



# *Event Policies & Procedures*

**Sports** ■ **Concerts** ■ **Banquets** ■ **Tradeshows** ■ **Graduations**

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# WELCOME TO FORD FIELD!

Thank you for your interest in hosting an event at Ford Field.

Ford Field offers the ultimate facilities for sporting events, trade and consumer shows, concerts, meetings, banquets, and a wide variety of special events.

The following policies, guidelines, and procedures help govern the use of Ford Field for events.

We are proud of Ford Field, our staff, and most importantly, our ability to service you, our client.

## FORD FIELD MISSION STATEMENT

We are a football family; inspired by our city's grit, driven by our fans to win.

We are the Detroit Lions.

To be inspired locally, respected nationally, and synonymous with winning.

### Your Team

- Todd Argust - Senior Vice President of Facilities
- Kristen Dale - Senior Director of Operations
- Katie Gonyeau - Director of Sales - Levy Restaurants
- Mark Hjelmstad - Senior Sales Manager - Levy Restaurants
- Kelly Kozole - Senior Vice President of Revenue
- Ryan Marut - Senior Manager of Operations
- Brad Michaels - Executive Director of Events
- Logan Novak - Event Coordinator
- Fred Reddig - Director of Facilities
- Nate Sass - Event Manager
- Tamarah Tabor - Director of Events
- Seth Williams - Event Coordinator
- Sarah Young - Event Assistant & Administrator
- Amy Zella - Sales Manager - Levy Restaurants



# General Guidelines

## Deposit Schedules

Non-refundable deposits are required for all activities upon execution of a license agreement.

A deposit of 50% of the anticipated license fee including rental, food and beverage, and additional services is required. However, events without a proven history may be required to remit up to 100% of anticipated rental expenses upon execution of a license agreement.

For events licensed several years or more in advance, special arrangements may be negotiated for a lesser deposit upon agreement with the deposit balance due and payable twelve (12) months in advance of the event.

For most events, a damage deposit will be required. Please discuss your specific event requirements with your Sales Manager/Event Coordinator, who will advise you of your events damage deposit requirements.

Events and circumstances not covered in the above policies may be subject to special conditions.

## Event Settlement

The Client is responsible for paying all license fees and building fees. Please refer to your specific license agreement for payment and settlement terms.

## General Exhibit / Production Installation Policies

Ford Field provides these guidelines to describe requirements for freight handling and event setups in the concourses, meeting rooms, and other “finished” areas of the facilities.

A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Services Department. An event coordinator from Ford Field will act as liaison between clients, subcontractors, and all internal departments. Please contact the Event Services Department to speak with the appropriate Event Coordinator.

- Service contractor equipment used in special exhibits, displays, etc. must enter the facility through the loading docks and be transported to the upper levels by freight elevator. A dock master and elevator operator may be required; if so, they will be provided at the Client's expense.
- At the entrances to the freight elevators and other entry points and aisles, Ford Field carpeting must be covered by a layer of six (6) millimeter visqueen plastic sheeting and then by carpeting supplied by the service contractor. For heavy items and dollies with metal wheels, extra protection like plywood sub flooring will be required.

Permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, etc. during the event, including move-in and move-out days.

- Building signs for restrooms, concessions stands, fire exit doors, and fire exit signs shall not be covered or blocked in any manner.
- Crates may not be stored in the upper levels, nor may a contractor establish “bone yards” in the upper levels during event days.
- Doors located at freight entrances and exits should be covered with cloth, plywood, or similar material in order to safeguard the panic hardware, locking devices, and painted surfaces.
- General commercial advertising unrelated to purposes of event is prohibited.
- Exhibit booths in carpeted areas must also be covered by six (6) millimeter visqueen plastic sheeting by the service contractor. Ford Field must approve this covering, which must remain in place throughout the event, including move-in and move-out days. Booth carpet may be used over the visqueen.



- Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other related equipment should be freestanding and floor-supported. Any proposed rigging to the structure or ceilings of meeting rooms must be submitted for review and approval by the Event Services Department. Installation should be provided by the official service contractor or approved rigging contractor.
- Signs and decorations may not be taped, nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, split-block, fabric, or decorative walls.
- Passenger elevators and escalators shall not be used for any equipment movement.
- Plans for all directional and informational signs weighing 100 pounds or less—as well as plans for banners, special graphics, or decorations in public concourses and meeting rooms—will be reviewed for general conformity to event purposes, plans, and schedules.
- In consideration of other users of the facilities, signs in entrance concourse areas should be installed just prior to an event opening and promptly removed at the close of the event. Schedule of installation and removal must be coordinated and approved by your Event Coordinator.
- Permanent facility signs and directional graphics may not be blocked in any way, nor may event signs be attached to them.
- Signage on and around escalators and stairwells may be restricted for safety reasons.

For stadium field installations, exhibit booth signs, banners, booth ceilings or canopies, lighting grids, or other related equipment should be freestanding and floor-supported. Ceiling rigging is limited and must be approved by the Event Services Department.

## Licensed Areas / Facility Rental Fees

Please consult with your facility representative on Ford Field rental rates.

### Building Hours

Ford Field and its facilities will be scheduled for your use as specified in your License Agreement.

### Box Office Events (i.e. Concerts, Football, Spectator Events)

The doors of Ford Field will normally open, for the general public, two hours prior to the event start time designated on the tickets.

### Trade / Consumer Shows

The doors of Ford Field will open at the time designated as the show hours.

## Non-Resident Withholding Tax

Non United States resident show producers are subject to withholding tax. The Ford Field finance department will be able to assist with this process and other tax requirements.



## Scheduling Policies

Ford Field is home to the Detroit Lions of the NFL. Detroit Lions games and related events take precedent over any other events.

### **First Priority**

Events having first priority for scheduling of facilities and dates at Ford Field, after Detroit Lions Football games, are regional, national and international sports, entertainment and special events requiring mass seating capacities. Events may include professional, collegiate and amateur sports, concerts, conventions, and ticketed special events.

Facilities and space scheduling commitments for such events may be made as far in advance as is necessary or appropriate and may preempt requests for other events and activities, unless an agreement has been previously executed for such other events.

### **Second Priority**

Second priority for scheduling dates in the facilities is available to consumer or public exhibitions, corporate meetings, special events, banquets, business meetings and other activities that draw from the general public.

Facilities and date scheduling commitments for second priority events and activities are generally made not more than six months in advance and are subject to change to accommodate first priority events. However, large consumer and public exhibitions held on an annual basis may obtain tentative scheduling commitments for facilities and dates on a long-term basis, subject to revision to accommodate first priority events.

Within the second priority category, facility management will give preference to long standing annual consumer and trade shows with a proven record of success and of significant impact and may offer alternate dates in a given year that may result in termination of other second priority scheduling commitments.

Subject to the priorities set forth, the Event Coordinator may exercise discretion as to the issuance, modification, or termination of tentative scheduling commitments.



# Facility Services

## Advertising & Promotion

Client's right to use the Stadium Name and Stadium Logo are governed by the License Agreement.

Ford Field has entered into advertising and sponsorship agreements with corporations in several industry categories, a number of which are exclusive arrangements. In order to avoid confusion, requests must be made in writing to identify any advertising or sponsorship opportunities or agreements specific to each event. Ford Field will then confirm in writing the specific advertising or sponsorship rights your event is permitted. In all cases, Ford Field's sponsorship and advertising rights supersede those of the event.

## Audio-Visual Installation

Ford Field provides the following information to describe special requirements and restrictions in the installation of audio-visual equipment in the facility.

Coordination for all audio-visual installations will include the Broadcasting Operations and Event Services Departments at Ford Field. An Event Coordinator will facilitate meetings between these departments. The Event Coordinator will take responsibility for the distribution of documents.

The audio-visual production company may not alter Ford Field structures or surfaces in any way. If any modifications are determined necessary, Ford Field will make the changes. Acceptable requests for modifications may include:

- Removal of ceiling tiles.
- Removal of some lighting fixtures.
- Removal of some doors and hardware.

A Ford Field Technician is assigned to every event and will handle the connection and use of all house sound and lighting equipment. The technician fee is the responsibility of the audio-visual production company and/or the Client. All electrical work on sub-systems of the audio-visual company must be performed by qualified personnel.

The audio-visual production company is responsible for acquiring any lift equipment needed during installation. When not in use, these vehicles must be stored in approved areas only or removed from the premises.

All lift equipment used must be in safe operating condition and all safety devices must be in place before the vehicles are used.

Lift equipment shall not exceed floor load capacity. Equipment weighing more than 10,000 lbs. shall be reviewed by the Facility Engineer prior to entering the facility.

The audio-visual production company is responsible for retaining qualified personnel for all rigging installations. All rigging must be performed in the safest manner possible, using proper safety equipment and tools.

All rigging must comply with the rigging plan submitted prior to installation.

## Box Office

The Ford Field ticket office will administer ticket sales. The Client will be charged a ticket office management fee for this service. Ford Field must approve the ticket manifest including use of the club level and suites.



## Electrical Services

Electrical service will be provided at prevailing rates. Please submit all electrical requirements to your Event Coordinator.

### Power Availability

The field area electrical systems can be modified to suit various power requirements in all areas.

- The building voltage is 120/208 volts 3 phase

### Power Installation

Ford Field Technicians must complete all hook-ups to Ford Field electrical service. All electrical installations are subject to inspection by Ford Field.

The Client and its Event Contractors are responsible for protecting their electrical equipment from possible power surges.

## Exhibitor Service Manual

Ford Field provides these guidelines to describe materials to be considered for inclusion in Exhibitor Services Manuals. Forms are available in bulk quantities from Event Services.

- Exhibitor Services Manuals are generally prepared and distributed by the official show contractor.
- Ford Field and their exclusive contractors provide forms and materials for inclusion in the Exhibitor Services Manual. Current edition forms, including electronic versions, are available from the Event Services Department.
- Ford Field requires these forms to be included in the Exhibitor Services Manual in their original form. They may not be reprinted, reformatted, or altered in any way without prior approval of Ford Field.

## Food & Beverage Service

Ford Field food and beverage services, including all alcoholic beverages, are exclusively provided by Levy Restaurants.

Note: State law prohibits alcohol from being brought into Ford Field except by Ford Field's exclusive provider of food & beverage services. Security personnel are instructed to confiscate any such alcoholic beverages entering or leaving Ford Field in violation of state law.

Levy will refuse alcohol to all persons unable to offer proper identification confirming they are at least twenty-one (21) years of age, or persons who, in Levy's sole judgment, appear to be intoxicated.

Food and beverage services are subject to a taxable service charge of 22% and 6% sales tax.

## Housekeeping

The costs associated with housekeeping are the responsibility of the Client.

Ford Field housekeeping staff is responsible for janitorial service during open hours in aisles, open spaces, and restrooms, plus one thorough cleaning of these areas during non-open hours. During move-in and move-out, Ford Field will clean and remove from the event areas all material that can be broom swept. Any other items designated as bulk trash (e.g. crates, pallets, packing material) should be removed by the Client and their event contractors.

## Interior Signage & Ceiling Rigging

Ford Field wishes to accommodate clients' requests to promote events with interior signs, banners, and other forms of promotional advertisement, including exhibitor's requests for signage above booth areas. With the multitude of events scheduled at these facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings.



These guidelines apply to any installation connected to the facilities' structural elements (e.g. ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g. meeting rooms, entrance concourses, pre-function areas, etc.).

All preliminary requests for installation of show banners, signs, and any rigging should be submitted to the Event Services Department approximately two (2) months prior to the event. Final requests are to be included in the Plan of Operation required at least thirty (30) days prior to the event. The plans should include a full description of the proposed installation including the proposed location of signs or banners, proposed copy, name of contractor, and dates of installation and removal. Large complex signs and banners will also require weights, proposed rigging and anchoring methods and other relevant information for review by the Chief Engineer. In Ford Field, any signs or structures weighing over 500 pounds may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building. In Ford Field, all requests for rigging must be submitted to the Event Services Department and will be reviewed by the Ford Field structural engineer.

### **Special Notice**

The review of all signs, banners and rigging by Ford Field is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation. Ford Field and its structural engineering consultant assume neither responsibility nor liability and make no representation regarding the structural adequacy and integrity of the signs, banners, lighting trusses, or equipment to be rigged, including the connection devices used to attach the devices to the facility. The cost of insurance and the structural engineer are the responsibility of the Client.

## **Lighting Levels**

Ford Field will provide adequate lighting levels for move-in, move-out and event periods. Sport lighting will be an additional fee to the Client.

## **Mail / Shipping & Receiving**

Mail will be made available upon request from the Shipping and Receiving Department.

Ford Field  
Attn: "Event Coordinator Name" / "Name of Event"  
2000 Brush Street  
Detroit, MI 48226

Contractors and Exhibitors shall not ship or deliver material to the building before the first move-in day. Early shipments may be refused. Ford Field employees are not authorized to sign for receipt of Client or Exhibitor goods.

## **Marketing Services**

Depending on the nature of your event, Ford Field's marketing department is available to assist with promotional activities. The Event Coordinator will be pleased to introduce you to the team of professionals at Ford Field.

## **Merchandise, Program & Novelty Sales**

The sale of non-event related souvenirs, novelties, and publications is the exclusive right of Ford Field. Arrangements for the sale of event related programs, souvenirs, novelties, books, and other items sold on the premises as negotiated in your License Agreement can be made through your Sales Manager.



## Metal Detectors / Screening

Ford Field has implemented walkthrough metal detectors at all points of stadium ingress. Screening is required for crew during load-in and for all crew and guests on event day.

All persons entering Ford Field should remove the following items and place in the inspection bin prior to passing through the metal detector:

- Please remove: Large and/or metal objects
- Do not remove: Cell phones, cameras, keys, belts, coins, wallets, watches & jewelry or other items

## Money Vaults

Ford Field has no facilities for storage of Client's money. We suggest using banks with night deposit drops. For your protection, currency and change should not be stored on the premises.

## Plumbing

Water service is available to Clients and Exhibitors on both field and concourse level display areas.

Exhibitors requiring water should request set up on the perimeter of Ford Field. Ford Field Technicians will hook-up, fill and drain all water set-ups. The cost of this service will depend on the type of hook-up required, the volume of water consumed and the location in Ford Field.

## Staffing

Ford Field provides the following guidelines to describe services that are provided on an **exclusive basis, an official basis, or preferred supplier relationship**.

\* These services and the labor associated with the provision of these services are provided on an exclusive basis. Please take a moment to review this list with your Sales Manager/Event Coordinator if you have any questions as to applicability.

- Building Services
- Telecommunications - including lines, handsets, Internet access, ISDN, etc.
- TV/Broadcast Services
- Food and Beverage
- Security
- Crowd Management
- Housekeeping
- First Aid
- Parking

## Telephones and Faxes

Ford Field telephones and faxes are reserved for internal business and their numbers may not be distributed for event use. Telephones, data lines, fax machines, laptop computers may be leased through the Event Services Department.

## Temperature

Temperatures for spectator and sporting events are at the discretion of Ford Field management. Heating and air-conditioning for a facility the size of Ford Field can be very expensive. Your Event Coordinator can provide you with hourly heating and air-conditioning cost, for additional temperature control requirements.



# Licenses & Permits

## Tipping

It is against Ford Field policy for our employees to accept tips or gratuities (cash, merchandise, or tickets).

## Applicable Codes

Ford Field provides guidelines for the safe and orderly conduct of events. These guidelines are a supplement to requirements of the NFPA Life Safety Codes, OSHA and other applicable codes, ordinances and rules governing operations within this facility.

Information regarding fire code may be obtained through the Event Service Department. Please note the following highlights:

- All drapes, curtains, table covers, skirts, carpet and any materials used in exhibits must be flame retardant.
- Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, routes, ingress and egress and any other fire safety device must not be hidden from view or have its accessibility blocked.
- No crates, packing materials, wooden boxes and other highly combustible materials may be stored in concourses, common public meeting rooms or fire exit areas.
- Vehicles on display must have no more than 2 gallons of fuel in the tank. A gas cap must be in place, or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking. Wheels must be blocked and appropriate measures taken to ensure all oil and other liquids do not come in contact with floor surface.
- Each planned use of pyrotechnics and welding equipment, open flames, smoke emitting materials or large amounts of combustible materials as part of a show must be reviewed and approved by the Facility Engineer and the Fire Marshal.

## Business Licenses / City Permits

City of Detroit business licenses, permits and/or inspection fees may be necessary for certain events held at Ford Field. For details and instructions on City regulations please contact the City of Detroit.

## Damage & Repairs

The Event Coordinator with the Client will conduct a pre and post event inspection of the event areas in order to identify any damage caused by the event. Damage to Ford Field or its property must be reported immediately to the Event Coordinator. The Client is responsible for all damage caused to Ford Field or its property resulting from the event.

Damage resulting from event related activities such as equipment, nails, two-sided tape, etc. will be charged directly to the Client.

Damages of any nature should be reported immediately to your Event Coordinator. All damages sustained during move-in/move-out and during the event are the responsibility of the Client. The Client is encouraged to inspect the facilities with the Event Coordinator prior to and after the event.

## Floor Plan Approval

Ford Field provides these guidelines to assist event organizers in the preparation of exhibit floor plans (Plan of Operation), for review by the Event Services Department and the Detroit Fire Marshal office.

Preliminary exhibit floor plans should be submitted to the Event Services Department approximately ten (10) months prior to the event date for initial review. Final floor plans for submission to the Fire Marshal are required at least sixty (60) days prior to the event date. In all, floor plans must be submitted to the Fire Marshal, to the service contractor, and Ford Field. If the final floor plan varies in any way from the approved plan, the final plan must be resubmitted at least one (1) month prior to move-in.



All floor plans should include:

- Name and date of the event; Area to be used.
- Name of developer and date of initial draft and revisions.
- Exits clearly indicated.
- Total number of booths.
- Floor plans drawn to scale with scale indicated.

The following specifications are required:

- Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
- Cross aisles must be at least 8 feet wide.
- Perimeter aisle must be at least 10 feet wide.
- No person should ever be more than 225 feet from an exit.
- Dead-end corridors should be no longer than 20 feet.
- Fire hoses, fire extinguishers, standpipe cabinets & fire exits must be kept clear of obstructions.
- Building graphics, restrooms, and concession areas must not be blocked.

All requests for exceptions to these rules must be submitted in writing to the Event Services Department. They will be reviewed and, where appropriate, forwarded to the Fire Marshal for final review.

## Insurance

Ford Field requires evidence that adequate insurance as outlined in the License Agreement is in place 60 days prior to each event. Should an event have unusual components (i.e. public participation, pyrotechnics, carnival rides, ramps, rollerblading, etc.) additional insurance may be required.

## Pyrotechnics

Your Event Coordinator must be contacted if pyrotechnic displays are to be included in any event. Displays can only be included if flooring is in place over the field. Pyro permits need to be acquired from the City of Detroit Fire Department.

- All pyrotechnic displays must follow guidelines set forth by the National Fire Protection Association Code 1126.
- No pyrotechnic effect shall hit any portion of the roof, speakers, or any other surfaces.
- Airbursts shall not be permitted to be fired above an assembled audience.
- All pyrotechnic effects are subject to a test shoot within 24 hours of actual performance.
- A valid federal license from the U.S. Department of the Treasury–Bureau of Alcohol, Tobacco and Firearms is required for the use of "low explosives".
- All pyro guidelines are subject to change.

Thirty (30) days advance notice is required for any special requirements for the facilities' HVAC and fire alarm systems. Three (3) copies of a detailed description of the pyrotechnic activity planned for an event should include:

- Grid showing exact location, number and type of devices to be used and spread and height of the materials used.
- Narrative of program, including schedule of events and quantity and location of certified pyrotechnics involved.
- Number and location of fire extinguishers available for pyrotechnic event.
- Plans for pre-function pyrotechnic testing.
- Copies of all insurance certificates must be presented to the Fire Marshall and Ford Field thirty (30) days prior to any pyrotechnic display.
- Documentation that all drapes, floor coverings and other similar materials are fire rated.

No propane devices permitted unless prior written approval is received from the authority having jurisdiction. Refer to NFPA 1124 for appropriate storage containers. M.S.D.S. sheets required on-site.



# Safety & Security

## Cat Walks

Only the Ford Field Operations Command Center may grant access to overhead catwalks. Only the Ford Field sound and lighting Technician may grant access to the sound room and broadcast areas.

Safety cables must be affixed to all overhead equipment located on overhead catwalks. To further ensure the safety of workers, no smoking will be allowed in catwalk areas.

## Credentials

Your Event Coordinator will work with you to determine the best credential system for your event. Once established, the Client should supply Ford Field a sample of each pass for staff briefing purposes. Credential Boards will be created for event services.

## Emergency Evacuation Procedure

In an event of an emergency, direct attention to the video boards and listen for announcements on the PA system. Please follow the directions of the Ford Field team members and staff. For safety reasons, everyone should leave in an orderly fashion and remain calm. Guests with disabilities will be escorted to the nearest exits by an usher or supervisor. Escalators and elevators will not operate during an evacuation. Once guests exit the stadium, they should proceed as far away from the gates as possible.

## Footwear

For safety reasons, Exhibitors and all other set-up personnel must wear suitable and safe footwear as designated by Workers' Compensation regulations, when building or dismantling their exhibits.

## Merchandise Removal Authorization

For the protection of your Exhibitors, removal of items from Ford Field must be controlled by a merchandise removal authorization form checked by Ford Field security.

Your Event Coordinator will assist you in setting up an authorization system to permit Exhibitors to remove merchandise from the building during the event.

## Propane

Propane containers are required to be equipped with a "flow restriction valve". Propane containers exceeding 20 lbs. require approval of Facility Maintenance Manager. All propane connections are subject to approval by Ford Field technicians.

## Safety

Unsafe conduct or conditions, including maintenance hazards, must be reported immediately to the Event Coordinator or Ford Field Security.

Hazardous work areas are defined as any area in the facility where exhibits equipment and freight are being handled (e.g., loading dock areas, concourses, staging areas), but may also include public areas in the warehouse. Within these areas and throughout the facility, the following guidelines will be enforced.



- No alcoholic beverages or controlled substances are permitted in work areas.
- Access to fire exit doors and corridors must be maintained throughout move-in and move-out period.
- All utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
- Oil spills; loose or missing box covers and other apparent safety hazards should be reported immediately to Event Services Coordinator, Ford Field Security or Facility Engineer.
- No speed in excess of 5 mph or reckless use of vehicles is allowed.
- No flammable liquids may be brought into or stored in the facility, nor may anyone refuel their vehicle in the area. Refueling must occur at least (50) feet outside the facility.

Work activities in the lower and upper level concourse areas and in common public areas require additional supervision to ensure safety of guests attending other events. Control rope, signage and other warning devices may be required.

Passenger elevators and escalators are not to be used to transport freight or other materials. Freight elevators are available for this purpose.

## Security

Due to the diverse nature of the events and the size of Ford Field, we maintain our own 24-hour security responsible for the base building. Your Event Coordinator will be pleased to discuss your security requirements for the event areas.

As described in the rates and fees schedules, the Client is responsible for all costs for security related to the safe and secure conduct of the event. Security staff must be obtained from Ford Field for exclusive use for an event.

### **Additional security guidelines are as follows:**

Emergencies of any nature should be reported immediately to the Ford Field Security Command Center, which will coordinate any required response from outside law enforcement and emergency response agencies. The Command Center is open 24 hours a day. Security staff will patrol the facility perimeters, parking lots, exterior and interior public areas.

Clients, service contractors and suppliers should wear identification badges at all times and enter and exit areas through specified access doors. Ford Field will determine the level of inspection required for each event.

Abusive language, threats, assault, vandalism, theft and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.

Special requests for re-keying locks and installing hardware devices to secure spaces will be considered on an individual basis.

During all move-in/out and event periods, guests attending any/all events at Ford Field are subject to screening prior to entering the facility. Refusal of this screening is subject to non-admittance.

### **Some Important Points Concerning Security**

As with any event attracting a large number of people, certain preliminary precautions can reduce or eliminate unnecessary problems. We recommend:

- Valuables should not be left unattended. Lightweight, high-risk items such as cameras, computers, stereos and video cameras should be securely fastened to display boards or locked in showcases. Security should be advised of any valuables that may be considered "high risk". Ford Field is not responsible for any lost articles or items left behind.
- Security should be advised of any problems you have experienced in the past with your show, which may have been prevented with advanced planning.
- A merchandise removal authorization system should be set up throughout event hours.
- A visible identification method should be instituted for entry into various areas of your event.
- A comprehensive list of Exhibitors (if applicable) should be made available well in advance for distribution to various departments within Ford Field so we can be prepared to best serve their needs.



# Stadium & Surrounding Area Information

## ADA

The Client shall ensure that activities at Ford Field comply with the Americans with Disabilities Act. All required aids and services for disabled persons attending an event shall be provided by the Client. No charge shall be made to any person for required aids or services.

## Animals

Animals and pets are not permitted in the facility unless they are part of a scheduled event (i.e. a dog show or circus) or serve as lead animals for individuals with disabilities.

## Building Entrances

For most events, the entrances to Ford Field will be designated as Gate A and Gate G. Alternate entrances must be determined in consultation with your Event Coordinator.

## Coat Check

Please consult your Event Coordinator for coat check arrangements.

## Dirt Installations

Show Managers and Exhibitors who set up gardens or features using soil, bark mulch and other materials must place plastic sheets and/or plywood underneath such displays to protect the building surfaces from stains. The Client will be responsible for any extraordinary cleaning that will be required to clean stained areas.

## Elevators

Access to freight elevators and use of authorized passenger elevators should be confirmed with your Event Coordinator.

## First Aid Areas

Ford Field provides the following to describe requirements for contract first aid services:

- All major sporting events and trade shows in Ford Field require contract first aid service. For all events, Ford Field will retain first aid personnel at the client's expense.
- Ford Field includes fully equipped first aid facilities in both the lower level and upper level of the seating areas. The main first aid location is in the service area on level one.
- First aid supplies should be provided by contract first aid service. All first aid supplies must be stored and secured in the first aid rooms and administered by first aid nurse.
- Requests for ambulance services should be coordinated with Ford Field.

In case of emergency, first aid personnel will be dispatched to the patient's location and will coordinate transfer of the patient to the hospital. Ford Field is not responsible for doctor or hospital expenses or for transport (EMS) costs.

First aid is responsible for documenting and submitting to Ford Field Security a complete list of accidents and services rendered during events.



## Floor Loading Capacities

- Ford Field Stadium Floor: Maximum load capacity of 300 lbs. per sq. ft.
- Concourses: Maximum load capacity of 100 lbs. per sq. ft.

## Furniture & Carpet

Client or contractors may not move planters, furniture and other equipment. Ford Field will handle the relocation or storage of facility property if required for an event. Labor Charges will apply for this service.

Carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape cannot be directly applied to permanent carpet. Additionally, the Client is responsible for removing all tape from the facility at the end of the event. \* Tape must be approved by the Event Coordinator.

## Loading Dock and Staging Areas

Parking at the loading dock and staging areas is prohibited unless authorized by the Event Services Department and approved by the Ford Field Security Department. All parking rules must be observed or vehicles may be removed at owner's expense.

Restroom, concession stands, and emergency exits must be visible and accessible at all times.

## Lost & Found

If personal belongings are lost during an event, contact Guest Services immediately. If Guest Services does not possess your lost article when the event is finished, then contact the Security Command Center. All lost and found articles are kept at the Security Command Center for a period of one month. After that time, Ford Field will dispose of all articles.

## Motorized Vehicles

Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment (except equipment for persons with disabilities), may not be operated on any carpeted areas or concourse level.

## Parking

Ford Field, in partnership with local parking operators, manages over 2,500 parking spaces immediately surrounding Ford Field. To view a parking map showing the various lots in the area log onto [www.FordField.com](http://www.FordField.com). There are numerous options for event parking, including pre-paid parking passes, validation of guest tickets, or having guests pay as they park. For more information regarding rates and availability please contact your Event Coordinator.

## Private Suites / Hospitality Areas

Ford Field offers a number of options for hospitality functions to complement your event. Please contact your Sales Manager for rates and availability.

## Prohibited Items

The items not permitted into Ford Field, stadium plaza areas, stadium gates, or when approaching queue lines of guests waiting entry into the stadium are in accordance with the NFL Best Practices and are strictly enforced during Detroit Lions home football games. Prior to gate entry, guests should return prohibited items to their vehicles. Ford Field is not responsible for any items left at the gates or in the trash receptacles. Under no circumstances will items be checked at the gates. Guests are strongly encouraged not to bring any type of bags. Guests should come prepared to show keys, cell phones, or other metal items in their hands during the screening process. Please follow all signage and direction from security personnel. Early entry is encouraged.



As a reminder, smoking is prohibited inside of the stadium. This includes the use of electronic cigarettes and vaporizers. Ford Field reserves the right to expand or modify the prohibited items at any time.

**THE FOLLOWING ITEMS MAY BE PERMITTED AFTER INSPECTION:**

- Clear Bag Policy: Bags that are clear plastic, vinyl or PVC and do not exceed 12" x 6" x 12"
- One-gallon clear plastic freezer bag (Ziploc bag or similar)
- Small clutch bags, camera and binocular cases, not exceeding 4.5" x 6.5", with or without a handle or strap, can be taken into the stadium with one of the clear plastic bag options.
- Medically necessary items including insulin, medication, portable oxygen, small soft pack coolers and breast pumps
- Infant items in a clear bag (bottles, formula) are allowed with a child. Diaper bags are not allowed per the Clear Bag Policy
- Small radios (must be used with an earpiece or headphones)
- Umbrellas, small compact only - must be placed securely under the seat
- Handheld posters & signs without poles or sticks - must not block another guest's view. Inappropriate subject matter should not be displayed
- Battery operated clothing or signs if approved after thorough inspection
- Tablets (iPads, Kindles, etc.)

**THE FOLLOWING ITEMS WILL NOT BE PERMITTED (INCLUDING BUT NOT LIMITED TO):**

- Clear Bag Policy: Purses larger than a clutch bag, coolers, briefcases, backpacks, diaper bags, fanny packs, cinch bags, grocery and paper bags, duffle bags, computer bags or luggage of any kind.
- Aerosol cans (hairspray, mace, pepper spray, etc.)
- Animals (except certified service animals to aid guests with disabilities)
- Balloons (air or helium)
- Balls (beach balls, footballs, etc.)
- Banners or large flags
- Cameras with lenses longer than five inches or any detachable lens
- Decals, stickers, confetti or glitter
- Drones and/or remote-controlled aircraft
- Electronic equipment including laptop computers, video recorders, tripods and wearable video cameras including Go Pros.
- Fireworks
- Flashlights
- Food, beverages or liquids (cans, bottles, boxes, flasks, etc.)
- Football helmets, altered helmets, hats or clothing with spikes or weaponry items that can block another person's view are not permitted
- Handouts, items or goods intended for unauthorized sale, promotion, exchange or giveaway
- Illegal substances
- Knives, pocketknives, box cutters, scissors, etc.
- Laser pointers
- Markers (permanent) and/or paint
- Noisemaking devices (bells, horns, kazoos, whistles, etc.)
- Objects that can be used as missiles or projectiles (sticks, poles, bats, clubs, frisbees, etc.)
- Offensive or profane messages or images on signs and clothing that are distasteful or indecent
- Seat cushions or chairs
- Selfie sticks
- Strollers and infant car seats or carriers
- Umbrellas (large size)
- Weapons\*
- Wrapped gifts

\*No weapons are allowed in Ford Field. Possession of a firearm or any other weapon is strictly forbidden. Possession of such a weapon will result in immediate confiscation, ejection, and possible arrest. Per the NFL, only sworn on duty law enforcement officers acting in their official capacity working as an agent of the Detroit Lions/Ford Field are able to carry a weapon.



## Smoking

Smoking is prohibited in the facility, but exterior smoking areas can be set up at the Client's request.

## Storage

Limited storage facilities are available in the service level of Ford Field. Most concourses are designated fire exits and cannot be used for storage. Please consult the Event Services Coordinator to identify available storage spaces.

## Tents & Canopies

Ford Field provides these guidelines for the temporary installation of tents, awnings, and canopies.

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) Code 102 "Standards for Grandstands, Folding and Telescoping Seating, Tents and Membrane Structures." Ford Field will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events. Written requests for each installation should be submitted to the Event Services Department at least three (3) months prior to the event. All requests should include:

- The size of the installation.
- The location.
- The installation height.
- Anchoring details.
- Utility services required.
- If applicable, plans for repair of damaged floors or pavements.

Tent installations will not be allowed in fire lanes or in areas reserved for Ford Field activities. The Event Services Department can provide additional details.

Exterior tents require permits from the City of Detroit.

## Tunnel Load-in

Due to the grade of the access tunnel at 14 feet, lo-boy trailers will not be able to access the field level.

