



2022 Great Lakes Trade Exposition

Location, Hotel, General Information & Frequently Asked Questions

Thank you for exhibiting in the 2022 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

Conference Dates/Location:

January 24-26, 2022, Lansing Center, Lansing, MI

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 10, 2022, 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, click on: "Get Exhibitor Kit", Enter Event Code: 322711

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: \$140.00 for either single or double occupancy (rooms are held for our event until January 3, 2022).
- To make a room reservation online please click on this link: [Radisson Hotel Lansing](#)
 - Once you select the date range and room type, complete the Hotel Booking Form.
 - The booking form will ask for the guest details and email address.
 - Secure payment option is the section of the booking form that holds your credit card details. Input your credit card information.
 - Once you have completed this step click the Book Now button and the reservation will be sent immediately to the Hotel.
- To make room reservation by phone call (800) 333-3333. It is important that you identify yourself as part of the MI Nursery & Landscape Association/Great Lakes Trade Expo group, and provide us with guest name, requested type of room and the dates of the conference, January 24-26, 2022. Use the Promotional Code: “MNLA22” to receive your discounted group rate.

Parking:

Exhibitors will have three options for parking during the 2022 GLTE.

- For regular-sized vehicles you can park at either:
 - Lansing Center Parking – open 24 hours. Cost: \$10 per space, per day. Cash, check, Visa, MC, Discover, AmEx.
 - North Grand Parking Ramp – Grand Ave. between Ionia St. & Ottawa St. Cost: \$3.00 per hour; \$15 daily maximum. Cash, Visa, MC, Discover, AmEx.
- 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.*

- Visitor Information:* Lansing visitor information can be obtained by visiting the Greater Lansing Michigan Convention & Visitors Bureau at www.lansing.org or by calling 1-888-252-6746.
- Exhibitor Move-In:* Monday, January 24, 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 25, 10:00 a.m. – 4:00 p.m.
Wednesday, January 26, 10:00 a.m. – 3:00 p.m.
- Exhibitor Move Out:* Wednesday, January 26, 3:00 p.m.– 10:00 p.m.
- 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
 - 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?*
Contact Amy Upton at the MNLA office at either Amy@MNLA.org or by telephone at (517) 381-0437 to make arrangements to receive the 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 in list form on-line at 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 \$34 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 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) 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 going to 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 Full Registration badges?*

You can 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. To attend education programs, please register and pay through the 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.