



# **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 (deck steps, 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 is excluded from this.

**BOATS** - New current and new non-current models will be allowed.

## **BOOTH SAFETY GUIDELINES**

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

## **BUILDING REGULATIONS**

- The Suburban Collection Showplace is a smoke-free environment.
- Food & Beverage: **NO ALCOHOLIC BEVERAGES** of any kind are permitted inside the building. Exhibitors are not permitted to bring in, distribute or sell food, unless it is ordered through BoCo Enterprises or approved by the Food Director at 248-662-0114.
- Food deliveries will not be accepted at any entrance.
- Helium balloons may be used only as part of a display and must be attached. They are not to be used for handouts. There will be a charge to remove balloons that are lodged on the ceiling or on any mechanical devices. (absolutely no use of helium during show hours)
- The use and storage of liquefied petroleum gases is not permitted. (Natural gas is available upon request; see BoCo Enterprises, Inc. Utility Form.)
- Burlap, fish netting or other similar type material shall not be suspended from the ceiling.
- No alcoholic beverages are allowed in the building.
- The Suburban Collection Showplace 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.

## **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**

- The Suburban Collection Showplace has exclusive rights to food sales (for onsite consumption) within the Suburban Collection Showplace. Any food sales will need to be approved by the Suburban Collection Showplace.
- Food and beverage sample distribution must be pre-approved by ShowSpan. Please contact Kari Dickerson at 616-447-2860, ext. 2874 to discuss details. Samples may be no larger than 2 ounces.
- Please refer to the Food Samples & Sales Form found on the "Show Info & Forms/Service Forms" tab in your online exhibitor kit.
- Exhibitors are not permitted to bring in, distribute or sell food, unless it is ordered through BoCo Enterprises or approved by the Food Services Director at 248-662-0114.

## **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**

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 the Suburban Collection Showplace 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.