

## **Reception / Catering / Hospitality Guidelines**

### **Catering**

For artists and crew, Licensee may either provide its own backstage catering or arrange with the Ford's Concessionaire to provide this service.

Licensee must allow the Ford's Concessionaire to bid on all catering for receptions, parties and other on-site activities.

### **Pre-Show Activities**

All pre-show activities must be approved by the Ford's Event Services Manager at least 30 days in advance.

For pre-show receptions or other activities Licensee may make arrangements with the Event Services Manager to use the Ford's small indoor theatre or reserve a section on Edison Plaza. An additional fee of \$300 applies for use of the indoor theatre *or* Edison Plaza for private receptions.

Fees will be deducted from the gross ticket proceeds at the time of settlement.

### **Post Show Activities**

All post-show activities must be approved by the Ford's Event Services Manager at least 30 days in advance.

Due to the nature of stacked parking at the Ford, no extended post show activities are allowed. A list of local restaurants for after-show meals and receptions is available from the Event Services Manager.

Artists are encouraged to "meet and greet" patrons on Edison Plaza immediately after the end of their performance. Autograph signing sessions on the plaza are also encouraged.

Edison Plaza is accessible from backstage via the hallway from the green room area. Artists and personnel are asked to leave the stage after the end of the event. Artists and personnel may not enter the seating area from the stage or bring guests backstage after the end of the event.