



## *2018 Great Lakes Trade Exposition Exhibiting Manual Checklist*

The 2018 GLTE Exhibiting Manual can be accessed electronically by going to [www.GLTE.org](http://www.GLTE.org) and clicking on the Exhibiting Manual. The manual includes the following Sections and information:

Section 1:

Location, Hotel General Info & FAQs

Section 2:

Driving Directions

Parking Information

Section 3:

Art Craft Display Kit – Booth Furnishings, Utilities, Freight Handling

Section 4:

Exhibitor Registration Policy

Exhibitor Registration Form

Section 5:

Move-in/Move-out Information

Section 6:

List of Exhibitors—booth numbers, tables, chair orders

Section 7:

Exhibit Space Rules & Regulations

*For those without access to the Internet and are unable to get to the Exhibitor Manual?*

On this form, please indicate which section(s) of the Exhibiting Manual that you need and the best way to send them to you (i.e. fax, regular mail). You can either fax this form to (517) 381-0638, email it to [amy@mnl.org](mailto:amy@mnl.org), or mail it to MNLA, 2149 Commons Parkway, Okemos, MI 48864. We will forward the requested parts to you right away.

Please contact Amy Frankmann at (517) 381-0437 or [amy@mnl.org](mailto:amy@mnl.org) should you have any questions. Thank you!