



BUILDING RULES & REGULATIONS

ADA STANDARDS

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.

- No protruding objects are allowed into the show aisles.
- All aisles must be a minimum of 36" wide.
- Merchandise on display must be no more than 48" high or must have assistance.
- 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 is excluded from this.

ADVANCED AUTO DELIVERY

- Limited advance vehicle delivery is available, please contact Dawn Baker 616-447-2860 | x2866 OR Contact Aaron Terpstra, City Parking Dept. at 616-456-3289.

BUILDING REGULATIONS

- Auto Detailing is limited to "wiping down" (no hoses may be used – drains are not available on show floor).
- 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 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 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.
- If you need anything to be thrown away (boxes, trash, etc.), put it in the aisle each day after the show closes.

- DeVos Place is a smoke-free environment. Exhibitor smoking areas are designated.
- For Meeting Room exhibits: ceiling height is 18 feet and the door heights are 100 inches.

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. Contact Jean Flynn at 616-447-2860 ext. 2885. Samples may be no larger than 2 ounces.
- If you are preparing a beverage or food item onsite, you are required to obtain a Temporary Food Service Establishment License from the Kent County Health Department:
<https://www.accesskent.com/Health/FoodServices/default.htm> or from your online exhibitor kit under "Service Forms". Contact a Kent County Sanitarian with any questions, please call 616-632-6890 or email KCEHMail@kentcountymi.gov.
- 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 make random inspections throughout the show.

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

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.



BUILDING RULES & REGULATIONS

SECURITY *(continued)*

- **Early Admittance** - 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 opening), please coordinate with the Show Office the night before so you are not denied entrance by building security.
- Neither ShowSpan Incorporated, 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.

SHOW VEHICLE MONRONEY STICKERS

- Every display vehicle must have a Monroney sticker (*preferably accessed digitally, if using displayed sticker it should be on vehicle window*).

SHOW VEHICLE REGULATIONS:

Under no circumstances should the visqueen that was installed to protect your carpet be removed until all vehicles are placed and detailed.

Vehicles inside the building must:

- Secure gas cap (i.e. locking gas cap or taped shut).
- Disconnect battery while in the building.
- **For Lobby Displays ONLY:** Drip mat under vehicle and Plexiglas under tires.
- Minimum amount of gas in tank – 1/8 tank or less.
- ***Absolutely no Armor-All (or similar product) may be used in the building!***
- All vehicles, displays, etc. must be sanitized throughout the day with special attention to touch points (i.e. handles, doors, vehicle interiors, etc.). ***Verification reports to be submitted on a daily basis as mandated by Show Management.***