



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 a 60" diameter.
- All raised areas must be accessible by a ramp. Any item on display that is inherently inaccessible (i.e., boats, campers) is excluded from this.

BOAT DISPLAY POLICY

To be certain that there is no confusion concerning the products to be displayed in the 2022 Grand Rapids Boat Show we are putting our policy in writing and delivering it to all Boat Dealer Exhibitors as you are all making plans for your display.

- Boat Dealers must be able to show a valid, current Dealer Agreement issued by the manufacturer for any and all boats displayed in their exhibit area.
- All Boat Lines to be displayed should be communicated to Show Management in advance for inclusion in the Show Program.
- New Non – current boats may be included in your display only in numbers equal to the Current model year boats displayed for each manufacturer shown.

The exception allowing non-currents to be shown is in keeping with the demands of our current times. We hope to return to a total Current Model display in the future when it is practicable.

BOOTH SAFETY GUIDELINES

- All Structures, Docks and Displays are subject to all Federal, State and/or Local laws, ordinances, codes or guidelines.

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.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened, to ceilings, walls, doors, painted surfaces, or columns.
- No sample food and/or beverage products may be distributed by exposition sponsoring organizations and/or their exhibitors, except upon written 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.
- 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.
- For Meeting Room exhibits: ceiling height is 18 feet and the door heights are 100 inches.

CARPET

ORDER DEADLINE: JANUARY 28, 2022

It is **MANDATORY** that **bulk displays** have at least six foot (6') wide carpet on any portion of their exhibit space that borders the aisle. Aisle carpet will overlap six inches (6") to create a very clean looking transition from aisle carpet to exhibit space carpet. If you are bringing your own carpet, please plan to have that carpet extend 6" into the aisle.

- You may bring and lay your own carpet. Be sure to protect it during move-in and out.
- Note: the Ballroom is already carpeted.
- You may rent full space carpet from the decorator.
- You may take advantage of the special discount carpet package pricing outlined as follows:

Option 1: (A specially negotiated rate)

Six foot (6') wide border aisle carpet (available in RED only) can be rented from Art Craft Display to fulfill the mandatory carpet requirement on all bulk boat displays for **\$3.50 per linear foot**.

Option 2:

Ten foot (10') wide perimeter carpeting can be rented from Art Craft Display in a choice of colors (Gray, Black, Blue, Green or Red) for **\$5.75 per linear foot**.

CARPET (continued)

Option 3:

Bulk Space Carpet/Size of Booth

_____ X _____ =total Sq Ft _____ x .55=\$ _____ Total



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If you select Art Craft Display for your carpet needs, they will install the carpet in advance of your move-in time. Your rental carpet will be covered with plastic during move-in and Art Craft will remove the carpet after move-out.

- Note: the ballroom is already carpeted.

CARPET TAPE: (installing your own carpet) be sure the carpet tape you use in your display, does not leave any residue on the floor. The building will charge you for any carpet tape residue cleaning. If you do not have the proper carpet tape, it can be purchased from Art Craft during move-in.

CONSTRUCTION / Dock or Display Related

Any construction or displays are subject to all Federal, State and/or Local laws, ordinances, codes or guidelines.

FOOD SAMPLES/SALES REGULATIONS

- Amway Concessions has exclusive rights to food sales (for onsite consumption) within DeVos Place. Any food sales 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 Kari Dickerson to discuss details. 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 Katherine Sweeney, Sanitarian at 616-260-9267 with any questions.
- 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.
- Contact Katherine Sweeney - Sanitarian at 616-260-9267 with any questions.

FUEL 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.

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 that 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

Exhibitors should never assume any building is completely secure – it is not. 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.
- 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

- Signs and banners may NOT block the view of a neighboring display.
- Except with the permission of show management, all signs shall remain within the exhibitor's space and must be designed and constructed so as not to detract from adjacent exhibits.
- Two-Sided banners are PROHIBITED for all booths that are only 10' deep and are extremely restricted for all other booths.