

# **2010 Great Lakes Trade Exposition General Information/ Frequently Asked Questions**

- Exposition Management:* Michigan Nursery and Landscape Association  
Amy Frankmann, Executive Director  
2149 Commons Parkway  
Okemos, Mich. 48864  
1-800-879-6652  
(517) 381-0437  
Fax (517) 381-0638  
E-mail: amyf@mnl.org
- Exposition Location:* DeVos Place  
303 Monroe Avenue NW  
Grand Rapids, MI 49503
- Exhibitor Move-In:* Monday, January 4, per your assigned scheduled move-in time segment, move-in to the DeVos Place and set-up booth (See “**Section 5**” of this manual). **For your safety, convenience, and to save time please make sure your materials can be offloaded onto the loading dock by fork lifts from the back of your truck.**
- Exposition Dates & Hours:* Tuesday, January 5, 10:00 a.m. – 4:00 p.m.  
Wednesday, January 6, 10:00 a.m. – 3:00 p.m.
- Exhibitor Move Out:* Wednesday, January 6, 3:00 p.m.– 10:00 p.m.
- Included in Booth:*
- 10' x 10' Exhibit Booth with 8' back and 3' side drapes
  - One (1) 7" x 44" one-line booth ID Sign
  - If ordered in advance from MNLA: (1) undraped table and (2) chairs

## **Frequently Asked Questions**

- *What is/are my booth number(s)?*  
Included at the back of this section is a list of 2010 GLTE Exhibitors with booth numbers. This list is sorted alphabetically by firm name and all booth numbers are listed next to the firm names.
- *Did I order a table and chairs?*  
If you didn't subtract \$27 per booth space and decline the table and chair then you ordered one table and two chairs. This information can be found by looking at the front of your executed contract (sent to you when you originally purchased

your booth space(s)) or at the back of this section in the list of 2010 GLTE Exhibitors. If you did order a table, the dimensions are 8' long x 2' wide x 30" high.

- *How many people can I register with my booth space? Did I register when I sent in my contract for booth space?*

Exhibitors at the Great Lakes Trade Exposition receive two (2) complimentary registrations per paid booth space (joint use of registration name badges is not allowed). In addition to the contract you completed for booth space, you **MUST** complete and return the exhibitor registration form found in "**Section 4**" of this manual.

- *How do I order electricity and/or telecommunication service?*

Electricity and telecommunication services are ordered through DeVos Place, DeVos Place Operations Department. The utilities order form is located after Art Craft Display, Inc. information in "**Section 2**" of this manual.

- *How do I order audio visual service?*

Audio visual services are available from BlueWater Technologies. This order form is located after Art Craft Display, Inc. information in "**Section 2**" of this manual.

- *Where do I ship my booth space?*

Complete the Freight Handling form located in "**Section 2**" of this manual. All product shipped must be labeled with the "Exhibit Freight RUSH" labels found in this same section.

All product must be received by Art Craft Display, Inc. by 4:00 p.m. on Friday, January 1, 2010.

- *What are the show colors?*

The carpet is green and the backdrops are alternating hunter green and white.