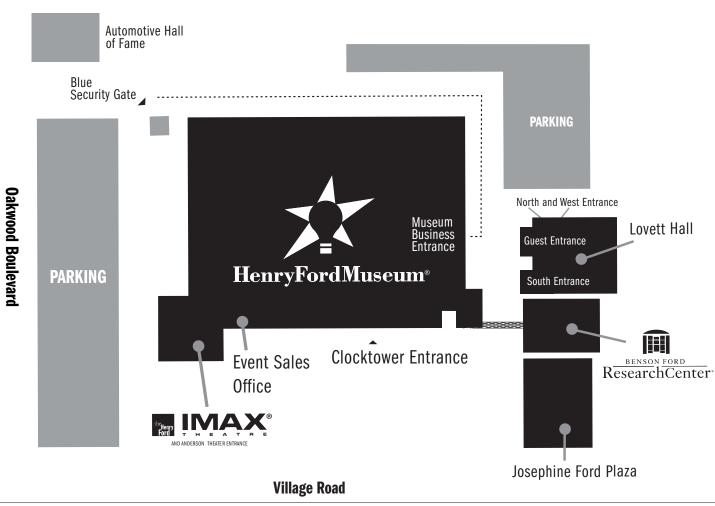


Event Sales Department S E R V I C E S

Event Delivery Map



Southfield Freeway Ņ Road 96 Schaefer ^{.he}Henry Ford Michigan Avenue Detroit (39) Oakwood Boulevard 1 (94) Village Road Rotunda Drive Telegraph Road Southfield Freeway 94 (75) Toledo 🔶 Airport (39) Ann Arbor

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. <u>No deliveries</u> <u>through Guest Entrance of Lovett Hall.</u>

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