



## **BUILDING RULES & REGULATIONS**

### **ADA REGULATIONS**

Please take these ADA standards into account when designing your booth. Exceptions are allowed when the standards cause your business "undue hardship." Please make your displays as accommodating as possible.

- All aisles must be a minimum of 36" wide.
- Merchandise on display must be no more than 48" high or must have assistance.
- No protruding objects (trailer tongues, etc.) are allowed into the show aisles.
- No obstacles are allowed within 27" of the floor that a person with a visual disability cannot detect with a cane.
- Carpet must be less than 1/2" thick and tightly secured.
- The turning circle for a wheelchair allowance is 60" diameter.
- All raised areas must be accessible by a ramp. Any item on display that is inherently inaccessible is excluded from this.

### **BUILDING REGULATIONS**

- No holes may be drilled, cored, or punched in the building.
- No lighter-than-air balloons (helium, etc.) are permitted in the building unless special permission is granted by DeVos Place.
- No adhesive-back decals or similar items may be distributed or used in the building.
- Parking on loading docks or inside the building, except for loading or unloading, is prohibited. Violators will be towed away at their own expense.
- No sample food and/or beverage products may be distributed by exposition sponsoring organizations and/or their exhibitors, except with prior authorization by DeVos Place.
- Passenger elevators and escalators are not to be used for transporting freight from level to level.
- No painting of signs, displays, or other objects is permitted in the building.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened, to ceilings, walls, doors, painted surfaces, or columns
- The DeVos Place cleaning crews will not enter your display to clean. If you need anything to be thrown away, put it in the aisle each day after the show closes.
- DeVos Place is a smoke-free environment.

### **FOOD SAMPLES & SALES REGULATIONS**

- Amway Concessions has exclusive rights to food sales (for onsite consumption) within DeVos Place. Any packaged food sales or samples will need to be approved by Jeff Smith, Director of Amway Concessions, at 616-742-6532.
- Food and beverage sample distribution must be pre-approved by ShowSpan. Please contact Jean Flynn at 616-447-2860 ext. 2885. Samples may be no larger than 2 ounces.
- If you are creating a beverage or food item onsite, you will be required to obtain a Temporary Food Service Establishment License from the Kent County Health Department. Contact the Kent County Health Department to receive an application at: 616-632-6900; or download the application from their website:

<http://www.accesskent.com/Health/FoodServices/default.htm> or from your online exhibitor kit under "Service Forms".

- There is a License Fee that is determined by the Health Department and the cost is less if ordered more than two weeks in advance of the show. The Health Department has the right to deny licenses to anyone who does not adhere to these deadlines, and the license fee may be double if ordered within 14 days of the show. The Health Department may be making random inspections throughout the show.
- To contact a Kent County Sanitarian with any questions, please call 616-632-6890 or email [KCEHMail@kentcountymi.gov](mailto:KCEHMail@kentcountymi.gov)

### **MUSIC LICENSING**

We remind you that by signing your contract you have agreed to indemnify and hold ShowSpan, Inc. harmless for all licensing and enforcement fees for recorded or live music played by you. ShowSpan, Inc. will take no responsibility for licensing fees which you may owe or charges that may result from your failure to obtain licenses from such licensing organizations as the American Society of Composers, Authors & Publishers (ASCAP) or Broadcast Music, Incorporated (BMI).

### **SECURITY**

Each exhibitor must take responsibility for the security of all items in their display.

- We will maintain strict building security from the close of the show until the show opens to the public the following day.
- The building will be open for exhibitors **with a credential one (1) hour before the show opens** to the public.
- **Early Admittance Policy:** we maintain strict security from the close of the Show to open the following day. If you require early admittance (more than one hour prior to the show open), please coordinate with the Show Office the night before or during move in so you are not denied entrance by building security.
- Neither ShowSpan, Inc. nor DeVos Place can guarantee full protection. Reasonable effort is made by each organization to guard against theft, damage, and other undesirable occurrences, but the ultimate burden falls on the exhibitor.

### **SIGNS & BANNERS**

- Two-Sided banners are PROHIBITED for all booths that are only 10' deep and are extremely restricted for all other booths.
- Please see the **Banner Regulations Sheet** (Page 2 of this document) for details on banners allowed over your display.

### **VEHICLE DISPLAY RESTRICTIONS**

- Fuel in gasoline and diesel powered equipment is "limited to not more than the lesser of ¼ tank or 5 gallons of fuel per vehicle when entering the building." All tanks will be subject to inspection by the Fire Department.
- When it is necessary to drain the excess fuel from the tank, the draining operation shall take place outside of the building.
- The fill cap shall be of a lock type or the cap shall be securely taped with a material that is not soluble in a petroleum fuel.
- The grounding cable shall be disconnected from the battery terminal. The grounding cable and exposed battery terminal shall be completely covered with tape to be electrically insulated.

# Regulations for Banners Hung from the Ceiling

All banners will be hung with the bottom edge 12' feet from the ground.

All banners must be hung no closer than 2' from the side of the booth adjacent another booth.

Two-Sided banners are PROHIBITED for all booths that are only 10' deep and are extremely restricted for all other booths.

Note\*\* *There are limitations to where and how banners can be hung based on the ceiling access, just because the rule allows it doesn't mean it is possible.*

## If you have a 10x10 Booth

- 1 sided
- No bigger than 4' x 8'
- Hung at back of booth - facing aisle (Example A)
- If corner booth - may hang on angle facing corner (Example B)

Example A



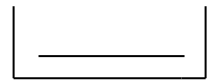
B



## If you have a 10x20 Booth

- 1 sided
- No bigger than 6' x 16'
- Hung at back of booth - facing aisle (on long side) (Example 1)
- You may choose to hang two smaller signs 4' x 8' on a 45° angle from the front middle of the display to the back. (Example 2)
- If corner booth - may hang one facing aisle on short side (example 3) or on angle facing corner (Example 4)

Example 1



Example 2



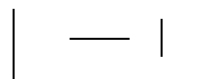
## If you have a 10x30 Booth

- 1 sided
- No bigger than 6' x 24'
- Hung at back of booth - facing aisle (on long side) (Example 1)
- You may choose to hang two smaller signs 6' x 12' on a 45° angle from the front middle of the display to the back. (Example 2)
- If corner booth - may hang one facing aisle on short side (example 3) or on angle facing corner (Example 4)

Example 4



Example 3



## If you have a 10x40 Booth

- 1 sided
- No bigger than 8' x 32'
- Hung at back of booth - facing aisle (on long side) (Example 1)
- You may choose to hang smaller signs on an angle no greater than 45° from the front of the display to the back. (Example 2)
- If corner booth - may hang one facing aisle on short side (example 3) or on angle facing corner (Example 4)

### *2 sided Banner Option (Example 5)*

- No bigger than 6' x 8'
- Hung perpendicular to the aisle no closer than 20' to the neighboring booth (AKA - in the middle of your booth)

Example 5



## If you have a 20x20 Booth or any end cap/peninsula/island space

Call for specifications and details: Dawn Baker, 616-447-2860 x2866