



blue water convention center

800 Harker Street • Port Huron, MI 48060

810-201-5513

www.bluewaterconventioncenter.com

The Event Planning Guide

Policies & Procedures



**Worldwide Entertainment and
Convention Venue Management**



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Introduction

The purpose of this document is to let you know about our policies and procedures in advance so you can make the best possible use of our facility and our services while you are here, or while you are considering holding an event here. We hope this information will assist you in planning your event and in communicating with our staff. We have developed these policies and procedures to ensure that your event will be as safe and successful as possible. Of course, not all situations will be covered in this guide or may need special consideration by management. Any questions regarding policies and procedures not included here can be directed to the Blue Water Convention Center's Events Department at 810-201-5513. We will be glad to clarify any of the enclosed information.

Adhesives, Tape, Fasteners

User shall not post or permit to be posted any sign, poster or anything that will tend to injure or in any manner deface the premises including but not limited to nails, hooks, adhesive fasteners, painters tape, masking tape, adhesive strips, command strips, sticky tack, thumb-tacks or screws. Signs may only be posted on pre-approval areas for pre-approved uses by the Blue Water Convention Center. The hanging of pictures, banners or any other items on interior or exterior walls, draperies, or superstructure along with advertising announced or publicized over any loudspeaker system requires prior written approval by the Blue Water Convention Center. The removal of any of the above mentioned by the Blue Water Convention Center will be billed to the User at a rate of \$50.00 per hour with a one (1) hour minimum. If thumbtacks are used in the facility there will be a \$100 charge for each room with tack holes.

Any type of tape is not allowed on any Blue Water Convention Center doors, windows or walls. The user and/or their service contractors are responsible for the removal of any tape residue marks left by Vendors (or User) on the floors, walls, windows, doors and anywhere else in the Convention Center. A fee will be charged for any remaining residue the Blue Water Convention Center Staff must remove. The fee is determined based on how long it takes the Convention Center Staff to remove all residue. **See Hanging Signs and Signs & Posters**

Air Conditioning/Heating

As full-time practitioners of energy conservation--and to keep our fees as low as possible-- we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating re- requested during non-show periods. **See Move-in & Move-out & Rental**

Alcohol

Alcoholic beverages must be purchased through the Blue Water Convention Center, who holds the liquor license for the facility. Additional security may be required for events where alcohol is served. The Blue Water Convention Center supports responsible drinking at all times. The Blue Water Convention Center sets alcohol service policies to abide within the Michigan State Liquor Laws and regulations and to ensure the safety of all guests. Please see our Catering Guidelines for further information.

Americans with Disabilities Act (ADA)

As a facility of public accommodation, the Blue Water Convention Center is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our customers to comply with all provisions of the ADA.



Animals

For the safety and comfort of all our visitors, animals are not permitted in the Blue Water Convention Center except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. The Customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the Blue Water Convention Center. All sanitary needs for animals are the responsibility of the Customer.

Audio | Visual

Our preferred audio-visual company provides comprehensive audio-visual needs, for presentations, speaking engagements, specialty lighting, etc. Their state of the art inventory includes televisions, DVD players, microphones, overheads, screens, special sound and production equipment, and more. While not an exclusive service provider, they are our preferred vendor for their customer service, knowledge and experience.

Billing

For your convenience and clarification, an estimated invoice will be provided summarizing rent, catering, equipment, additional charges and any credits is prepared after each event. For our financial well-being, final payment is due seven business days prior to the event. **See Payments**

Blue Water Convention Center Staff

To help ensure the highest quality of customer service, we require all Blue Water Convention Center employee uniforms with name tags. Please feel free to ask our staff any questions to help facilitate a successful event. The Blue Water Convention Center provides basic janitorial services during the course of the event in corridors, lobbies, concession areas and restrooms. The Blue Water Convention Center provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles. Vendors with heavy trash due to sampling are responsible for their own waste removal. With proper advance notification the Blue Water Convention Center staff can assist with heavier than normal trash removal, additional service fees may apply.

Bulk Trash

Somebody's got to take out the trash. In this case, we ask you, the Customer, to take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move out. The goal is to keep your show as pristine and clean as it deserves to be. Any removal of these items by the Blue Water Convention Center personnel will be charged to show management at the prevailing rate. **See Booth Cleaning & Cleaning & Maintenance**

Capacities

Public Safety is at the top of our priority list. That's why all meeting rooms and exhibit halls have a maximum occupancy, which may not be exceeded. The Blue Water Convention Center reserves the right to deny further entry into these spaces in order to protect public safety. **See Room- Set**

Catering

The Blue Water Convention Center offers on-site catering with exceptional customer service for groups ranging from 10 to 1000 people. The Blue Water Convention Center holds all rights to food and beverage. Our catering team handles all food and beverage for on-site events, including breakfasts, breaks, banquets, luncheons, weddings, etc. Our team can provide custom menus and make suggestions to maximize your efficient flow of meal services and other related food and beverage items. No food and beverage may be brought into the building without prior written consent by the facility management. **See Food & Beverage, Food Sampling, Food Shows & Cooking Demonstrations**



Contractor's Service Equipment and Motorized Vehicles

For the safety of our exhibitors and employees all carts, forklifts etc. are restricted to exhibit hall use. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution and fire hazard. Forklifts are not allowed in the ballroom, pre-function, or meeting rooms. Only rubber wheel non-motorized freight carts are allowed in these areas. **See Motorized Vehicle Operation**

Cooking (Demonstrations) and Commercial Cooking

For the safety of our exhibitors and employees, all cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of two (2) ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies. **See Food & Beverage, Food Sampling & Food Shows**

Crate Storage/Booth Storage

Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers and packing materials that are necessary for re-packing shall be removed from the show floor. The Blue Water Convention Center inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the Blue Water Convention Center. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility. **See Mail & Shipping**

Damages

Sometimes, bad things happen to good facilities. We hope they don't, but when they do, the customer is responsible for all damages, except normal wear and tear. For accuracy in billing, Blue Water Convention Center representatives and show management should inspect all leased space prior to move-in and during move-out to determine existing conditions. You will be informed of all damages, which occur during your contracted times, through will take place at the conclusion of your event. **See Insurance**

Deposits

At the Blue Water Convention Center we require a non-refundable deposit of 50% of your space rental fee. The deposit must clear the Blue Water Convention Center's bank account in order for any Blue Water Convention Center calendar reservations. Additional fees apply for credit card payments.

Decorations

The method and location of special installations must be approved in advance by the Blue Water Convention Center management team. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

**Following is what may appear to be a long list of official do's and don'ts below.
Please try to think of it as very, very specific advice from a good friend.*

Decoration guidelines include the following:

- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Port Huron Fire Marshal.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises without prior written approval from the facility.
- "Glitter" and confetti may not be used in carpeted areas of the building.
- Only the Blue Water Convention Center personnel may move planters, lobby furniture, and other facility equipment in the public areas.
- Even though it may sound like fun, distribution of helium balloons in the Blue Water Convention Center is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.
- Show management will be responsible for removal and cleanup of any dirt, bark, mulch or similar materials used for decorating purposes.

EMT (First Aid)

The Blue Water Convention Center recognizes that the safety, health and well-being of convention center guests are our top priority. To deal effectively with emergency situations and protect public safety, First Aid services may be required one-half hour before, during, and one-half hour after show hours for all events with exhibits utilizing exhibit halls. The Blue Water Convention Center reserves the right to provide all necessary EMT personnel. EMT's will be billed on your final settlement at prevailing rates.

Equipment Inventory

For your convenience, the Blue Water Convention Center equipment such as tables, chairs, staging, etc. is available on a first call basis as available in current inventory.



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Event Coordinator (Blue Water Convention Center Staff)

For your convenience and to assure the highest quality of service, the Blue Water Convention Center's Senior Event Manager will assign a Event Manager to facilitate all the fine details for your event. Your Event Manager will provide the most professional, efficient and courteous service to ensure a seamless planning process and flawless execution of your event.

Please be sure to schedule meetings well in advance and communicate regularly with your Event Manager during the planning process. By receiving information as early as possible, your Event Manager will make all necessary arrangements for the successful production of your event, alert you to potential problems and help you avoid unnecessary expenses. Your Event Manager will provide you with an estimate of all Blue Water Convention Center or vendor charges once all your event requirements have been received.

Your Event Manager will:

- Contact you following execution of your license agreement
- Be your primary Blue Water Convention Center liaison before, during and after your event
- Assist in the selection of the proper food and beverage arrangements
- Be responsible for gathering all event information and disseminating that information to all Blue Water Convention Center departments
- Generate an Estimated Invoice, Floor Plan and Banquet Event Order for your review and approval no later than 14 business days prior to your event

Events Department and Operations Department

The Blue Water Convention Center is committed to providing exceptional customer service, maximum safety and effective cost controls. We insist that show managers, exhibitors, and service contractors be responsible for the conduct of their employees, subcontractors, and subcontractors' employees. Employees not in compliance with the facility's policy may be barred permanently from the Blue Water Convention Center. This includes the following:

- Restricted areas of the Center are labeled "Authorized Personnel Only" and are off limits to all personnel except authorized Center personnel. Unauthorized personnel found in restricted areas will be reported to the appropriate employer and may be subject to permanent dismissal from the Blue Water Convention Center.
- Profane language and disorderly conduct are not permitted at any time.
- The use of alcoholic beverages in the workplace is strictly prohibited. The use of illegal drugs is strictly prohibited at all times.
- Cost of repair to any damages to the Blue Water Convention Center equipment that may be caused by their employees. To maintain security, all event personnel including show and service contractor staff, exhibitor- appointed contract staff, temporary help, exhibitors and other workers affiliated with an event must enter and leave the Blue Water Convention Center through the entrances and exits designated by the Blue Water Convention Center management and show management.



Event Estimated Invoice & Banquet Event Order

For your clarification, our Events Department will provide an Estimated Invoice and detailed Banquet Event Order prior to your event. You will be asked to sign the Banquet Event Order and Estimated Invoice, and agree to the charges prior to your event.

Event-Related Equipment

As a courtesy to those holding the next event, each licensee is responsible to ensure the removal of any of its property, equipment, signs and props from the building at the end of the licensed period. If not, the Blue Water Convention Center may exercise the option to discard all such items.

Exhibitor List and Kits

To get the most out of our services, an exhibitor list and sample kit should be supplied to your assigned Event Manager sixty (30) days prior to the event. The Blue Water Convention Center service order forms (electrical, water, drain, compressed air, and telecommunications) are available online and should be included in the exhibitor kit provided to Exhibitors by Show Management. **See Utilities**

Floor Drilling

To maintain our beautiful facility, and control our costs, floor drilling is prohibited. (In case you were wondering, so are wall and ceiling drilling.)

Floor Plan Approval Process

We truly believe in providing the highest quality of customer service. That's why we have organized a system that makes it as easy as possible, not to mention as efficient and accurate as possible, for you to obtain approval of your floor plan. Your Event Coordinator will create a floor plan to accommodate your vision and make sure your event flows properly.

Fog/Smoke Machines

For public safety, fog/smoke machine usage is prohibited.

Food & Beverage

For obvious public health reasons and quality control, food and beverage services - breakfasts, lunches and dinners are provided exclusively by our catering team. The Blue Water Convention Center can provide banquet service, snacks, luncheons, beverage service and concessions. No outside food/beverage is allowed in the Blue Water Convention Center. **See Catering, Cooking Demonstrations, Food Sampling & Food Shows**

Food Sampling at your Event

Food and beverage samples must not be greater than 2 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. For public health (and common sense) reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Client. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor. Exhibitors are responsible for complying with all Port Huron and St. Clair County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth. **See Catering, Food & Beverage, Food Shows, & Cooking**



Food Shows

There's nothing like a good, clean Food Show. (Plus, safety regulations demand it.) In this case, The Client is responsible for making arrangements to provide exhibitors with food waste containers. The container should be accessible for the exhibitors to use on a daily basis. All food waste products should be contained in plastic bags, tied and disposed in the food waste container. Food waste will be dumped on a daily basis.

See Catering, Food & Beverage, Food Sampling, & Cooking Demonstrations

Freight Delivery

The Blue Water Convention Center will not accept any freight or materials more than two (2) days prior to your contracted date (exceptions upon approval of your Event Coordinator). The Blue Water Convention Center must be contracted prior to any delivery, and will reject any packages we have not agreed to receive. The freight must indicate the name of the event, the exhibiting company and the booth number if applicable.

Guest Services

The Blue Water Convention Center provides an added value of highly trained staff to assist the customer with their event. Therefore, the Blue Water Convention Center requires the use of its employees to be paid for by the Customer at the prevailing rate for the following categories: Security guards, emergency medical personnel, ticket sellers, ticket takers, ushers, and other similar categories of personnel. Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of the Blue Water Convention Center Management after consultation with the Customer. Fortunately, we already have trained employees familiar with our facility for emergencies and a high level of quality customer service. All other persons employed by the Customer or affiliated with any event that takes place in the Blue Water Convention Center shall be the responsibility of the Customer. Event personnel rates are outlined on a separate rate schedule. All individuals working in the Center must wear an identification badge provided by their respective employer or obtained from the Blue Water Convention Center Management Office. **See Security**

Hanging Signs

Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the Blue Water Convention Center. The Blue Water Convention Center graphic, signs or advertising displays may not be blocked in any manner. During move-out following the event, all wires, hooks, screws and hanging materials used to hang signs must be removed. **See Banners/Signs & Rigging**

Hazardous Materials Labeling

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the Blue Water Convention Center no less than (60) Days prior to move-in. **See Safety/Fire Code Requirements**

Helium Balloons

Even though it may sound like fun, distribution of helium balloons in the Blue Water Convention Center is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling. **See Decorations**

For the protection of the Customer and the facility, the General Manager or his/her designee reserves the right to cancel the event upon failure of show management to provide such verification within the specified period. As a courtesy and convenience, the Blue Water Convention Center does offer tenants, users and exhibitors the option of purchasing insurance through the facility. For more information about this helpful service, please contact the Event Manager.



Insurance Requirements

Users using any part of the facilities of the Blue Water Convention Center are required to have insurance coverage in effect during their entire occupancy, including move-in, event days and move-out. Our event bears the full cost of insurance coverage. A certificate of insurance complying with the following requires is due in our office at least sixty (60) days in advance of your event. Usually, a simple phone call to your existing insurance carrier can take care of this quickly. If the User is unable to provide the required insurance, the Blue Water Convention Center can provide it on behalf of the user for a small fee.

All Certificates of Insurance require the following:

- SMG, the Blue Water Convention Center and the County of St. Clair must be listed as additional insured
- Comprehensive general liability insurance with limits not less than \$1,000,000.00 per each occurrence, combined single limit, for bodily injury or death and property damage including coverage for personal injury, contractual operation of mobile equipment, products and liquor liability (if applicable)
- Workers Compensation insurance covering User's employees if applicable.

Key and Lock Services

The BWCC's provides all locks for securing leased space. Contact the Event Management Department for all special door lock requests.

Lasers

For public safety reasons, only Class I lasers shall be permitted. Class II or greater are prohibited within the building.

Leaving the Facility Room Clean

We don't ask for much, but we do ask you to do your part to maintain our facility. The building exhibition halls will be delivered to the Customer as specified in the Lease Agreement. The floor will be clean upon move-in. It is the responsibility of the Customer to return the exhibition hall to its original condition. Or, as part of our customer service, we'll be happy to do it for you. **See Cleaning & Maintenance**

Left Behind

The Users Agreement states the contracted event dates that must be observed by the User for the contracted areas. If materials, goods, and merchandise are not removed in accordance with the Agreement, the Convention Center will remove all such materials, goods and merchandise at the expense of the user. The Blue Water Convention Center is not responsible for any claims for damages or loss should this action become necessary.

Lighting

Rent includes lighting in public concourse areas and meeting rooms during move-in, show and move-out. During move-in and move-out, fifty percent (50%) lighting will be provided at no charge in exhibition halls. One hundred percent (100%) lighting will be provided in exhibition halls during show hours beginning (60) sixty minutes prior to show. This energy conservation policy helps control our utility costs which, in turn keep our rent low.



Mail

Exhibitor or Show Management mail should be addressed in care of the event and when applicable, booth number. As a customer service, mail will be held in Management Office until the first day of the client move-in date at which time it will be delivered to the show check in/registration. **See Shipping**

Motorized Vehicle Operation

For the safety of employees and exhibitors, only trained and certified Blue Water Convention Center personnel and designated contractors must operate forklifts and material handling devices. Operating vehicles and engines shall not be left attended. **See Safety/Fire Code Requirements & Contractors Service Equipment**

Move In & Move Out

Move-in and move-out days will be charged at 50% discount of the daily rental rate. During move-in and move-out, the exhibition hall lighting level is set at 50%. Heating or air conditioning is not provided during move-in or move-out. Additional lights, heat or air conditioning are available at the prevailing rate.

The Blue Water Convention Center reserves the right to maintain sole control of the dock area during dock load in and out. A Dock Master and Security staff may be required for everyone's safety at the prevailing rate. At no time shall there be any move-out or move-in through the Blue Water Convention Center's lobby area (also known as the Great Lakes Hall and Pre-Function). **See Lighting & Safety/Fire Code Requirements**

Movable Walls

We're all about breaking down walls. In this case, we also don't want anyone to get hurt, or to disrupt an event. So the movable walls in the exhibition halls and meeting rooms must be installed and removed by the Blue Water Convention Center personnel only.

Multi-Story Exhibit Booths

Multi-Story Exhibit Booths are prohibited without written approval from the facility & Fire Marshall.

Novelties

The BWCC retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and facility premises. Merchandise and novelty products include, but are not limited to T-shirts, programs, pictures, records, tapes and miscellaneous show promotion items. A facility merchandise fee may be applicable. This novel approach helps us make sure our rent is equitable for all users. All negotiations to arrange for event sale and compensation procedures are to be directed to the Senior Event Manager.

Package Inspection

For your safety and security, cartons, package or other containers brought in or removed from the Blue Water Convention Center by show personnel, exhibitors or service contractors may be subject to inspection.

Parking

Parking is complimentary, motor home vehicles (RV's) may use the parking area for parking purposes only.



Payment

As a service to our customers, cash, check, Visa, MasterCard, Discover Card and American Express are accepted for all payments. All exhibitors must pay in full at time of orders. All clients must pay their rental deposit according to the Blue Water Convention Center Guidelines. In order to reduce (or, hopefully, eliminate) bad debt write-offs, the Center reserves the right to request payment in advance for estimated additional costs beyond minimum rental. **See Billing**

Power- See Utilities

The rules governing the use of pyrotechnics are very specific. So if you're considering adding pyrotechnics to your event, please spend a few minutes getting fully acquainted with them.

Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the U.S. Department of the Treasury - Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives." A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Customer who shall remain directly responsible to the BWCC for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event and include the following information:

- Permit from Port Huron Fire Department.
- Plots showing exact location, type, and number of devices.
- Protective materials and equipment for activity.
- Location and number of fire extinguishers for activity.
- Schedule of activities, number of certified pyrotechnic operators, and their locations.
- Schedule for pre-show pyrotechnic test to be conducted in the presence of a Port Huron Fire Inspector.
- Pyrotechnic contractor shall provide a certificate of insurance to the Blue Water Convention Center Management naming the Blue Water Convention Center, SMG and its employees, St. Clair County and City of Port Huron and their employees as additional insured.
- In addition to the above requirements the contractor must be licensed by the State of Michigan.

Rental

Here's what is *included* in rental price:

- General room lighting, heat and air conditioning during show days
- One standard room set-up per day, including theater, classroom, conference, u shape or banquet style
- Basic Cleaning of public areas (lobbies, restrooms, parking lots, etc.)

Here's what is *not included*:

- Electrical, telecommunications, natural gas, water, drainage, key and lock, coat check, janitorial/cleaning, or dedicated internet service
- Audio-visual equipment and dedicated labor (*will be limited to inventory on hand and availability*)
- Trash haul fees
- Insurance
- Security, police officer or Emergency Medical Technician services
- Damages to the Center and equipment
- Additional equipment rental
- Water service for attendees
- Table Linens



Reservation Policy

A temporary, complimentary hold may be placed on space at the Blue Water Convention Center with no obligation. However, no dates are final until (a) both Blue Water Convention Center and User have signed a Use of Space Agreement (Contract) AND (b) User's deposit has cleared the Blue Water Convention Center's bank account. Any hold will be placed for a maximum of fourteen (14) business days, and will be removed from the Event Calendar unless User has signed the event use of space agreement and User's deposit has cleared the Blue Water Convention Center's bank account.

Rigging

For public safety reasons, the Blue Water Convention Center management must approve all rigging. The Blue Water Convention Center reserves the right to retain consultants at the Customer's expense to review or verify rigging specifications. Nothing may be attached to any Blue Water Convention Center electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. Rigging may only be attached to structural members. All rigging in the Blue Water Convention Center shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and the Blue Water Convention Center policy. No rigging is allowed in the meeting rooms. **See Banners/ Signs & Hanging Signs**

Room Changeovers

As one of our services to you, ballrooms, meeting rooms and exhibition halls (used for meetings and/or banquets) shall be arranged in theater, classroom, conference and banquet or reception style one (1) time. Changes to the original set will be charged per day rental. **See Capacities, Event Estimates & Floor Plan**

Safety/Fire Code Requirements

Of course, the safety of all occupants of the Blue Water Convention Center is of primary concern. Any unsafe condition or activity should be immediately reported to Blue Water Convention Center personnel. Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 1997 Uniform Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Blue Water Convention Center. The information contained in this outline is a summary of relevant provisions contained in these codes as well as standard operating procedures established in cooperation with the Fire Marshal of Port Huron. Reference copies of these codes are available in the Event Management Department.

- All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
- A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used to in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The Blue Water Convention Center inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the Blue Water Convention Center. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility.

Safety/Fire Code Requirements *(continued)*

- All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
- No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the Blue Water Convention Center is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the Blue Water Convention Center.
- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Blue Water Convention Center shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.
- The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Blue Water Convention Center and the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
- All trash and refuse shall be removed daily from the Blue Water Convention Center.
- Provide and maintain approved fire extinguishing equipment in all areas as designated by the Blue Water Convention Center and the Fire Marshal.
- All exits, hallways, aisles, standpipe, hydrants, fire department connections and hose cabinets shall be kept clear and unobstructed at all times
- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safeguarded. All appliances fired by natural gas shall be approved by the Facility Operations Manager, the Blue Water Convention Center and the Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
- The Blue Water Convention Center and the Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
- No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
- No vehicles shall be parked in fire lanes outside the Blue Water Convention Center.
- All aisles in the exhibit hall shall be maintained at a minimum of eight (8) feet clearance.

Safety/Fire Code Requirements *(continued)*

- Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the Blue Water Convention Center and the Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- There shall be no obstruction blocking exit doors from the outside of the Blue Water Convention Center, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
- No flammable liquid or material shall be used or admitted inside of the Blue Water Convention Center except by approval of the Blue Water Convention Center and the Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
- No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
- Open flames: Only candles enclosed in glass (votive candles, floating candles in glass cylinders, etc.) are permitted and the flame cannot extend above the glass container. Unity candles for wedding ceremonies must be enclosed. Centerpiece candles must be enclosed and supported by a stable, non-flammable base. Torches, unprotected taper candles and sky lanterns are not permitted. Any use of flames must be approved prior to use.
- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hard-wood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
- All floor plans submitted shall be totally representative of the halls, rooms, lobby and hallways and/or areas the events are held in, and include such as the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc.

Sales Department

Our facility offers a full-service booking, marketing, event and sales department. Our Sales Department is our first source of contact with our facility. Our staff will guide you through the booking and contracting phase of your event. Initial details and financial agreements are established at this point. No space rental, misc. fees or other negotiations can be made if not through our Management Team. **See Rental**



Sales Tax

Customer is required to adhere to all Michigan State Laws regarding sales tax issues.

Security

The Blue Water Convention Center may require minimum levels of security coverage in any leased space and other areas (i.e.: loading docks, box office, parking lots, etc.). No doors may be obstructed or locked when the area is occupied. Event security requirements are subject to the Blue Water Convention Center approval and must be submitted 30 days prior to your event. The Blue Water Convention Center in-house security reserves final rights to admit access of any personnel to any Blue Water Convention Center space. The prevailing rate per hour will be charged, per guard with a 4-hour minimum. The Blue Water Convention Center is not responsible for any items left in the building after an event has moved out.

Set Up Information

In an effort to manage your event as efficiently as possible, no later than 30 days before the first day of the event, we require the Customer to provide for the Blue Water Convention Center's approval, one (1) copy of a full and complete floor plan for the event, and, if requested, furnish a description of all electrical, communications systems, and plumbing work. The Customer shall also provide the Blue Water Convention Center with all other information required by the Blue Water Convention Center concerning the event such as room or hall set-ups, staging, and food and beverage requirements no later than 30 days before the first day of the event. **See Floor Plan, Event Manager, Catering & Move-in**

Shipments to the Blue Water Convention Center

For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. The Blue Water Convention Center will not accept any deliveries or freight shipments prior to your event move-in. Only your decorator or on-site representative is responsible for receipt of any & all deliveries. **See Mail**

Signs & Posters

We like posters as much as the next facility. We just want to make sure they don't detract from the good looks of our facility. So we require posters to be mounted on easels and/or individual holders. Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building. All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited. And at move-out, all posted signage must be removed by the service contractor and/or Customer. If any materials are left in or on the building, the Customer will be billed at the prevailing labor rates to remove.

If your event requires outdoor signage, the signage must fall within the City of Port Huron's ordinances. Permits and inspections may be required, and are the responsibility of the User. **See Banners, Hanging Signs & Rigging**

Smoking

As designated under the State of Michigan law, the Blue Water Convention Center is a non-smoking facility.

Sound Levels

Please use sound thinking when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb nor interrupt other events. The Blue Water Convention Center Management reserves the right to require sound levels to be lowered.



Sponsorship

The amount of our sponsorship money has a direct effect on our ability to maintain low rental fees. That's why the Blue Water Convention Center has contracts with several companies for exclusive representation in the building. As a result, certain items cannot be offered in the building. However, if a competitor of our advertiser is a sponsor of your event, we will make an effort to accommodate them.

Staples, Tacks & Stickers

This one's easy. Staples & tacks are prohibited and not to be used on any building surface or equipment. No stickers (tacky or otherwise) will be allowed to be distributed. **See Decorations**

Tape Removal

We're proud of our facility's high quality good looks. So it's only natural we want to keep everything looking good. If the Customer contracts for carpet to be laid as a part of the event, it is the responsibility of the carpet contractor to remove all tape from the floors during the final move-out of the event.

If this is not done, the Customer will be billed at the prevailing hourly rate for removal of the tape. If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to the Customer. Tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc. The Customer will be billed for any damages resulting from the removal of taped items (i.e.: repainting walls & doors due to peeled paint, etc.) **See Decorations**

Telephones

Telephones are only available through the Blue Water Convention Center, as a service to our clients. Telephone order forms for exhibitors are available through the Blue Water Convention Center. **See our Service Order Form.**

Tips & Gratuities

The Blue Water Convention Center employees are strictly prohibited from accepting tips or gratuities. But since this truly is a team effort, we encourage customers who may wish to compliment the Blue Water Convention Center staff for excellent performance to make a contribution to the Blue Water Convention Center's Employee Activity Fund.

Trash Removal

For events producing trash, a trash removal fee will be charged to the Client and the fee will be determined based on the amount of trash. **See Booth Cleaning, Bulk Trash & Cleaning**

Utilities

For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet / telephone connections must be performed by the Blue Water Convention Center. All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory). The Blue Water Convention Center electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals. Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded. Floor boxes may not be accessed by anyone other than the Blue Water Convention Center Personnel. **See Internet, Telephone, Water**



Vehicles on Display

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the BWCC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system before entering the building. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. And to help maintain our facility, any vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.

Water Service

To ensure timely, quality service, we must insist that all orders for water service be placed in advance. Of course, upon request, water service can be provided for head tables at no charge. There will be an applicable charge for the audience participants. **See Utilities**

Good equipment maintenance is just another form of good cost control. That's why no oils, combustibles, or any liquids other than water may be poured in the Blue Water Convention Center drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in the Blue Water Convention Center restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from the Blue Water Convention Center restrooms or janitors' closets. Permanent hot and cold-water sinks are available in the service corridor for Exhibitors' use. **See Utilities & Food Shows**

Welding

See Safety/Fire Code Requirements

For public safety, and to protect our facility, the use of welding equipment and cutting equipment as part of an exhibitor must be specifically approved on an individual basis by the Blue Water Convention Center and the Port Huron Fire Marshal before any cutting or welding can be conducted, the following requirements must be adhered to:

- Cutting and welding equipment must be in good repair.
- No combustible or flammables within thirty-five (35) feet of work site.
- When thirty-five (35) feet cannot be obtained, protected covers, fire resistant shields or guards may be used.
- All wall and floor openings within thirty-five (35) feet of the site location be tightly covered to prevent the passage of spark to adjacent areas.
- Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to twenty-five hundred (2500) cu ft.
- Cylinders located at the site shall be connected for use, except that enough additional cylinders may be stored at the site to furnish approximately one day's consumption of each use. Other cylinders shall be stored in an approved storage area.

Questions?

If you have any questions or concerns, please reach out to our Events Department and we would be more than happy to assist you at (810)201-5513.