



General Information for 3rd Party Vendors

Take it Forward.™

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 fax or email 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, chargers, china, glass or silverware, ice sculptures.

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 or Open Flame (candles enclosed in glass are permitted)
- No gasoline, diesel or propane driven equipment allowed inside
- No animals including dogs, horses, birds and elephants

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



Take it Forward.™

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 in connection with loss of life, personal injury and/or damage to or loss of property occasioned wholly or in part by any act or omission of the undersigned or its agents, contractors or employees 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 used by or brought into 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.

Event Name: _____

Venue: _____ **Date:** _____

Describe the activity to be performed by the undersigned:

***Requested Arrival Time:** _____ **Departure Time:** _____

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

** Standard arrival time for Lovett Hall is 3:30pm; Henry Ford Museum and Eagle Tavern is 4:30pm*

VENDOR INFORMATION (multiple copies may be needed):

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

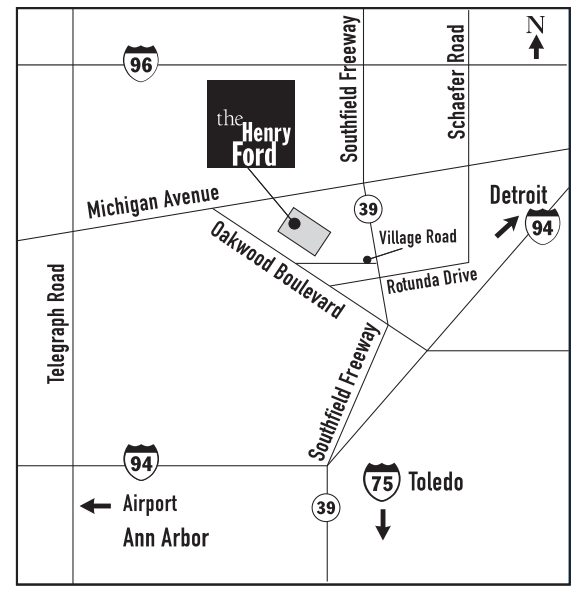
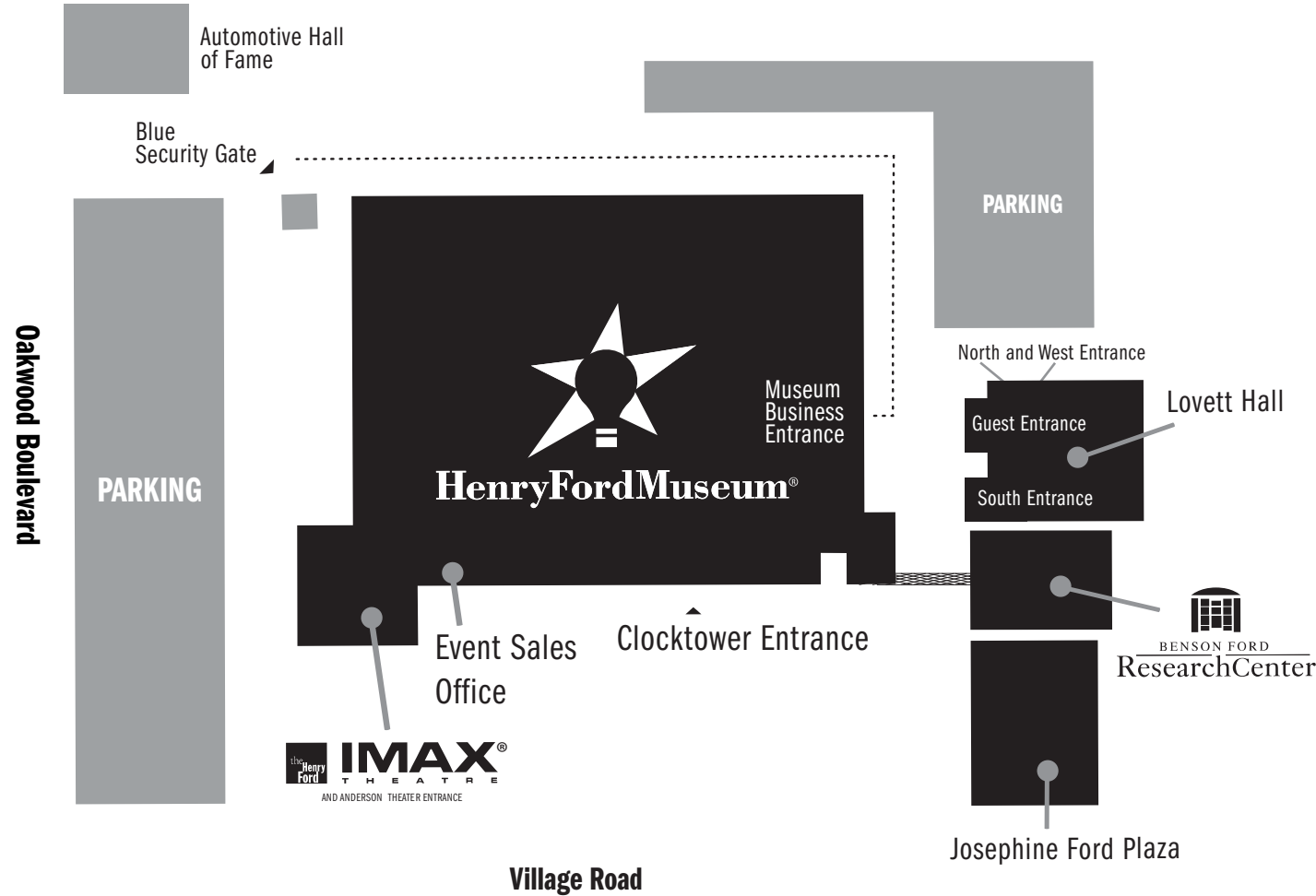
VENDOR SIGNATURE _____ DATE _____

*Please return to Group & Event Sales Office at The Henry Ford at least 2 weeks prior to the event.
Fax 313-982-6233.*



Event Sales Department
SERVICES

Event Delivery Map



Event Deliveries

Please be sure you have a scheduled delivery time and pickup time, and know your group's name, date, event time and venue. Please note: Many venues are open to the public during the day, so delivery and set-up 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 3 weeks prior to event. Vendors are responsible for their own extension cords, turtles and/or safety covers.

All deliveries and set-up services must enter through Blue Security Gate and check in with Museum Business Door Security upon arrival.

Museum Business Entrance for unloading only -no parking or blocking pedestrian crossing.

Henry Ford Museum: Deliveries to Museum Business Entrance only. No deliveries through Clocktower Entrance or IMAX® Entrance.

Lovett Hall: For deliveries to Museum Business Entrance or Lovett Hall South Entrance, please check with your sales representative. Vendors may enter South Entrance and service elevator only. No deliveries through Guest Entrance of Lovett Hall.

Eagle Tavern, A Taste of History®, Martha Mary Chapel and Pavilion: Deliveries to Museum Business Entrance, unless otherwise prearranged.

Event Planning: 313.982.6220
Security (24 Hours): 313.271.1620