



Michigan Nursery & Landscape Association's 2025 Great Lakes Trade Exposition

Exhibiting Manual

**Tuesday, January 21 – Thursday, January 23, 2025
DeVos Place, Grand Rapids, MI**





2025 Great Lakes Trade Exposition

Thank you for exhibiting in the 2025 GLTE!

Exhibiting Manual

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2025 Great Lakes Trade Exposition

Section 1: Location, Hotel, General Information & Frequently Asked Questions

Thank you for exhibiting in the 2025 GLTE!

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@MNLA.org
Website: www.GLTE.org

Full GLTE Dates:

Tuesday, January 21 – Thursday, January 23, 2025

Trade Show Dates & Hours:

Wednesday, January 22, 9:00 a.m. – 4:00 p.m.
Thursday, January 23, 9:00 a.m. – 3:00 p.m.

Exhibitor Move-In:

Tuesday, January 21, 9:00 a.m. – 5:00 p.m. by assigned time
(please refer to **Section 5: Move-in/Move-out Information** for the schedule)

Exhibitor Move-Out:

Thursday, January 23, 3:00 p.m. – 10:00 p.m.

Exposition Location:

DeVos Place
303 Monroe Ave. NW
Grand Rapids, MI 49503

Headquarter Hotel:

Amway Grand Plaza, Curio Collection by Hilton
187 Monroe Ave NW
Grand Rapids, MI 49503

- Overnight Room Rates: \$149/night for either single or double occupancy. This rate is available until December 18, 2024.
- Make your hotel reservations now by going to our dedicated website at: <https://book.passkey.com/e/50842779>
- Reserve your rooms today as we are 50% sold out!

Show Contractor: Our Show Contractor is Art Craft Display, Inc. and their Exhibitor Kit is in **Section 3** of this Manual.

Parking: There are several options for parking in downtown Grand Rapids:

- DeVos Place – convenient parking located under the convention center. Access to the parking lot is from either Michigan Street or Lyon Street.
- Self-parking in the Amway Grand Parking Ramp – located on the corner of Pearl Street and Monroe Avenue.
- Valet parking for registered Amway Hotel guests located in the motor lobby off of the Pearl Street entrance. The hotel does have parking available for oversized vehicles.
- Oversized vehicles will be directed to our assigned parking lot by the DeVos Place Security. Please know that the parking lots in the downtown Grand Rapids area are considered “Park and Lock” lots. These are unsecured lots and the City of Grand Rapids nor the MNLA cannot be held responsible for damage to, or the contents of, your vehicle.

Visitor Information: Grand Rapids visitor information can be obtained by visiting Experience Grand Rapids at www.Experiencegr.com.

Included with Booth:

- 10' x 10' Exhibit Booth with 8' back and 3' side drapes
- One (1) 7" x 44" one-line booth ID Sign
- ***Only if ordered and paid for 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?*

Contact Amy Upton at the MNLA office at either Amy@MNLA.org or by telephone at (517) 381-0437 and make arrangements to receive this Manual another way.

– *What is/are my booth number(s)?*

Your booth number(s) is listed on the front of your Contract. It can also be found by going to www.GLTE.org, then clicking on the Exhibitors tab, then clicking on the List of 2025 Exhibiting Firms.

– *Did I order a table and chairs?*

On your Exhibiting Contract, if you added \$45 per table and chair package (package = one 2'W x 8"L x 30"H undraped table and two chairs), then your table and chair package(s) will be delivered to your booth on Tuesday, January 21 during move-in. If you are not sure, you either check the front of your Contract or go to www.glte.org and click on the **Exhibitor Booth #/Table/Chair List**. If you didn't order a table/chair package through MNLA when you filled out your Contract, you will be able to in **Section 3** of this manual.

- *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) complimentary Full Registrations per paid booth space. ***Please note: A Full Registration includes both the trade show and education programs for all 3 days. Not included are any events that have an additional fee to attend.***

If you didn't register your booth personnel when you filled out your Contract for space, you can register on-line by clicking [HERE](#) or by completing and returning the Exhibitor Registration Form found in **Section 4** of this manual.

- *What if I want to register additional people, beyond my complimentary Full Registration badges?*

Click [HERE](#) to register additional exhibitors at no charge for **Trade Show-only** badges—*these will not get you into the education*. Education and trade show Registrations can be purchased at the advertised daily registration rates on this same form by clicking "Yes" that you need additional registrations.

- *Where do I ship my booth space?*

The Freight Handling Order Form is located in **Section 3** of this manual.

- *What are the show colors?*

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



2025 Great Lakes Trade Exposition

Section 2: Driving Directions & Parking Information

Exposition Location

DeVos Place, 303 Monroe Ave. NW, Grand Rapids, MI 49503

Parking:

There are several options for parking in downtown Grand Rapids:

- DeVos Place – convenient parking located under the convention center. Access to the parking lot is from either Michigan Street or Lyon Street.
- Self-parking in the Amway Grand Parking Ramp – located on the corner of Pearl Street and Monroe Avenue.
- Valet parking for registered Amway Hotel guests located in the motor lobby off of the Pearl Street entrance. The hotel does have parking available for oversized vehicles.
- Oversized vehicles will be directed to our assigned parking lot by the DeVos Place Security. Please know that the parking lots in the downtown Grand Rapids area are considered “Park and Lock” lots. These are unsecured lots and the City of Grand Rapids nor the MNL A cannot be held responsible for damage to, or the contents of, your vehicle.

Driving directions and the two options we have for exhibitors to move-in:

Option 1: Loading docks for off-loading of material with a forklift—you must start on Scribner Street for staging.

Option 2: Park beneath the DeVos Place and utilize the Freight 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:

- All booth spaces in the exhibit hall have been broken up into three specific, three-hour time-slots, which start at 9:00 a.m. and run until 5:00 p.m. on Tuesday, January 21, 2025. The exhibit hall layout and corresponding move-in times are in the Move-in/Move-out Information section. We have indicated move-in time slots by area. To find your move-in time, simply 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.
- Please refer to the **Driving Directions for Exhibitors Planning to Use the Loading Docks** and plan to arrive on Scribner St. for staging to get in to the loading docks.
- Due to a shortened move-in time we need you to move-in at the time we have assigned to you. If you are unable to make the assigned time, please email Amy Upton at

Amy@MNLA.org or call Amy at (517) 381-0437 prior to January 13, 2025 so that we may make the appropriate changes for you.

- In an effort to expedite your move-in to DeVos Place, we'll have move-in helpers available to unload and take your items to your booth space(s). **Therefore, exhibitors WILL NOT be allowed to leave their vehicles unattended in the loading dock area.**
- 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.

Move-in procedures are as follows:

You must start on Scribner St. to move in to the 2025 GLTE using the loading docks.

As you drive onto Scribner St. look for the DeVos Place Security. They'll have a master list indicating your move-in time and what booth you are exhibiting in. Once you have checked-in with security, they'll either give you a pass and direct you over to DeVos Place and a move-in door or they'll place you in a staging line and send you over as the loading docks 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.

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.

2) Park underneath the Exhibit Hall and hand carry up booth material (for exhibitors NOT needing to use the loading docks for move-in):

- You can park underneath the DeVos Place and use the Freight Elevator to get your booth items up into the Exhibit Halls. The Freight Elevator opens at the back of Exhibit Hall B.
- Please refer to the **Driving Directions for Exhibitors NOT Needing to Use the Loading Docks** as you can drive directly to DeVos Place and into the DeVos Place parking ramp (located underneath DeVos Place) to bring your items up into the Exhibit Halls via the Service Elevators.

Driving Directions

–Driving Directions, for Exhibitors Planning to Use the Loading Docks, to the staging line on Scribner St.:

From the North:

Travel US-131 South.

1. The best exit is Pearl Street.
2. At the end of the ramp turn left onto Pearl, then take a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the East:

Travel I-96 West to I-196 West.

1. Use the Ottawa/Downtown Exit (77C).
2. Proceed southbound on Ottawa to Pearl street.
3. Turn right on Pearl St. and proceed west 1/2 mile and over the river to Scribner St.
4. Turn right on Scribner St. and proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the West:

From Muskegon:

Travel I-96 East to US-131 South.

1. The best exit is Pearl Street.
2. At the end of the ramp turn left onto Pearl, then a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From Holland:

Travel I-196 East to US-131 South.

1. Bear right to Pearl St. turn left on Pearl
2. Turn left onto Pearl, then take a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the South:

Travel US-131 North.

1. The best exit is Pearl Street.
2. At the end of the ramp go straight onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

—Driving Directions, for Exhibitors NOT Needing to Use the Loading Docks, to DeVos Place (Address: 303 Monroe, Grand Rapids, MI 49503):

From the North:

Travel US-131 South.

1. Take Pearl Street (exit 85B).
2. Turn left onto Pearl St. then left a quick left onto Scribner St.
3. Take Scribner to Bridge St., then make a right onto Bridge St.
4. DeVos Place parking ramp will be on your right.

From the South:

Travel US-131 North.

1. Take Pearl Street (exit 85B).
2. At the end of the ramp continue straight ahead onto Scribner St.
3. Take Scribner to Bridge St., then make a right onto Bridge St.
4. DeVos Place parking ramp will be on your right.

From the East:

Travel I-96 West to I-196 Downtown (exit 37).

1. Take the Ottawa/Downtown Exit (77C).
2. Turn right onto Michigan at the bottom of the ramp.
3. DeVos Place parking ramp will be on your left just past Monroe.

From the West:

Travel I-196 East.

1. Take the Ottawa/Downtown Exit (77C).
2. Turn right onto Michigan at the bottom of the ramp.
3. DeVos Place parking ramp will be on your left just past Monroe.



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Section 3: Show Contractor/Booth Furnishings, Electricity, Equipment, Services

Dear Exhibitor:

Art Craft Display, Inc. has been selected by your show management to serve as your official exposition service contractor for this event.

YOUR EXHIBITOR KIT FOR THIS EVENT IS AVAILABLE ON-LINE. IF YOU DO NOT HAVE INTERNET ACCESS, ART CRAFT DISPLAY CAN FAX OR MAIL THE KIT BY CALLING (616) 791-8024.

IF YOU NEED ADDITIONAL EQUIPMENT OR SERVICES, YOU CAN DOWNLOAD ORDER FORMS, OR ORDER ONLINE, USING THE FOLLOWING PROCEDURES:

Go to the following website: www.artcraftdisplay.com

Click on: "Get Exhibitor Kit"

Enter Event Code: 352222

ADVANCE ORDER DEADLINE IS FRIDAY, JANUARY 9, 2025, 5:00 PM.

If we can be of any further assistance, please contact us.

We are looking forward to being of service to you.

Yours for better show service,

ART CRAFT DISPLAY, INC.

Electric, telecommunication services & audio-visual:

Electric, telecommunication services & audio-visual are provided by DeVos Place. Please complete the online order form at <https://www.devosplace.org/p/visit/exhibitor-forms>. If you have questions about your order, call DeVos Finance Department: (616) 742-6534.



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Section 4: Exhibitor Registration Policy

Endorsed by the Great Lakes Trade Exposition Committee 8/95

Exhibitors at the Great Lakes Trade Exposition receive two (2) Full complimentary registrations per paid booth space. These two registrations include full admittance to all educational programs and the trade show throughout the entire exposition. Not included are any events that have an additional fee to attend.

If you didn't register your booth personnel when you filled out your Contract for space, please register now to have your badges ready and waiting for you on-site.

How to Register:

For those with access to the Internet: Register on-line now by clicking on this [LINK](#).

For those WITHOUT access to the Internet: For your complimentary registrations, please fill out the “***Exhibitor Registration Form***” and return it either by mail or fax.

All name badges will be available for pick-up on-site January 21 at the *Exhibitor-Only Registration area located in the Exhibit Hall*. On January 22 and 23 badges can be picked up at the regular attendee registration area located in the hallway outside the exhibit hall.

Additional exhibitor registrations can be acquired with the following rules applying:

- ***Trade Show Only*** – You can register additional exhibitors at no charge for the Trade Show only. This Registration is only good for admittance for both days of the trade show. Register on-line now by clicking [HERE](#), or fill out the “Exhibitor Registration Form” and return it by either mail or fax.
- ***Trade Show and Educational Programs*** – the regular Attendee Registration rate will be charged to exhibitors wanting to register additional staff for attendance at the educational programs and trade show. Not included are any events that have an additional fee to attend. Please click [HERE](#) to register for the trade show and Educational Programs.

* Joint use of registration name badges is not allowed



2025 Great Lakes Trade Exposition Registration Form



You can either register now on-line by clicking [HERE](#) OR for those *WITHOUT* access to the Internet please fill out this “Exhibitor Registration Form” and return it by either mail or fax.

Additional exhibitor registrations can be acquired with the following rules applying:

- *Trade Show Only* – You can register additional exhibitors at no charge for the Trade Show only. This Registration is only good for admittance for both days of the trade show. Register on-line now by clicking [HERE](#) or fill out the “Exhibitor Registration Form” and return it by either mail or fax.
- *Trade Show and Educational Programs* – the regular Attendee Registration rate will be charged to exhibitors wanting to register additional staff for attendance at the educational programs and trade show. Not included are any events that have an additional fee to attend. Please click [HERE](#) to register for the trade show and Educational Programs.

All name badges will be available for pick-up on-site January 21 at the *Exhibitor-Only Registration area located in the Exhibit Hall*. On January 22nd and 23rd badges can be picked up at the regular attendee registration area located in the hallway outside the exhibit hall.

Exhibiting Firm Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Complimentary Registration #1: _____

Complimentary Registration #2: _____

(If two booth spaces)

Complimentary Registration #3: _____

Complimentary Registration #4: _____

Please complete this section if you need additional Trade Show Only Registrations (for Trade Show and Education Registrations you'll need to pay the daily advertised rates and register on the attendee Registration Form (found at www.glte.org or by contacting the MNLA office):

Please return to:

**Michigan Nursery & Landscape Association
2149 Commons Parkway
Okemos, Michigan 48864**

Telephone (517) 381-0437 • FAX (517) 381-0638 • E-mail: Rebecca@MNLA.org

Section 5: Move-in/Move-out & Parking Information:

Move-in Information:

- For all 2025 GLTE Exhibitors, exhibitor move-in takes place on Tuesday, January 21, 2025.
- The exhibit hall has been broken up into three specific time-slots, which start at 9:00 a.m. and run until 5:00 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, simply go to the booth space you've 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 email Amy Upton at Amy@MNLA.org or call Amy at (517) 381-0437 prior to January 13th so that we may make the appropriate changes for you.
- In an effort to expedite your move-in to DeVos Place, we'll have move-in helpers available to unload and take your items to your booth space(s).
- **Exhibitors WILL NOT be allowed to leave their vehicles unattended in the loading dock area.**
- 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.
- ***Equipment and Vehicle exhibitors must be moved-in, set-up, have their vehicles/equipment in compliance (see page 16 of this Section or Section 6 for Vehicle Rules and Regulations) and be present in your booth for the Fire Marshal inspection at 4:00 pm. on Tuesday, January 21, 2025.***

Move-in Assistance Information:

We will have MNLA members on-site to supervise and assist you with move-in (forklifts will also be available). Supervising are MNLA members Bernie deWit, Eric Joy, and Matt Mellema. Any questions should be directed to them during move-in.

Parking Information:

Once you have completed the unloading of your booth material there are several options for parking in downtown Grand Rapids:

- DeVos Place – convenient parking located under the convention center. Access to the parking lot is on Michigan Street and Lyon Street.
- Self-parking in the Amway Grand Parking Ramp – located on the corner of Pearl Street and Monroe Avenue.
- Valet parking for registered hotel guests located in the motor lobby off of the Pearl Street entrance. The hotel does have parking available for oversized vehicles.
- Oversized vehicles will be directed to our assigned parking lot by the DeVos Place Security. Please know that the parking lots in the downtown Grand Rapids area are considered "Park and Lock" lots. These are unsecured lots and the City of Grand Rapids nor the MNLA cannot be held responsible for damage to, or the contents of, your vehicle.

For exhibitors planning to use the loading docks for move-in:

Move-in procedures are as follows:

- Please refer to the **Driving Directions for Exhibitors Planning to Use the Loading Docks** and plan to arrive on Scribner St. for staging to get in to the loading docks.
- As you drive onto Scribner St. look for the DeVos Place Security. They'll have a master list indicating your move-in time and what booth you are exhibiting in. Once you are checked-in with security, they'll either give you a pass and direct you over to DeVos Place 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. *You must start on Scribner St. to move in to the 2025 GLTE using the loading docks.*
- 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.

For exhibitors NOT needing to use the loading docks for move-in:

Move-in procedures are as follows:

- Please refer to the **Driving Directions for Exhibitors NOT Needing to Use the Loading Docks**.
- You can park underneath the DeVos Place and use the Freight Elevator to get your booth items up into the Exhibit Halls. The Freight Elevator opens at the back of Exhibit Hall B.

Move-out Information:

For all 2025 GLTE Exhibitors:

- Move-out will take place from 3:00 p.m. to 10:00 p.m. on Thursday, January 23 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 for move-out:

- At 3:00 p.m. you should begin breaking down your booth space and lining up your vehicle on Scribner St. (DeVos Place security will be out directing).
- **Vehicles cannot be parked and left unattended—tickets will be issued.**
- Similar to move-in, as loading docks become available you'll be sent over in the order you're lined up after it is confirmed your booth is fully packed up.
- 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:

The Freight Elevators at the back of Hall B will be available for your use (they'll take you down to the parking ramp under the DeVos Place). At 3:00 p.m. break down your booth and head directly to the Freight 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:

We will have MNLA members on-site to supervise and assist you with move-out (forklifts will also be available). Supervising will be Amy Upton. Any questions should be directed to her during move-out.

— Driving Directions, *for Exhibitors Planning to Use the Loading Docks*, to DeVos Place:**From the North:****Travel US-131 South.**

1. The best exit is Pearl Street.
2. At the end of the ramp turn left onto Pearl, then take a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the East:**Travel I-96 West to I-196 West.**

1. Use the Ottawa/Downtown Exit (77C).
2. Proceed southbound on Ottawa to Pearl street.
3. Turn right on Pearl St. and proceed west 1/2 mile and over the river to Scribner St.
4. Turn right on Scribner St. and proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the West:**From Muskegon:****Travel I-96 East to US-131 South.**

1. The best exit is Pearl Street.
2. At the end of the ramp turn left onto Pearl, then a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From Holland:**Travel I-196 East to US-131 South.**

1. Bear right to Pearl St. turn left on Pearl
2. Turn left onto Pearl, then take a quick left onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

From the South:**Travel US-131 North.**

1. The best exit is Pearl Street.
2. At the end of the ramp go straight onto Scribner St.
3. Proceed to the security guard posted at the end of Scribner St. for staging of GLTE Exhibitor move-in.

— Driving Directions, for Exhibitors NOT Needing to Use the Loading Docks, to DeVos Place (Address: 303 Monroe, Grand Rapids, MI 49503):

From the North:

Travel US-131 South.

1. Take Pearl Street (exit 85B).
2. Turn left onto Pearl St. then left a quick left onto Scribner St.
3. Take Scribner to Bridge St., then make a right onto Bridge St.
4. DeVos Place parking ramp will be on your right.

From the South:

Travel US-131 North.

1. Take Pearl Street (exit 85B).
2. At the end of the ramp continue straight ahead onto Scribner St.
3. Take Scribner to Bridge St., then make a right onto Bridge St.
4. DeVos Place parking ramp will be on your right.

From the East:

Travel I-96 West to I-196 Downtown (exit 37).

1. Take the Ottawa/Downtown Exit (77C).
2. Turn right onto Michigan at the bottom of the ramp.
3. DeVos Place parking ramp will be on your left just past Monroe.

From the West:

Travel I-196 East.

1. Take the Ottawa/Downtown Exit (77C).
2. Turn right onto Michigan at the bottom of the ramp.
3. DeVos Place parking ramp will be on your left just past Monroe.

Vehicle Rules and Regulations

VEHICLES DISPLAYED IN DEVOS PLACE MUST ABIDE BY THE FOLLOWING RULES:

Armor All, or any silicone based, or like substance, is not to be used inside the facility. Any such substances found will need to be removed from the facility or they may be confiscated.

Painting of any kind and spray adhesives are prohibited anywhere in DeVos Place including the loading dock.

All vehicles as displays in exhibit booths are required to be checked by the Fire Marshal for safety inspection. A representative of the exhibit booth, familiar with the vehicle must be available during the inspection.

Upon settling into their assigned space, each vehicle's battery cables must be disconnected and each end must be taped. Vehicles utilizing a magneto or push start must have spark plugs removed.

Gas tanks may not have more than ¼ tank of fuel. All gas caps must be taped. Shrink wrap tape is approved for use to seal the gas cap.

Exhibitors need to be available for their vehicle inspection, until the vehicles are approved by the Fire Marshal.

Inspection schedules* will be set by the DeVos Place event coordinator and communicated to the show head.

The 2025 GLTE Inspection is scheduled for Tuesday, January 21 at 4:00 pm.

Exhibitors must leave a 24-hour emergency contact information with the Show Office.

Vehicle alarms are not to be set inside the facility.

Vehicles on display in the Grand Gallery, or Grand Gallery Meeting Rooms, must place plexi-glass squares under the tires of the vehicles. Vehicles elsewhere in the facility may use plexi-glass squares, plastic, or carpet runners under the tires of the vehicle to protect the floor.

A PERSON REPRESENTING THE VEHICLES MUST BE PRESENT DURING INSPECTION UNTIL THE VEHICLE HAS BEEN APPROVED BY THE FIRE MARSHAL.

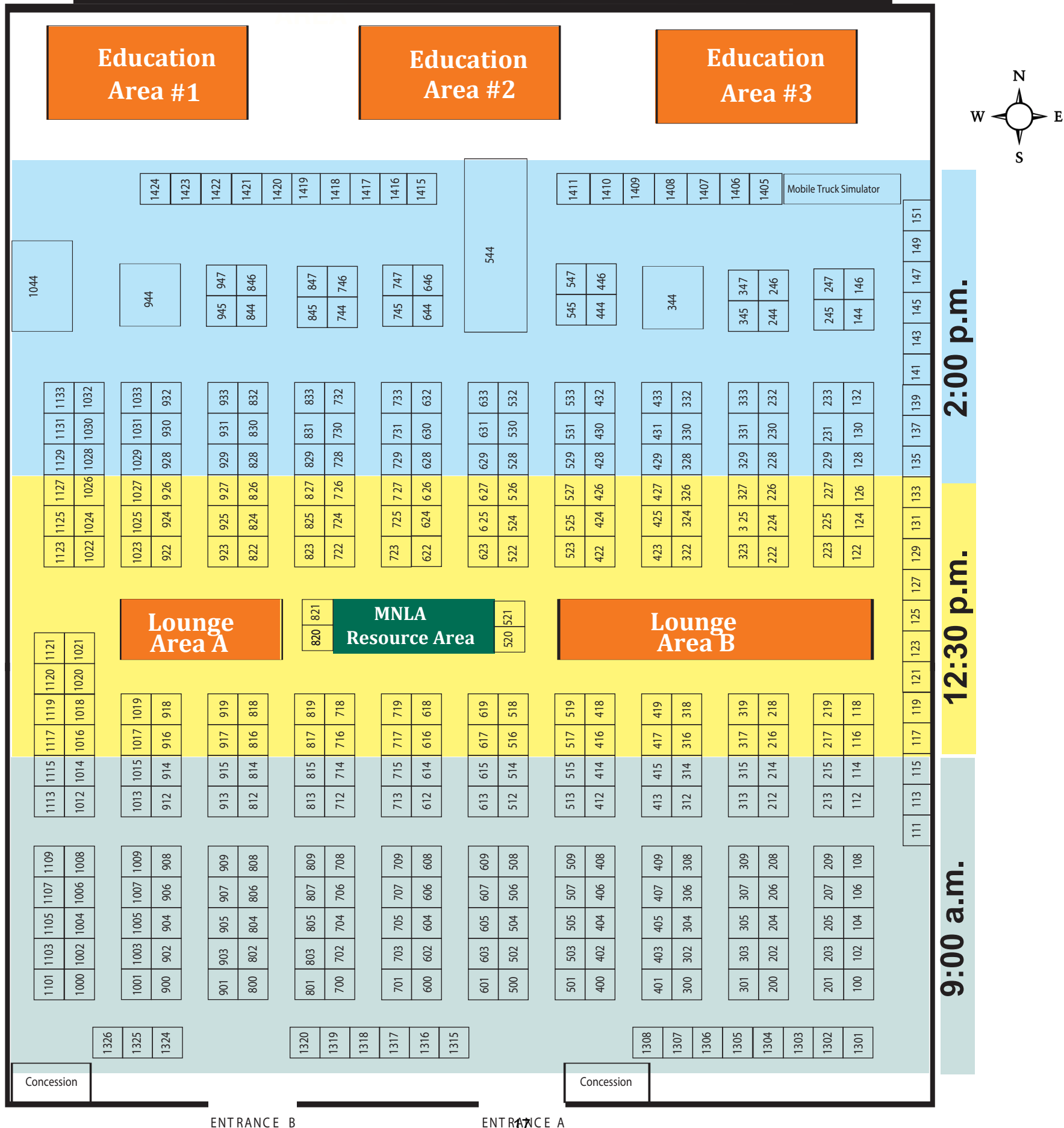
If a vehicle is not approved by the Fire Marshal it may also delay the opening of the show.

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Exhibitor MOVE-IN Time Slots* – Tuesday, January 21, 2025

*Equipment & Vehicle Exhibitors MUST be set-up, have their vehicles/equipment in compliance (see page 5 of this Section or Section 6 for Vehicle Rules and Regulations) and be present booth for the **Fire Marshal inspection at 4:00 pm. on Tuesday, January 21, 2025.**

LOADING DOCKS/MOVE-IN





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Section 6: Rules and Regulations

Definition of an Exhibitor

- The GLTE is the marketplace for suppliers and original equipment manufacturers of products, software, goods and services intended for use by Green industry professionals in every aspect of design, build and maintenance of outdoor and indoor green space, turf and plant care. It is not the intention of the GLTE that consumer goods, homeowner products, or other items unrelated to the professional Green industry be on display, regardless of their method of distribution to the final consumer.

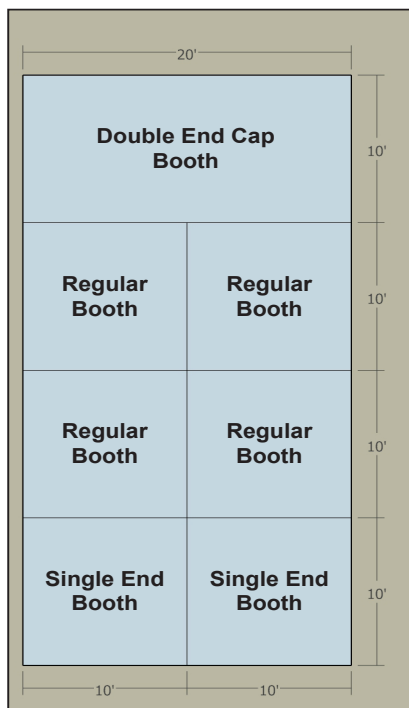
Terms of Space

- The balance due on your booth space(s) is to be paid in full by *September 30, 2024*. For all unpaid balances the deposit will be returned to the exhibitor and the space will be made available to others.

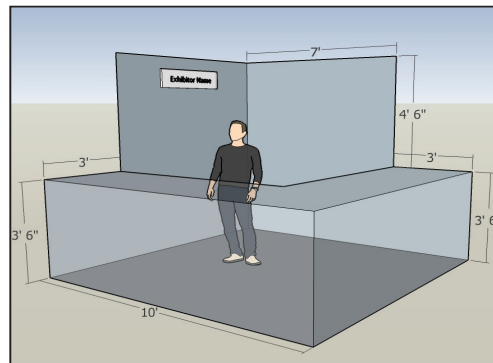
Booth Rules – Exhibitors must comply with these space configurations and are prohibited to impede the view and experience of another exhibit space (this includes noise, wind, light, etc.).



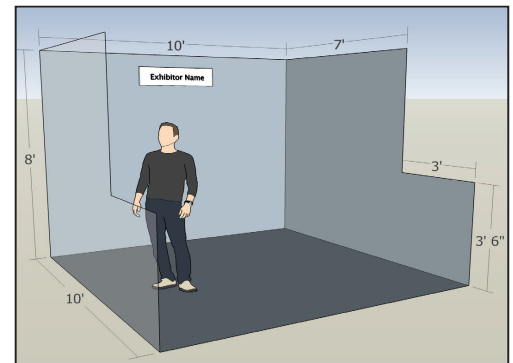
Booth Information



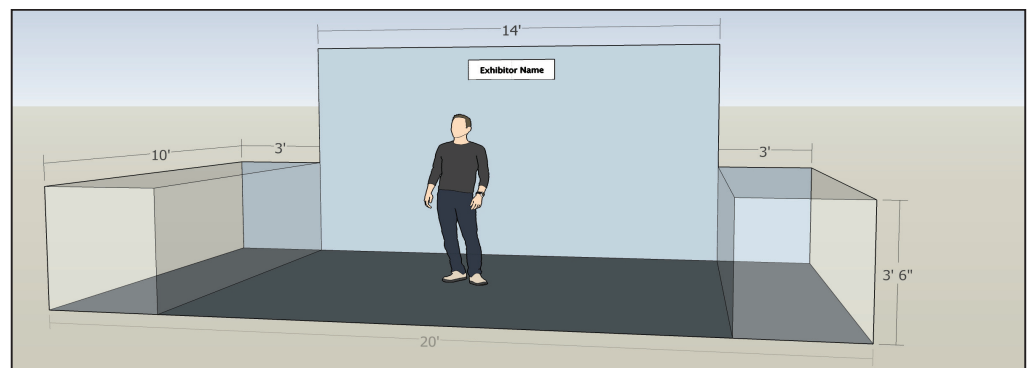
Typical Booth Configuration



Single End Booth - Cannot exceed 3'-6" in height for the first 3' from the aisles. There are no height restrictions in the remaining booth space.



Regular Booth - Cannot exceed 3'-6" in height for the first 3' from the aisle. There are no height restrictions in the remaining booth space.



Double End Cap Booth - Cannot exceed 3'-6" in height for the first 3' from the aisles. There are no height restrictions in the remaining booth space.

Cancellation of Contract

- A cancellation charge of 25 percent of the booth fee will be assessed if written cancellation occurs after *September 30, 2024* and before *December 1, 2024*.
- A cancellation charge of 50 percent of the booth fee will be assessed if written cancellation occurs after *December 1, 2024*.
- Cancellations made within seven days prior to the move-in date or no-shows will not receive a refund.

Tickets and Badges

- Admission to the exhibit area will be regulated by badges furnished by the management to exhibitors and their personnel.
TO RECEIVE NAME BADGES YOU MUST REGISTER. Register on-line now by clicking [HERE](#) OR for those *WITHOUT* access to the Internet: please fill out the “*Exhibitor Registration Form*” and return it by either mail or fax. All name badges will be available for pick-up on-site January 21-23, 2025.

Booth Furniture and Accessories

- Ordering information for booth furniture, floor coverings, special signs, extra lighting and other accessories will be available in December and we will send it out as soon as we receive it.
- No exhibitor shall be set in place so as to obstruct the general view of others or the flow of traffic in the aisle (please see Booth Information below).
- The Fire Marshall has established specific Rules and Regulations for Vehicles and Equipment located on page 21 at the end of this section.
- Signs will be prepared at the expense of the exposition and will not exceed 7 inches by 44 inches in size.
- Exposed rough work on side of exhibits shall be properly covered.
- Backdrops, side rails and booth sign will be provided with each exhibit space.
- Only the aisles in the hall will be carpeted, so plan accordingly for your comfort.
- A forklift will be available for move-in and move-out, compliments of MNLA.
- No nails, screws or bracing wires may be used without the consent of the exhibit manager.
- All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at his/her expense.

Storage

- Each exhibitor is responsible for the transportation, storage and assemblage of his/her display material, which may be readied and set in place the day of move-in as soon as backdrops and side rails are set in place to receive materials.
- Art Craft Display, Inc. offers storage of exhibit-related material during the exposition. Arrangements for storage can be made at the Art Craft Display Service Desk during Exhibitor move-in.

Security

- The exhibit hall will be locked the nights of January 21 and 22. Any late-hour entrance to the hall must be approved by the exposition manager.
- The exhibitor's property is shown at his/her own risk and neither the hotel, the Exhibition Center, nor the Michigan Nursery and Landscape Association shall assume responsibility therefore.
- The exhibitor assumes the responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' display equipment and other property brought upon the premises of the hotel and exhibition center and shall indemnify and hold harmless the Michigan Nursery and Landscape Association and the hotel, Exhibition Center, agents, servants and employees from any and all such losses, damages and claims.

Suitcasing Policy

On behalf of the GLTE Experience Team, we present our Suitcasing Policy at the GLTE:

- Suitcasing is the act in which unauthorized individuals or companies attempt to solicit business at GLTE. The unauthorized individuals may have registered as show attendees or be sharing booth space with companies who are registered as legitimate exhibitors. In the latter instance, the exhibitor is knowingly permitting a non-registered company to use its space, which is an act in defiance of show rules.
- Suitcasing is not permitted at GLTE. This policy includes attendees trying to solicit business for themselves, as well as exhibitors who are letting non-registered companies share their booth space. All exhibiting companies must be contracted with and through show management. Exhibitors may not sublet their exhibit space nor permit any other company to use their exhibit space under any circumstances. All companies that wish to exhibit at GLTE should purchase a booth space.
- Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Show Guidelines, will be asked to leave immediately. Please report any violations you observe to Show Management. Please call Amy Upton at (517) 331-8896 or flag down any MNLA team member as we walk the show floor.
- Please try to get the business card of the individual who is suitcasing. Show Management will do our best to find the "suitcasers" and remove them from the building. GLTE exhibitors who engage in suitcasing, meaning they have knowingly included, and permitted companies not registered with Show Management to work from the exhibitor's booth, will face penalties to include closure of your booth, loss of years of seniority, and /or exclusion from future shows. Incidences reported will be addressed by Show Management.

VEHICLES DISPLAYED IN DEVOS PLACE MUST ABIDE BY THE FOLLOWING RULES:

- ***Equipment and Vehicle exhibitors must be moved-in, set-up, have their vehicles/equipment in compliance (see the next page for compliance details) and be present in your booth for the Fire Marshal inspection at 4:00 pm. on Tuesday, January 21, 2025.***

Vehicle Rules and Regulations

VEHICLES DISPLAYED IN DEVOS PLACE MUST ABIDE BY THE FOLLOWING RULES:

Armor All, or any silicone based, or like substance, is not to be used inside the facility. Any such substances found will need to be removed from the facility or they may be confiscated.

Painting of any kind and spray adhesives are prohibited anywhere in DeVos Place including the loading dock.

All vehicles as displays in exhibit booths are required to be checked by the Fire Marshal for safety inspection. A representative of the exhibit booth, familiar with the vehicle must be available during the inspection.

Upon settling into their assigned space, each vehicle's battery cables must be disconnected and each end must be taped. Vehicles utilizing a magneto or push start must have spark plugs removed.

Gas tanks may not have more than $\frac{1}{4}$ tank of fuel. All gas caps must be taped. Shrink wrap tape is approved for use to seal the gas cap.

Exhibitors need to be available for their vehicle inspection, until the vehicles are approved by the Fire Marshal.

The 2025 GLTE Inspection is scheduled for Tuesday, January 21 at 4:00 pm.

Exhibitors must leave a 24 hour emergency contact information with the Show Office.

Vehicle alarms are not to be set inside the facility.

Vehicles on display in the Grand Gallery, or Grand Gallery Meeting Rooms, must place plexi-glass squares under the tires of the vehicles. Vehicles elsewhere in the facility may use plexi-glass squares, plastic, or carpet runners under the tires of the vehicle to protect the floor.

A PERSON REPRESENTING THE VEHICLES MUST BE PRESENT DURING INSPECTION UNTIL THE VEHICLE HAS BEEN APPROVED BY THE FIRE MARSHAL.

If a vehicle is not approved by the Fire Marshal it may also delay the opening of the show.

Thank you and we look forward to working with you to protect our GLTE exhibitors and to have a great show.