



# **2022 Great Lakes Trade Exposition**

## **Move-in/Move-out Information**

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

### **Move-in Information:**

- For all 2022 GLTE Exhibitors, exhibitor move-in takes place on Monday, January 24, 2022.
- All booth spaces in the exhibit hall have been broken up into three specific, three-hour time-slots, which start at 7:30 a.m. and run until 4:30 p.m. The exhibit hall layout and corresponding move-in times are attached. We have indicated move-in time slots by area. To find your move-in time, go to the booth space you have been assigned, see what area you are in and check the legend for that area's time slot.
- We would appreciate it if you are able to move-in at the time we have assigned to you. If you are unable to make the assigned time, please call or email Amy Upton at (517) 381-0437 or Amy@MNLA.org prior to January 17<sup>th</sup> so that I may make the appropriate changes for you.
- In an effort to expedite your move-in to the Lansing Center, we'll have move-in helpers and complimentary forklift service available to unload and take your items to your booth space(s).
- GLTE Move-in Supervisor is Bernie deWit, the GLTE Show Manager, Matt Mellema and Eric Joy, Move-in Committee. Any questions should be directed to them during move-in.
- Parking Information for over-sized vehicles – For large vehicles that won't fit in a parking ramp we have two off-site parking areas, lots 49 and 49A. These lots are located at 500 E. Kalamazoo St., Lansing, MI 48912 and are for large truck and trailer parking. Cost: \$10 per entry, per space, per day (number of spaces is determined by the size of your truck or truck & trailer combination). Cash, check, Visa, MC, Discover, AmEx.
  - *Passes for this off-site lot must be purchased at the Exhibitor Registration Area— PRIOR TO PARKING—located at the back of the Exhibit Hall on Monday, January 24, 2022.*

### **The three options we have for exhibitors to move-in:**

*Option 1:* Loading docks for off-loading of material with a forklift—you must start in the Truck Staging Lot.

*Option 2:* Driving directly onto the show floor for hand/forklift unloading—you must start in the Truck Staging Lot.

*Option 3:* Park beneath the Lansing Center Exhibit Halls and utilize the Service Elevator to hand carry up booth material.

### **1) For exhibitors planning to use the loading docks and need to have their booth materials off-loaded with a forklift:**

- For your safety, convenience, and to save time please make sure your materials can be off-loaded onto the loading dock by fork lifts from the back of your truck.
- You'll need to pull into the Truck Staging Lot (see driving directions below).

– **Move-in procedures are as follows:**

As you pull into our Truck Staging Lot please look for the Lansing Center Security. They'll have a master list indicating your move-in time and what booth you are exhibiting in. Once you check-in with Security they'll either direct you over to the Lansing Center and a move-in door or they'll place you in a staging line and send you over as the move-in doors become available. Please stay with your vehicle while it is in line and also while it is being unloaded. As soon as you have unloaded, please move immediately so that the next vehicle in line can enter the dock or ramp.

– *Of Special Note:*

- *You must start in the Truck Staging Lot to move in to the 2022 GLTE using the loading docks.*
- *Due to space constraints, exhibitors **WILL NOT be allowed to leave their vehicles unattended in the loading dock area.***

**2) Driving directly onto the show floor for hand/forklift unloading (those not needing the loading docks to off-load:**

– You'll need to pull into the Truck Staging Lot (see driving directions below).

– **Move-in procedures are as follows:**

As you pull into our Truck Staging Lot please look for the Lansing Center Security. They'll have a master list indicating your move-in time and what booth you are exhibiting in. *You should let Security know that you will be driving directly onto the Show Floor and DO NOT need the loading docks.* They will either direct you over to the Lansing Center and to the move-in door onto the show floor or they'll place you in a staging line and send you over as space becomes available. Please stay with your vehicle while it is in line and also while it is being unloaded. As soon as you have unloaded, please move immediately so that the next vehicle in line can enter the dock or ramp.

– *Of Special Note:*

- *You must start in the Truck Staging Lot to drive directly onto the show floor for hand/forklift unloading.*
- *Due to space constraints, exhibitors **WILL NOT be allowed to leave their vehicles unattended on the show floor.***

**3) Park underneath the Exhibit Hall and hand carry up booth material:**

- Pull into the Lansing Center parking area (see driving directions below).
- Use the Service Elevator to get your booth items up into the Exhibit Hall.

***Move-out Information:***

**For all 2022 GLTE Exhibitors:**

- Move-out will take place from 3:00 p.m. to 10:00 p.m. on Wednesday, January 26 ONLY.
- You cannot begin to break down your booth space until 3:00 p.m. and until the aisle carpeting has been removed by Art Craft Display, Inc.

**For exhibitors needing the use of the loading docks or to drive directly onto the show floor to load to move-out:**

- At 3:00 p.m. you should break down your booth space and stage your vehicle in the Truck Staging Lot (Lansing Center security will be out directing).
- **Vehicles cannot be parked and left unattended.**

- Similar to move-in, as loading docks become available you'll be sent over in the order you're lined up in.
- Booths are to be dismantled and ready to load prior to bringing your vehicle into the loading dock. **YOU WILL NOT BE ABLE TO PARK IN THE LOADING DOCK AREA AND LEAVE YOUR VEHICLE TO BREAK DOWN YOUR BOOTH.**

**For exhibitors NOT needing the use of the loading docks for move-out:**

- 1) The Service Elevator will be available for your use during move-out.
- 2) At 3:00 p.m. break down your booth and head directly to the Service Elevator to get your booth items down into the parking ramp. *Security does not allow for booth items to be taken out into the main concourse and taken down the regular elevators.*

**Move-out Assistance Information:**

Complimentary forklift service will be available during move-out. Supervising will be Bernie deWit, Matt Mellema and Eric Joy, Move-in Committee. Any questions should be directed to them during move-out.

**DRIVING DIRECTIONS to the LANSING CENTER:**

**From the Detroit Area:**

Follow I-96 West to the 496 Downtown Exit. Continue on 496 to exit 7A to Grand Avenue. Turn right onto Grand Avenue (north). Follow Grand Ave. to Shiawassee. Turn right on Shiawassee and go across the river to Cedar St. Turn right on Cedar, then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**From the Flint Area:**

Follow 69 West to 127 South to the 496 West Downtown exit and continue on 496 to exit 7A to Grand Avenue. Turn right onto Grand Avenue (north). Follow Grand Ave. to Shiawassee. Turn right on Shiawassee and go across the river to Cedar St. Turn right on Cedar, then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**FROM THE SAGINAW AND BAY CITY AREA:**

Follow I-75 South to 69 West to 127 South to the 496 West Downtown exit and continue on 496 to exit 7A to Grand Avenue. Turn right onto Grand Avenue (north). Follow Grand Ave. to Shiawassee. Turn right on Shiawassee and go across the river to Cedar St. Turn right on Cedar, then right onto Museum Drive, just past the Lansing City Market. You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site

and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**FROM THE JACKSON AREA:**

Follow 127 North to the 496 Downtown Exit. Continue on 496 to exit 7A to Grand Avenue. Turn right onto Grand Avenue (north). Follow Grand Ave. to Shiawassee. Turn right on Shiawassee and go across the river to Cedar St. Turn right on Cedar, then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**FROM THE BATTLE CREEK AREA:**

Follow 69 North to 496 East Downtown Exit and continue on 496 to the Cedar/Larch & Pennsylvania exits. Follow the Cedar/Larch signs and exit right onto Larch Street going (North). Follow Larch to Shiawassee. Turn left on Shiawassee (go one Block) to Cedar. Turn left on Cedar, then turn then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

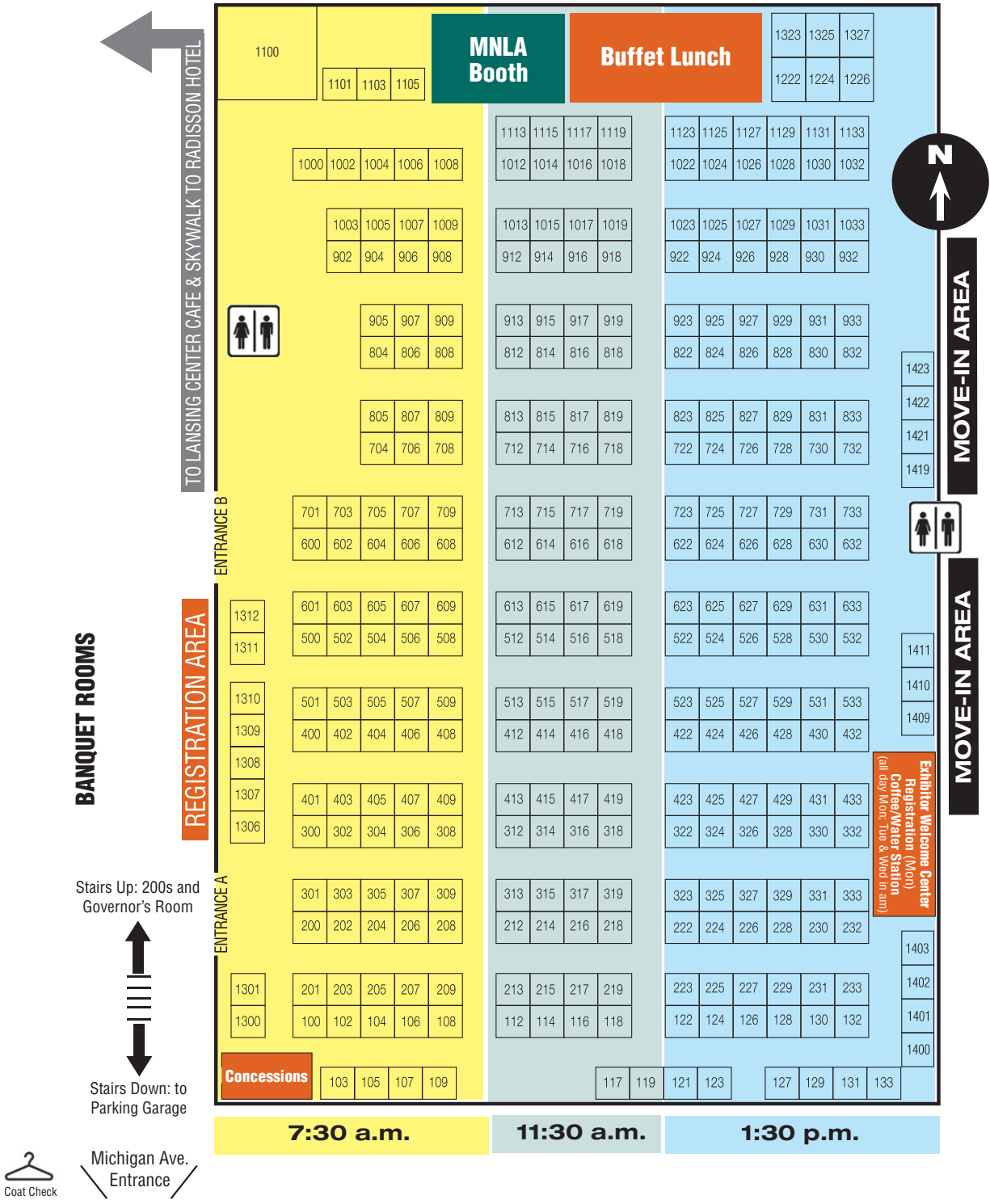
**FROM THE KALAMAZOO AREA:**

Follow I-94 East to 69 North to 496 East Downtown Exit and continue on 496 to the Cedar/Larch & Pennsylvania exits. Follow the Cedar/Larch signs and exit right onto Larch Street (going North). Follow Larch to Shiawassee. Turn left on Shiawassee (go one block) to Cedar. Turn left on Cedar, then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**FROM GRAND RAPIDS AREA:**

Follow I-96 to 496 East Downtown Exit and continue on 496 to exit 6 (Pine / Walnut St.). Merge onto the service drive and take about ½ mile to Grand Avenue. Turn left (north) onto Grand Avenue. Follow Grand Ave. to Shiawassee. Turn right on Shiawassee and go across the river to Cedar St. To park under the Lansing Center, turn right on Cedar, then right onto City Market Drive (just past the Lansing City Market) which changes into Museum Drive (just after the Lansing City Market). You will see Security Guards on your left at the Truck Staging Lot OR continue towards the Lansing Center to park underneath the Exhibit Halls and utilize the Service Elevator. PLEASE NOTE: parking for large vehicles/trailers that won't fit in a parking ramp is available off-site and not at the Lansing Center—the map and parking pass can be purchased at the Exhibitor Registration Area on Monday, January 24, 2022.

**Great Lakes Trade Expo 2022 - January 24-26, 2022**  
**Lansing Center, Lansing, MI**  
**EXHIBITOR MOVE-IN SCHEDULE**



1100	1101 1103 1105	<b>MNLA Booth</b>	<b>Buffet Lunch</b>	1323 1325 1327 1222 1224 1226
1000 1002 1004 1006 1008	1003 1005 1007 1009 902 904 906 908	1113 1115 1117 1119 1012 1014 1016 1018	1123 1125 1127 1129 1131 1133 1022 1024 1026 1028 1030 1032	
905 907 909 804 806 808	805 807 809 704 706 708	1013 1015 1017 1019 912 914 916 918	1023 1025 1027 1029 1031 1033 922 924 926 928 930 932	
701 703 705 707 709 600 602 604 606 608	601 603 605 607 609 500 502 504 506 508	913 915 917 919 812 814 816 818	923 925 927 929 931 933 822 824 826 828 830 832	1423 1422 1421 1419
1312 1311	1310 1309 1308 1307 1306	813 815 817 819 712 714 716 718	823 825 827 829 831 833 722 724 726 728 730 732	
601 603 605 607 609 501 503 505 507 509 400 402 404 406 408	401 403 405 407 409 300 302 304 306 308	713 715 717 719 612 614 616 618	723 725 727 729 731 733 622 624 626 628 630 632	1411 1410 1409
301 303 305 307 309 200 202 204 206 208	201 203 205 207 209 100 102 104 106 108	613 615 617 619 512 514 516 518	623 625 627 629 631 633 522 524 526 528 530 532	
1301 1300	301 303 305 307 309 200 202 204 206 208	513 515 517 519 412 414 416 418	523 525 527 529 531 533 422 424 426 428 430 432	
201 203 205 207 209 100 102 104 106 108	103 105 107 109	413 415 417 419 312 314 316 318	423 425 427 429 431 433 322 324 326 328 330 332	
201 203 205 207 209 100 102 104 106 108	103 105 107 109	313 315 317 319 212 214 216 218	323 325 327 329 331 333 222 224 226 228 230 232	
201 203 205 207 209 100 102 104 106 108	103 105 107 109	213 215 217 219 112 114 116 118	223 225 227 229 231 233 122 124 126 128 130 132	1403 1402 1401 1400
103 105 107 109	117 119 121 123	117 119 121 123	127 129 131 133	