

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 Center numbers may not be published as official show or convention number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

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- 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

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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

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- 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

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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

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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

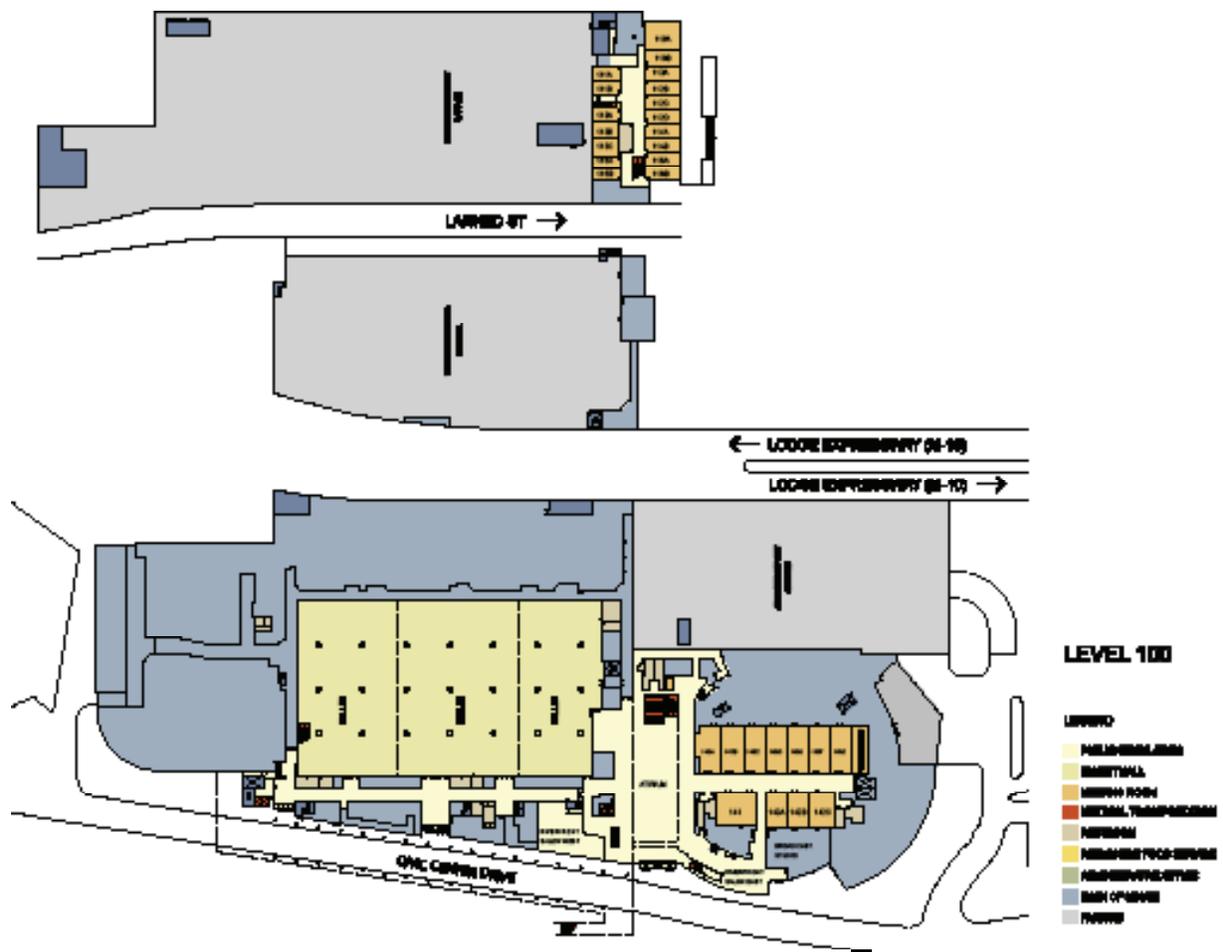
All food, beverages, and concessions are operated and controlled exclusively by TCF Center's Food and Beverage Department. Any and all exhibitors offering food or beverage sampling must have approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:

- 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

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)

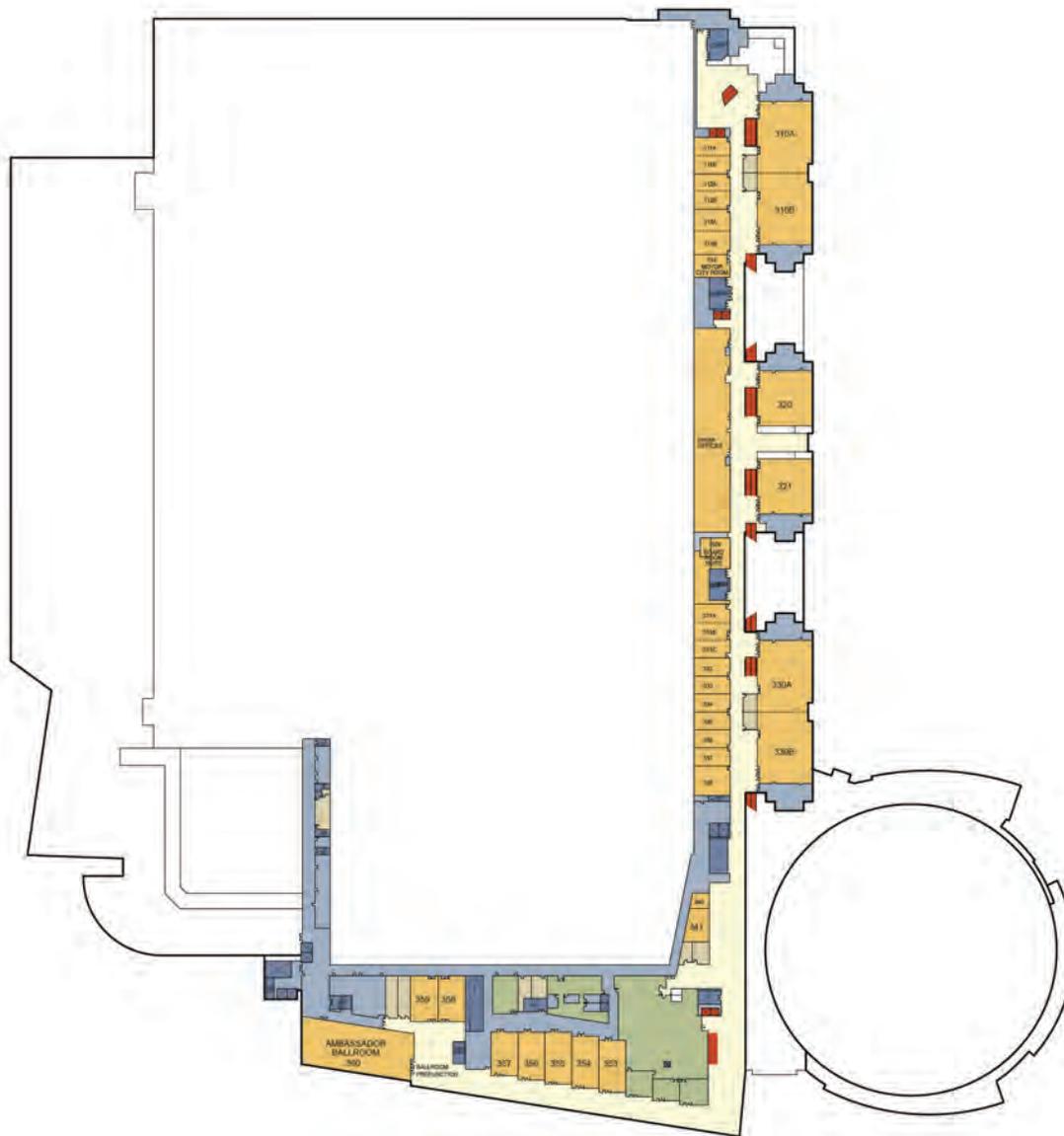


HALL A - 209,000 SQ. FT.
 HALL B - 142,000 SQ. FT.
 HALL C - 148,000 SQ. FT.
 HALL D - 100,000 SQ. FT.
 OAKLAND ANNEX - 23,000 SQ. FT.

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

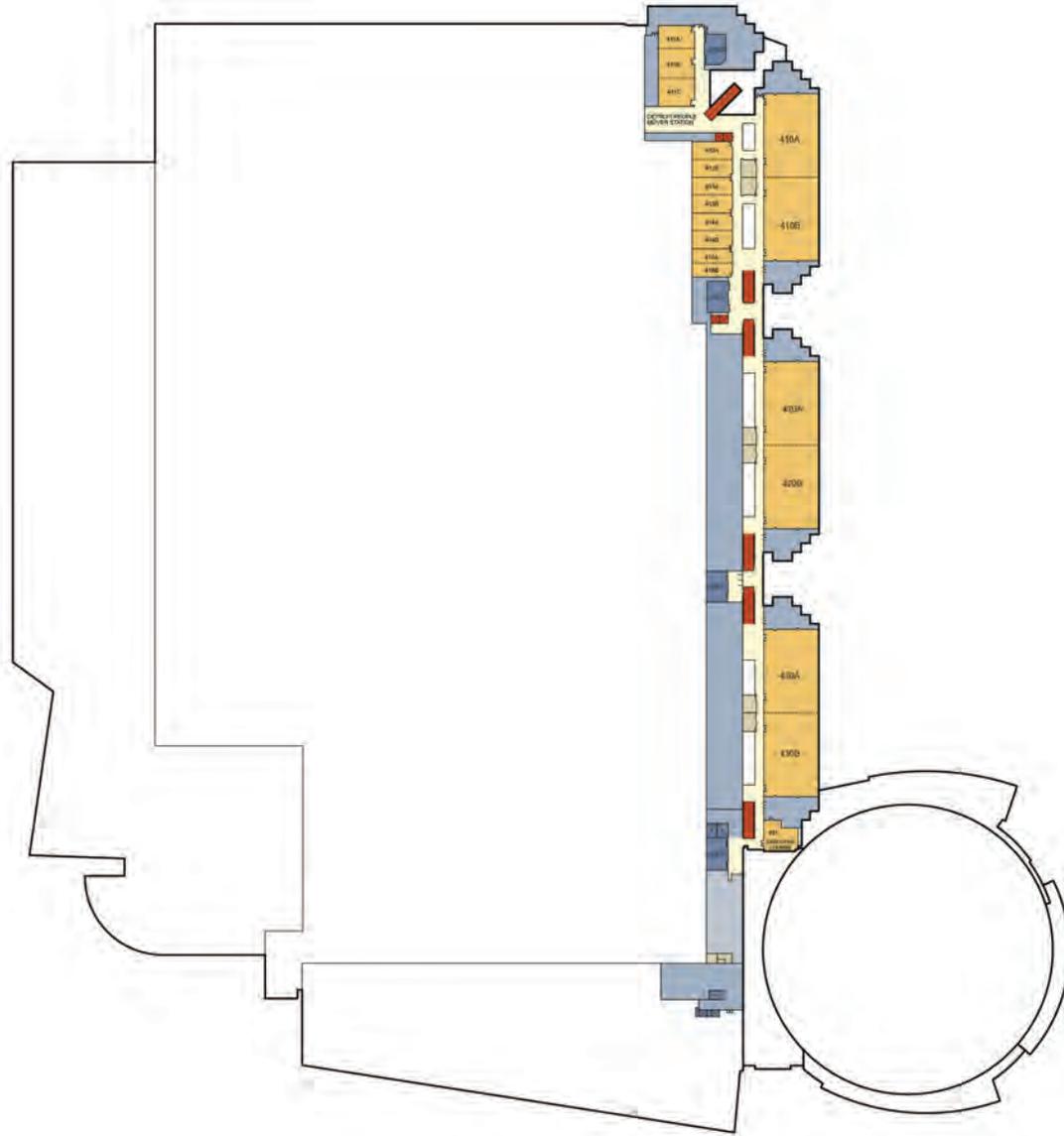
LEGEND

- 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	



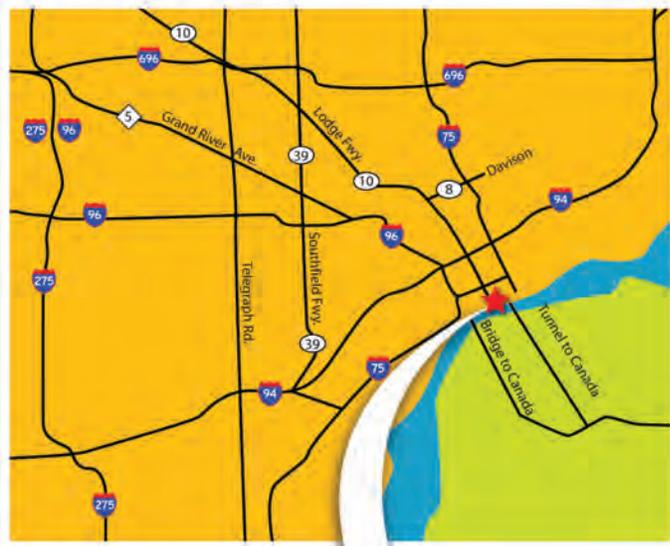
DIRECTIONS TO COBO CENTER

- **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

