



# **2020 Great Lakes Trade Exposition**

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

*Thank you for exhibiting in the 2020 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](mailto:amy@mnla.org)  
Website: [www.glte.org](http://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 13, 2020, 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: 306711

#### ***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: \$138.95 for either single or double occupancy (rooms are held for our event until January 3, 2020).

- Please use our Promotional Code **MNLA20** with the Great Lakes Trade Exposition when making your reservation to receive our discounted rate.
- To make your reservations online go to [www.radisson.com/lansingmi](http://www.radisson.com/lansingmi), click on “More Search Options” and select “Rate Type: Promotional Code”, then enter MNLA20 for the Code or ID.  
To make your reservations by telephone dial (517) 482-0188 and let them know that you are with the “MI Nursery and Landscape Association”.

**FREE Parking:**

Through the generosity of the Greater Lansing Convention & Visitor’s Bureau, we have *FREE* parking available for exhibitors. These parking areas are off-site and will accommodate trucks, trailers, and regular vehicles and are available all three days of the 2020 Great Lakes Trade Exposition. If you park off-site in these free areas you must place a pass on your dash. Location of the free off-site parking lots and parking passes can be obtained at the Exhibitor Registration area located at the back of the Exhibit Hall on Monday, January 27 and at the Registration area in the main hallway of the Lansing Center on Tuesday, January 28 and Wednesday, January 29.

*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 27, 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 28, 10:00 a.m. – 4:00 p.m.  
Wednesday, January 29, 10:00 a.m. – 3:00 p.m.

*Exhibitor Move Out:*

Wednesday, January 29, 3:00 p.m.– 10:00 p.m.

*Included with Booth:*

- Free Parking in our designated lots (location and parking pass provided on-site at Exhibitor Registration)
- 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 an alternate 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](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 \$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](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) 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](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 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.