



# **2019 Great Lakes Trade Exposition**

## **Location, Hotel, General Information & Frequently Asked Questions**

*Thank you for exhibiting in the 2019 GLTE!  
Here are details to help improve your experience:*

### **General Information**

*Exposition Management:*

Michigan Nursery and Landscape Association  
Amy Upton, Executive Director  
2149 Commons Parkway  
Okemos, MI 48864  
(517) 381-0437  
Fax (517) 381-0638  
E-mail: amy@mnl.org  
Website: www.glte.org

*Show Contractor:*

Art Craft Display  
500 Business Centre Dr.  
Lansing, MI 48917  
(517) 485-2221  
800-878-0710

Our advance order deadline is Monday, January 14, 2019, 5:00 p.m. (14 days prior to move-in day). Please note that some equipment or services may require more than 14 days lead-time.

To place your order for booth furnishings, audio visual equipment, or utilities go to: [www.artcraftdisplay.com](http://www.artcraftdisplay.com), click on: "Get Exhibitor Kit", Enter Event Code: 289931

*Exposition Location:*

Lansing Center  
333 E. Michigan Ave.  
Lansing, MI 48933

*Headquarter Hotel:*

Radisson Hotel Lansing at the Capitol  
111 N. Grand Avenue  
Lansing, MI 48933

- Overnight Room Rates: \$136.95 for either single or double occupancy (rooms are held for our event until January 4, 2019).
- Please use our Promotional Code **MNLA19** with the Great Lakes Trade Exposition when making your reservation to receive our discounted rate.
- To make you reservations either go to [www.radisson.com/lansingmi](http://www.radisson.com/lansingmi) or call Radisson reservations at 1-800-333-3333 or directly with the hotel at (517) 482-0188.

## **FREE PARKING:**

Through the generosity of the Greater Lansing Convention & Visitor's Bureau, we have *FREE* parking available for exhibitors in two areas just east of the Lansing Center. These areas will accommodate trucks, trailers, and regular vehicles and are available all three days of the 2019 Great Lakes Trade Exposition. If you park in these free areas you must place a pass on your dash. See Section 2 of this manual for location and driving directions.

Once you arrive at the Lansing Center, the location of the areas and passes can be obtained at Exhibitor Registration at the back of the Exhibit Hall on Monday, January 28 and at the Registration area in the main hallway of the Lansing Center on Tuesday, January 29 and Wednesday, January 30.

## *Visitor Information:*

Lansing visitor information can be obtained by visiting the Greater Lansing Michigan Convention & Visitors Bureau at [www.lansing.org](http://www.lansing.org) or by calling 1-888-252-6746.

## *Exhibitor Move-In:*

Monday, January 28, per your assigned scheduled move-in time segment, move-in to the Lansing Center and set-up booth (**refer to Move-in/Move-out Information**).

*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 29, 10:00 a.m. – 4:00 p.m.

Wednesday, January 30, 10:00 a.m. – 3:00 p.m.

## *Exhibitor Move Out:*

Wednesday, January 30, 3:00 p.m.– 10:00 p.m.

## *Included with Booth:*

- Free Parking in our designated lot (see Section 2 Parking information for location and directions)
- 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
- Free Wi-fi (sponsored by Christensen's Plant Center)

## ***Frequently Asked Questions***

- *What if I don't have access to the Internet and am unable to get to the Exhibitor Manual?*

On the enclosed Exhibiting Manual Checklist indicate which parts that you need and the best way to send them to you (i.e. fax, regular mail). You can either fax or mail the Checklist back to the show management. We will forward the requested parts to you right away.

- *What is/are my booth number(s)?*  
Your booth number(s) is listed on the front of your Contract. It can also be found in list form on-line at [www.glte.org](http://www.glte.org) in the **Exhibitor Booth #/Table/Chair List**. 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 \$33 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 Contract. It can also be found in list form on-line at [www.glte.org](http://www.glte.org) in the **Exhibitor Booth #/Table/Chair List**. 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? How do I register my booth personnel?*  
Exhibitors at the Great Lakes Trade Exposition receive two (2) Full complimentary registrations per paid booth space (joint use of registration name badges is not allowed). If you didn't register your booth personnel when you filled out your Contract for space, you can register on-line by going to [www.glte.org](http://www.glte.org) or by completing and returning the Exhibitor Registration Form found in **Registration Information**.
- *What if I want to register additional people, beyond my complimentary badges?*  
You can register additional exhibitors at \$5/each for Trade Show-only badges on this same form. To attend educational programs, please register through the regular Attendee Registration Form.
- *Where do I ship my booth space?*  
Complete the Freight Handling Order Form located in the **Booth Furnishings, Utilities, Freight Handling** Information. All product shipped must be labeled with the "Exhibit Freight RUSH" labels found in this same section.
- *What are the show colors?*  
The carpet is green and the backdrops are alternating hunter green and white.