

## General Information for 3rd Party Vendors

### Welcome to The Henry Ford - we are excited to work with you!

Many of our venues are open to the public from 9:30AM-5PM daily and all have unique historic features that require special consideration. Please review the below information carefully and consult your event manager in advance with questions or requests.

#### Advance Considerations

##### *2-weeks prior:*

- Complete the attached "Hold Harmless Agreement" then email it to The Henry Ford
- Confirm your approved arrival/set-up time with your client. Vendor name and arrival time will be on a security list to provide day-of access
- Load-out begins immediately upon completion of the event. All items must be removed; no overnight storage is available
- Confirm final counts and product needs, The Henry Ford requests a 5% overage on guest service items to ensure proper coverage
- Confirm power requirements and access

##### *Event day:*

- Vendors must provide their own carts and other set-up supplies
- All rolling equipment must have soft, inflated rubber tires, or similar, that will not mar in any way the teak floor (extra weight on carts can also cause damage)
- Florists require extra diligence to ensure absolutely no water on the floors. Water leaves white spots on wood, plus creates slip and fall hazards
- All cords must be covered with mats or cord turtles to prevent trip hazards, no tape including gaffing tape
- Henry Ford Museum load-in door is always Museum Business Entrance unless you have prior written approval for an alternate
- Lovett Hall load-in door is the South entrance (see map), use service elevator only
- Lovett Drive is for loading and unloading ONLY. Please move your vehicle promptly to accommodate other vendors, historic transportation and guest arrival

#### Vendor Supplied Items

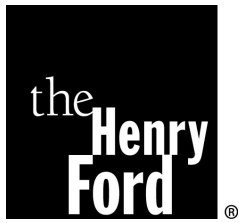
- We welcome wedding cakes, specialty linen, chair covers, floral, décor, music, entertainment, photography and basic audio visual.
- Items not permitted directly from 3rd party vendors include food items (including desserts), beverages, valet, tables, chairs, furniture (including bars and dance floors), chargers, china, glass or silverware, ice sculptures, extensive staging, and string/market lighting.

#### **Taboo Items** - Due to our historic nature, please make special note of the following:

- Nothing may be affixed to the property of The Henry Ford
- No confetti, glitter, bubbles, balloons
- No fog, smoke or haze machines of any type
- No open flame (including sparklers). Real candles can only be utilized on Guest Tables and must be enclosed in glass and set on a sturdy inflammable base that will catch all residue. Use of candles in any other location must be flameless
- No gasoline, diesel or propane driven equipment allowed inside
- No animals including dogs, horses, birds and elephants
- **Drones are not allowed on The Henry Ford Campus**

#### Photography

- We have an expansive, photographic campus - please confirm location priorities in advance and respect the day-of timeline
- No access inside artifact barriers, or other access barriers, including architecture. Do not move, sit on, lean against, or otherwise touch artifacts, exhibits, or facilities
- Advance approval and photo location credit are required for any published photographs from The Henry Ford
- No disruption of daytime guests



VENDOR / SUPPLIER
HOLD HARMLESS AGREEMENT

The undersigned agrees and undertakes to indemnify and hold harmless The Henry Ford and its respective trustees, officers, employees, contractors and agents (herein collectively referred to as "The Edison Institute"), from and against all claims, damages, actions, liability and expenses, including but not limited to attorney's fees, in connection with personal injury (including death) and/or damage to or loss of property to the extent occasioned wholly or in part by the negligence or willful misconduct of the undersigned or any of its agents, contractors, employees or invitees related to the undersigned's activity. (Describe activity below.)

The undersigned also acknowledges that The Edison Institute does not assume any responsibility whatsoever for any property of the undersigned (1) used by the undersigned or any of its agents, contractors, employees or invitees or the Edison Institute or (2) brought onto premises of The Edison Institute, and that the undersigned will take whatever steps it deems necessary to protect same. The undersigned hereby releases, acquits, and discharges The Edison Institute from any claim or liability for damage to or loss of any such property.

Date of Activity: Event Name:
Venue/Location:

DESCRIBE THE ACTIVITY TO BE PERFORMED BY THE UNDERSIGNED:

Two horizontal lines for describing the activity.

\*APPROVED ARRIVAL TIME: \*DEPARTURE TIME:

\*Arrival and departure times must be pre-approved by the event planner, and confirmed on the final Event Order. Vendors are not allowed site access outside of these pre-determined times and locations.

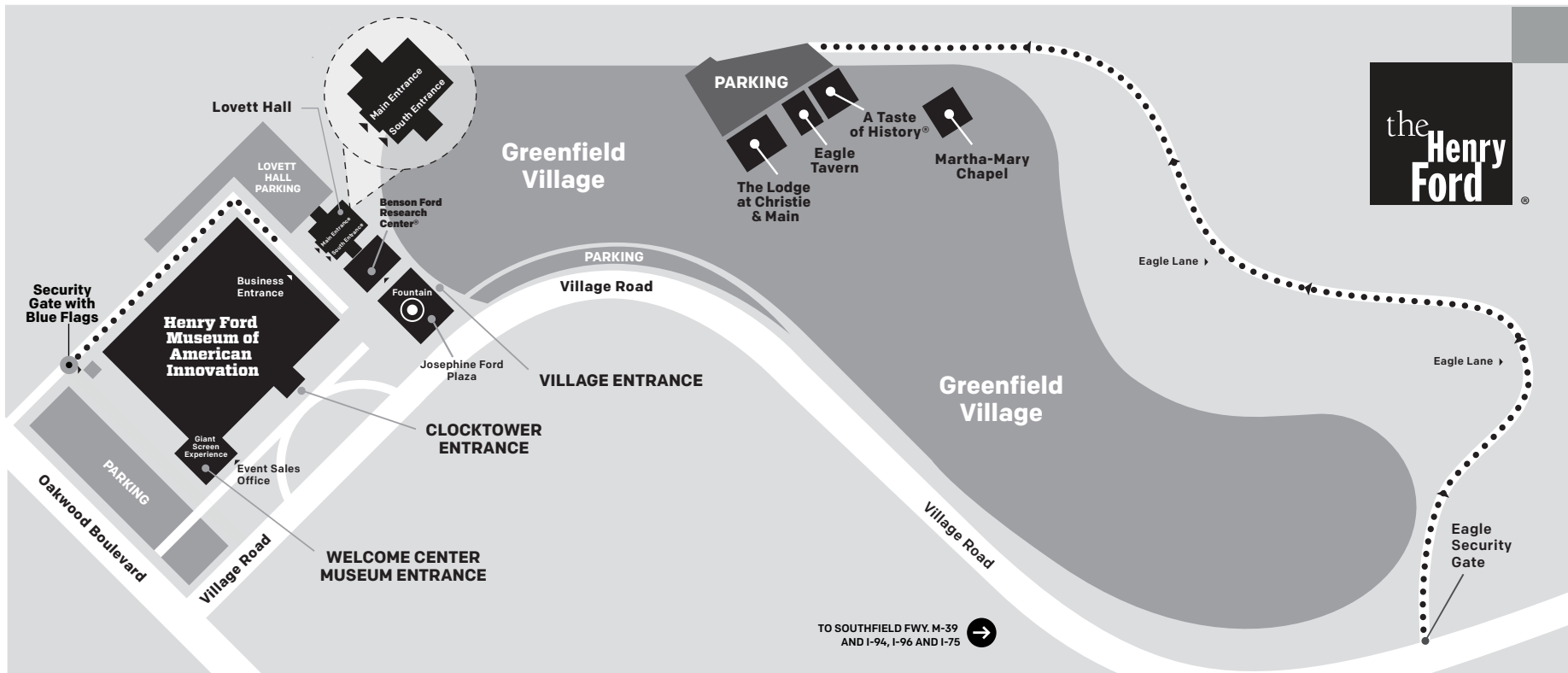
Photography: All photography must adhere to standard rules including no access inside artifact barriers, or other access barriers, including architecture. Do not move, sit on, lean against, or otherwise touch artifacts, exhibits, or facilities. Drones are not allowed on The Henry Ford Campus.

Location Credit: Advance approval and photo location credit are required for any published photographs from The Henry Ford.

VENDOR INFORMATION
(Multiple copies may be needed):

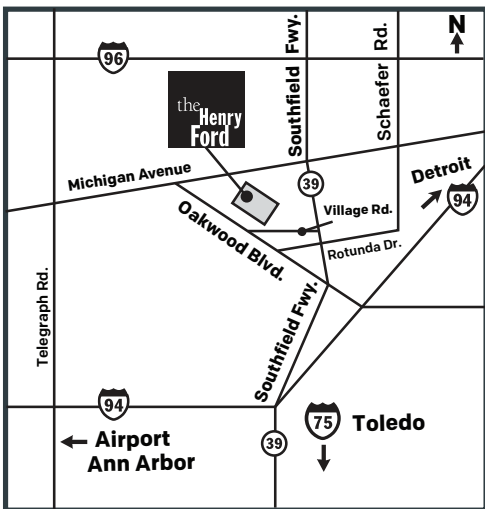
Table with fields: NAME, COMPANY, ADDRESS, CITY/STATE/ZIP, PHONE, EMAIL ADDRESS, VENDOR SIGNATURE, Date.

Please return via email to Group & Event Sales Office at The Henry Ford at least 2 weeks prior to the event. sales@thehenryford.org



## Private Event **Delivery Map**

**The Henry Ford • 20900 Oakwood Blvd. • Dearborn, MI 48124**  
**After-Hours Security: 313.982.6096**



### DIRECTIONS

#### From I-94

Exit to northbound Southfield Freeway (M-39). Drive 1.8 miles to Oakwood Boulevard (Exit 4). Left on Oakwood and drive 1.8 miles.

#### From I-75

Exit to northbound Southfield Freeway (M-39). Drive 4.1 miles to Oakwood Boulevard (Exit 4). Left on Oakwood and drive 1.8 miles.

#### From I-96

Exit to southbound Southfield Freeway (M-39). Drive 4.5 miles to Michigan Avenue (Exit 6). Stay to left on service drive, then turn right at entrance on Village Road.

### Deliveries

Many venues are open to the public. Vendor delivery and setup times are usually in late afternoon; same-day pickup is always required. Most venues are large; vendors are responsible for their own cart or dolly with large rubber wheels. Electricity needs must be confirmed at least three weeks prior to the event. Vendors are responsible for their own extension cords, turtles and/or safety covers.

**Henry Ford Museum:** Enter through Security Gate with Blue Flags and advise security of **event name**. Proceed to Business Entrance. Museum Business Entrance is for unloading only — no parking or blocking pedestrian crossing.

**Lovett Hall:** Enter through Security Gate with Blue Flags and advise security of **event name**. Proceed to Lovett Hall South Entrance and service elevator. No deliveries through Lovett Hall Main Entrance.

**Village Deliveries:** Enter through Eagle Security Gate and advise security of **event name**. Proceed to parking and event venue.