A/B	11,000	990	480	640	188 x 59	14'
431 Executive Lounge	1,100		20 (wall) 20		irregular, half wall splits room	



DIRECTIONS TO COBO CENTER

• From North

Southbound on the Lodge US-10, exit Larned St. (on left); right on Washington Blvd.
Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.

• From South

Northbound on I-75, exit Lodge US-10 to Larned St. (on left); right on Washington Blvd.

• From East

Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.

• From West

Eastbound on I-96 or I-94, take the Lodge US-10 south; exit Larned St. (on left); right on Washington Blvd.

• From Canada

Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.

Ambassador Bridge crossing: take I-75 northbound to the Lodge US-10 south; exit Larned St. (left side); right on Washington Blvd.

COBO CENTER PARKING AND SHUTTLE DROP OFF

1 Cobo Rooftop Parking

From front of Cobo Center, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets.

From the Lodge US-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.

2 Cobo Center Congress Street Garage

Cobo Center Congress Street Garage is located at Congress and First Streets under Cobo Center.

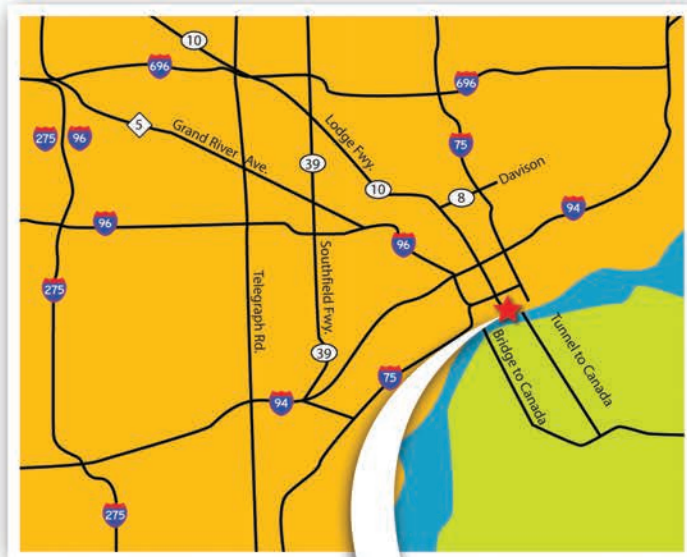
3 Cobo Center Washington Blvd. Garage

Cobo Center Garage is located at the intersection of Jefferson and Washington Blvd. in front of the main entrance to Cobo Center.

4 Shuttle Drop-off (Atwater Street)

From front of the Cobo Center, go east on Jefferson (left). Turn right on Bates and right again on Atwater. Take Atwater Street to the Cobo atrium entrance for visitor drop-off.

Facility Specifications



DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS

• From I-94 East- and West-bound

Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 North-bound

Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 South-bound

Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From I-96 East-bound

Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From Lodge Freeway

Take M-10 south and exit at Howard Street (#1C).



» From M-10/Howard Street exit to Detroit, Wayne, Oakland and Macomb Hall Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

» From M-10/Howard Street exit to Michigan Hall Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

» From M-10/Howard Street exit to Ballroom Loading Dock

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.

INSURANCE REQUIREMENTS FOR EVENTS



INSURANCE REQUIREMENTS

TCF Center Customer shall assume all risk of operation and shall indemnify TCF Center for any loss or damage to any person or property caused by any act of TCF Center Customer.

For Non-Exhibit Hall Events

TCF Center Customer shall purchase General Liability Insurance coverage to insure the TCF Center against claims for damage to TCF Center's property, and for personal injuries, including death, which may arise from the use of the premises by TCF Center Customer, as follows:

General Liability; bodily injury and property damage combined – 1 million dollars per occurrence.

For Exhibit Hall Events

TCF Center Customer shall provide Workmen's Compensation and General Liability Insurance coverage to insure the TCF Center against claims for damage to TCF Center's property, and for personal injuries, including death, which may arise from the use of the premises by TCF Center Customer, as follows:

Workmen's Compensation insurance as required by the laws of the State of Michigan.

General Liability; bodily injury and property damage combined – 1 million dollars per occurrence; 2 million dollars aggregate.

A duplicate copy of all insurance policies or certificates of insurance must be furnished to TCF Center with the premiums paid no later than 10 days before the start of any operations by your organization. All policies shall contain an endorsement providing for furnishing TCF Center 10 days written notice of termination of insurance for any cause.

The Detroit Regional Convention Facility Authority and SMG shall be named as additional insured on the policy and insurance certificate.

The TCF Center Customer shall indemnify and save harmless the TCF Center from and against all claims, actions and damages, arising during the period of TCF Center Customer's use and occupancy, including TCF Center's property.

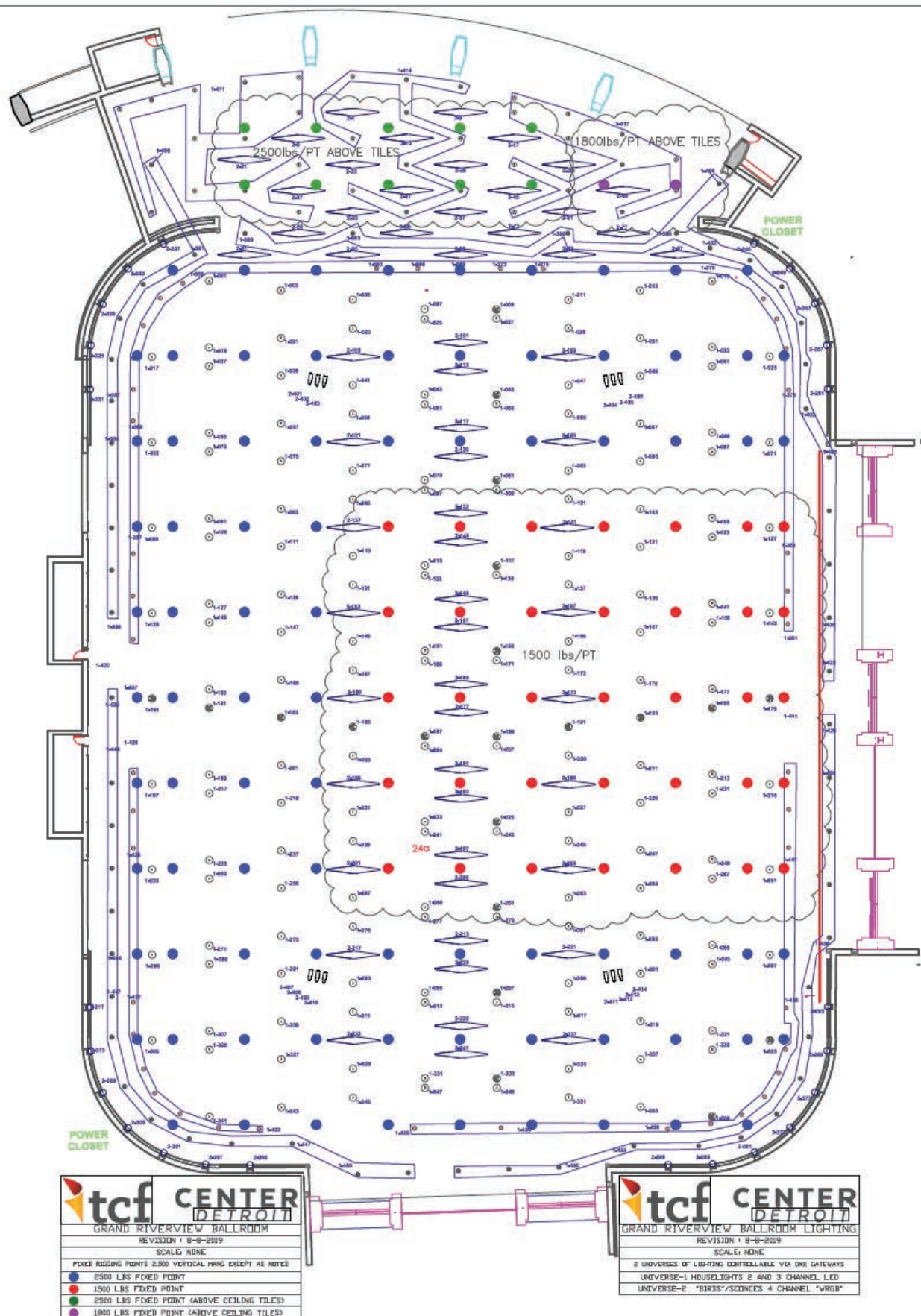
TCF Center reserves the right to require that TCF Center Customer provide additional insurance if deemed advisable due to special circumstances.

If you are unable to obtain insurance, it may be purchased through TCF Center at the rate of .58¢ per attendee per day (minimum policy is \$110) for Non-Exhibit Hall Events. Exhibit Hall events' rates vary based on type of event.

For more information contact Woodrina Reid at 313-877-8216 or wreid@tcfcenterdetroit.com.

9/20/2019

GRAND RIVERVIEW BALLROOM RIGGING MAP





Subcontractor Building Manual





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 TCF 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 TCF 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 TCF 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 TCF Center.
11. Helium balloons are PROHIBITED inside TCF Center.
12. Exterior banners are PROHIBITED outside the facility unless approved in writing by TCF 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 TCF Center management.
14. Unless prior written approval is granted by TCF 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 TCF 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 TCF Center’s carpet.

Subcontractor Building Manual

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. TCF 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 TCF 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 TCF Center before, during or following the lease term. Shipments delivered to TCF 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 TCF 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. TCF Center is a non-smoking facility and smoking is prohibited in the exhibition halls, ballrooms, meeting rooms, restrooms,

Subcontractor Building Manual

and pre-function areas of TCF Center.

TAPE

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

The use of high-residue tape is prohibited on floors and carpeted areas. On carpeted areas, TCF Center requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues are to be removed by TCF 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

Subcontractor Building Manual

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

Sign and return the original to the event manager.

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 TCF 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 TCF 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. TCF 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 TCF 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 TCF 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 TCF 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:

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

Initials_____

CERTIFICATE OF COMPLIANCE:

All Contractor and subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). Contractor/subcontractor agrees to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496).

The requirements of Executive Order 11246, as amended (Equal Employment Opportunity); Section 503 of the Rehabilitation Act of 1973; Section 4212 of the Vietnam Era Veterans Readjustment Act of 1974; the Veterans Employment Opportunity Act of 1988, the Job for Veterans Act of 2002; Executive Order 13496 and Executive Order 13658. This Certificate of Compliance certifies that Contractor and Subcontractor has fulfilled its responsibilities under the executive order and acts listed below.

Required regulations relative to Affirmative Action and Equal Employment Opportunity are incorporated by specific reference to Executive Order 11246, as amended; 41 C.F.R. § 60-1.4; 41 C.F.R. § 60-300.5; 41 C.F.R. § 60-741.5, as amended; and Executive Order 13496, 29 C.F.R. Part 471 Appendix A. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

TCF Center Sustainability





Green Facility Statement

The TCF Center commitment to environmental stewardship in our community is demonstrated by our continuous efforts to investigate, validate and implement new and innovative Green initiatives throughout the facility, and by our programs designed to educate our employees, vendors, customers, partners and visitors in the importance of the sustainability of our environment.

- The TCF Center Green Committee meets several times monthly to promote sustainability practices and green initiatives and has members from every department and in-house contracting company
- The glass-enclosed Concourse area on the main level, the three-story glass atrium and the third-floor corridor glass ceiling provide enough natural light during the daytime hours to minimize the main hallway daytime lighting throughout TCF Center
- Exhibit halls in TCF Center are equipped with induction lighting that uses 50 percent less electric
- TCF Center is air conditioned by pumping gray water from the Detroit River through chillers that then send the cool water to various air handlers, providing cooling to zoned areas in the center. This system uses considerably less electricity than conventional air conditioning units
- All main hall lighting and heat/cool settings are computer programmed and managed
- Paper, aluminum can and plastic bottle recycling containers are placed in all office areas and high-traffic meeting areas throughout the center for aggressive recycling
- Escalators in the building are energy efficient, Kone EcoMod units. All escalators run based on occupancy and event needs
- All in-house contractors participate in venue recycling and Green initiatives
- The current TCF Center \$279 million facility upgrade incorporates numerous Green building components including low-flow restroom, energy efficient HVAC and kitchen equipment and a Living Green Roof
- All pallets are recycled to a local-area vendor
- Centerplate the TCF Center exclusive food and beverage provider has a food efficiency program in place that includes unserved food donations to local non profits and employee meals





Cobo Center Environmental Policy



The Cobo Center and SMG commit to operations that reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods that continually improve in these efforts. Our sustainable initiatives focus in the areas of: waste reduction and diversion; energy conservation; water quality and consumption; Air Quality; Procurement; and community.

1. WASTE MANAGEMENT: REDUCTION AND DIVERSION

A comprehensive plan provided to identify, reduce and divert various waste streams created by venue operations, attendees and clients. Components of this plan include a facility Waste Audit, as well as methods to reduce the amount of waste being created, manage inevitable waste, and divert waste from landfill by means of reuse, repurposing, recycling and composting. The waste management BPs also include methods to track and record waste diversion rates.

2. ENERGY CONSERVATION

Programs designed to optimize efficiencies in energy consumption by the facility. These efficiencies are a combination of infrastructure updates, procedural and preventative maintenance. The program also tracks record energy consumption and establishes benchmarking goals.

3. WATER QUALITY AND CONSERVATION

Best practices policies addressing water quality and conservation methods including chemical management, landscaping, irrigation and building infrastructure (toilets, sinks urinals and showers) efficiencies. The program will track and record water consumption and establish benchmarking goals.

4. AIR QUALITY

These programs focus on addressing and improving Air Quality within and surrounding the venue. Areas of focus include anti-idling policy and enforcement, smoking policies, alternative transportation, fleet vehicle management and management of VOCs and hazardous air pollutants.

5. ENVIRONMENTAL PROCUREMENT POLICY (EPP)

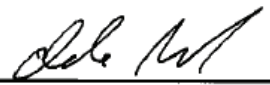
a written procurement policy development to address and consider environmental ethical impacts, and adhere to the stated goals of the venue's environmental Policy. This includes a focus on regional, organic and sustainable materials, as well as vendors who consider their environmental impact and support the mission of the venue. The EPP will also include contract and RFP verbiage, as well as contract compliance clauses.

6. COMMUNITY

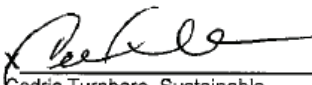
The venue will act as a steward for the environment and local community. This includes creating opportunities for staff involvement, education of stakeholders and participating in programs which contribute to the overall benefit of the city.

7. SMG HUMAN RESOURCES POLICY AND STAFF TRAINING

a policy and training program designed to engage and educate employees as to their roles and responsibilities fulfilling the sustainable vision, objectives and goals of the facility. This includes training of new procedures, performance evaluation, recognition for positive contributions, and disciplinary procedures. This training program will also be included in Human Resources new staff training handbook information.

x 
Claude Molinari, General Manager

9/1/18
Date


Cedric Turnbore, Sustainable
Programs Manager

9/1/18
Date

20 ways to go Green in TCF Center

1. Investigate TCF's Green certifications. They outline the operational structure for sustainability
2. To save time in your RFP, simply mail your questions about Green Events in TCF Center to GREEN@TCFCENTERDETROIT.COM
3. Use TCF Center's website to find sustainable transportation options and walkable local attractions TCFCENTERDETROIT.COM
4. TCF Center has 180 recycling stations. Have some placed strategically throughout your event spaces, especially on the closing day
5. TCF Center will supply a post-event sustainability report that meets the requirements of your Green Event sponsors
6. Use signage without dates to promote re-use
7. Use online event service order forms on the TCF website to reduce paper waste
8. Distribute event information online or in digital format
9. Make sure attendees place waste in compost containers located in all food courts
10. Generate less paper waste by using TCF Center's digital signage to announce sponsors, direct attendees and announce agendas
11. Work with TCF Center's chef to source food locally and sustainably
12. Request unserved food from your event be donated to Forgotten Harvest, a local food redistribution agency (48.8 million pounds of food last year)
13. Publicize TCF Center's sustainability practices to your attendees and encourage participation
14. TCF uses compostable food containers and utensils making food outlet waste 100% compostable or recyclable
15. Your sponsor can underwrite a coffee break with their logos on compostable cups
16. Include a sustainability slide show at the entrance and exit of your event and let attendees know how they can be a part of it
17. Recycle badge holders to local charities and declare to attendees with signage
18. Inclusivity is sustainability. Work with your event manager to insure attendees special needs are met during your event
19. Work with your event manager to create Detroit area walking tours for attendees to encourage walking as transportation
20. TCF supports the use of bicycles as attendee transportation

