

TCF Convention Center Regulations

Exhibit Related Regulations

Affixing to the Facility

Exhibitors are not allowed to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the TCF Center.
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixture.

Booth Set-Up and Dismantle

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/ or dismantle their own booths, provided that they use their own bona fide, full-time employees.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dockyard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations.

The work mentioned below may be performed using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material handling equipment may be used by anyone except the qualified members of the union having proper jurisdiction. Exhibiting company employees must perform these tasks. Any hired labor must be from the union having jurisdiction.

Set up their own booths up to 400 square feet, including their own assembly and decorating work within their booth

- Exhibitors may unload and load their own privately owned vehicles (POVs) such as passenger cars if show management arranges for privately owned vehicle (POV) line. This includes SUVs, vans or pick-up trucks using their own employees and volunteers. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit.
- Transport items to and from their booths using non-motorized material handling equipment and dollies, using the public entrances of the exhibit hall. No carts, dollies or material handling equipment will be supplied to exhibitor's by TCF Center or hired show contractors
- Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and with the exception of any concealed wiring), install up to twenty (20) UL approved clip-on lights and light bulbs and use their own UL- approved extension cords, power strips and surge suppressors
- Connect and operate any computer system or component (does not include computer shows when computers are the product)
- Unpack, assemble, dismantle and pack product machinery and equipment
- Calibrate and fine balance their own machinery, components and equipment
- Transport their own specialized vehicles (i.e., cement trucks, tractors, and other similar type vehicles) that are part of the display to-and-from the booth, limited to one vehicle per 400 square feet of booth
- Align, move, position vehicles in the booth after spotting

- Hang banners, signs or graphics on their booth
- Clean within their booths using spray cleaners, vacuum cleaners or cloth padded type mop heads without water
- Setup their audio-visual equipment within maximum square-foot footprint on booth
- Operate their video, sound and other electrical equipment in booths up to 400 square feet

Flame Retardant Treatment

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. Additionally, all draperies, backdrops, bunting and other decorations must be flame proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited amounts. Cut trees, branches and shrubs are prohibited unless maintained in soil in a natural state.

Materials that cannot be treated for flame retardancy shall not be used. Oil cloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

Lights

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

Literature and Material Storage

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.

Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly prohibited.

Prohibited Materials

The following materials are prohibited without the written consent of Show Management and 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 gas
- aerosol cans with flammable propellants
- gas-operated cooking equipment
- portable heating equipment

Exhibitors wishing to use a prohibited material must contact Show Management and TCF Center **no later than 60-days prior to the Event**. Contact Show Management for additional details and requirements. Show Management and the TCF Center may request in writing: specifications, descriptions, etc., of any and all equipment, processes, operations, etc., from an exhibitor and reserves the right to submit such information to the fire department for approval.

General Regulations

Adhesives and Stickers

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.

Animals

Animals used in exhibits, activities or performances are not permitted in the building without prior approval of Show Management and TCF Center management **no later than 60-days from the Event**. Upon approval, such animals/pets must be on leash, within a pen or under similar control, at all times. The owner is responsible for obtaining all necessary permits and for all sanitary needs of such animal/pet.

In accordance with the ADA, service animals for the physically challenged are permitted, and the owner will be fully responsible for his/her animals. You must obtain approval **no later than 60-days from the Event** from Exposition Management and TCF Convention Center. The paperwork needed for approval: copies of vaccination certificate, health certificate, municipal licensee/certificate.

Cannabis

Cannabis use at the Event is prohibited. State and local laws regarding medical and adult-use/recreational cannabis notwithstanding, all participants of the Event understand the use, possession, and/or distribution of THC products at the Event are strictly prohibited due to local, state and venue regulations.

Copyrighted Music

Copyrighted Music Public performances of copyrighted musical works, including performances during conventions, trade shows, and meetings require a license from the copyright owners. Generally, these are arranged through the American Society of Composers, Authors and Publishers (ASCAP, telephone 800-627-9805) or through Broadcast Music Inc. (BMI telephone 800-669-4264). It is your responsibility to make these arrangements. The Center offers "piped in" music from Peavy through our PA system. The use of Peavy covers all licensing requirements under U.S. copyright law. Team San Jose does not have a licensing agreement with ASCAP, BMI or SESAC. Therefore, it is important that you obtain your own licensing agreements prior to the use of music during your event.

Balloons

Helium balloons are PROHIBITED inside TCF Center.

Decorative Materials

The use of nails, staples, tacks, tape, etc., is prohibited on walls, air-walls, columns, and ceilings. Holes may not be drilled, cored or punched into any surface of TCF Center. Licensee will be charged for all repair expenses.

Additionally, all draperies, backdrops, bunting and other decorations must be flame proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of a heavy cardboard shall be permitted in limited amounts. Cut trees, branches and shrubs are prohibited unless maintained in soil in a natural state. Please refer to the Fire & Safety Regulations for additional details.

Docks/Ramps

Loading docks are for loading and unloading only. No one under the age of 18 is permitted on the loading docks during move-in and move-out. Move-in and move-out through the front of TCF Center is not allowed. It must be done through the loading dock. Access to the loading docks is strictly restricted to vehicles unloading/loading freight for events. Parking on the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense.

Food and Beverage

Food and beverage catering services are provided by our exclusive caterer Centerplate. Food and beverages shall not be brought into the building for consumption or sold by entities associated with your event, except by concessionaires designated by TCF Center. 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.

Individual exhibitors participating in trade shows or conventions are permitted to distribute their product samples from their booth on a complimentary basis to their patrons, subject to the approval of Show Management and Centerplate. 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. Costs associated with the disposal of trash, waste, etc., from exhibitor sampling are the responsibility of the exhibitor. Exhibitors wishing to have samples contact Show Management **no later than 30-days out from Event** for approval and further instructions.

Glitter, Confetti and Other Materials

The use of glitter, confetti, or other similar types of material is not permitted in TCF Center without the prior written approval from Show Management and the TCF Center. Costs associated with the clean-up of glitter, confetti and related materials are the licensee's responsibility.

Mobility Devices

Motorized vehicles and equipment (i.e. Segway's, bicycles, hoverboards, etc.,) are prohibited within the facility.

The use electric scooters and wheelchairs is permissible only under the provisions of the Americans with Disabilities Act (ADA). Rental arrangement can be made directly with a local provider such as Scoot-Around:

www.scootaround.com

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches (12") of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Multi-Level Booths & Ceilings/Canopies

All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors and fire extinguisher. Electrically powered smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24-hours-per-day. It must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings. One smoke detector must be installed for no more than 900 square feet of continuous ceiling. The placement of smoke detectors must be 30 feet on center. Be sure to advise Conti-HTE that you will need 24-hour circuits when placing your electrical order. In cases where a double-deck booth is blocking building fire pull stations or strobe lights, additional approval, and measures to rectify such blockage of fire safety systems may be necessary.

Open Flame Permit

All open flame requests must receive approval from Show Management and the TCF Convention Center ***no later than 60-days prior to the Event***. Contact Show Management for additional details and requirements.

Recycling Program

TCF Center has implemented an extensive recycling program, energy and water conservation measures, composting and several other Green initiatives. TCF Center Is An Events Industry Council ASTM/APEX Standard and LEED Gold Certified Facility. All in-house contractors participate in center recycling and Green initiatives. The TCF Center housekeeping staff uses products that are environmentally safe and non-toxic. Beginning in 2020, TCF Center will be phasing out the use of foam core, PVC plastic signage, and vinyl in the venue, and no longer allow these materials in the venue in 2022. Styrofoam, vinyl and PVC are associated with numerous ecological hazards and are not biodegradable. Due to our inability to find alternative uses or dispose of these products safely, we can no longer allow them to be left on-site. Event organizers are required to remove all Styrofoam, PVC and vinyl-based signage from the premises at the end of the event.

Paper, aluminum can and plastic bottle recycling containers are placed in all office areas and high traffic meeting areas throughout the center for aggressive recycling. Materials left by events such as carpets, food, plastic dining wear and utensils, office supplies, bags, trinkets, etc. are donated to local agencies for reuse and upcycling. All pallets are recycled to a local area vendor. My Green Michigan provides complete composting services to TCF Center.

Centerplate, the TCF Center exclusive food and beverage provider, collects prepared food that has not been served for pick up by Forgotten Harvest, a local company that delivers the food to pantries, soup kitchens and shelters throughout Southeastern Michigan.

Remote-Controlled Devices

Products such as remote-controlled cars, drones, etc. are prohibited at all times anywhere on the TCF Center property.

Security

We recommend locking or removing valuables from your booth nightly or ordering overnight booth security from the official show security provider. The official show security provider's information is located under General Information in the Exhibitor Service Manual. This is the only approved security service for the facility.

Shipments

TCF Center does not have a warehousing facility and cannot accept advance freight shipments.

Freight must be consigned to the official show service contractor or delivered directly to a service contractor during the permit period. Arrangements may be made directly with the official show contractor for advance shipments to their warehouse.

Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, RPS, GSP, etc. WILL NOT BE ACCEPTED by TCF Center before, during or following the lease term. Shipments delivered to TCF Center, during the term of the lease, must be addressed to the attention of the licensee's service contractor.

Smoking

As required by the state law, TCF Center is a non-smoking facility. Smoking of any tobacco, cannabis or other plant product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. This includes vaping. Outdoor smoking near the facility is prohibited within 25 feet of doors, windows and open air-intakes. This policy is strictly enforced.

Trash

If your booth generates boxes or trash during show hours, porter service is recommended. This service may be ordered through the show's general contractor.

Please remember not to throw boxes or trash generated during show hours into the aisles.

Vehicles on Display

Exhibitors wishing to display motorized vehicles must contact Show Management **no later than 60-days out from Event** for approval, written consent from the TCF Center and further instructions.