



# **2020 Great Lakes Trade Exposition**

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

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

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

- For all 2020 GLTE Exhibitors, exhibitor move-in takes place on Monday, January 27, 2020.
- 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 – Once you have completed the unloading of your booth material you can pick up a parking pass for the free parking area in your Welcome Kit at the Exhibitor Registration area (in the Exhibit Hall on Monday, January 27).
  - Please note that the parking lots in the downtown Lansing area are considered "Park and Lock" lots. These are unsecured lots and the City of Lansing nor the MNLA cannot be held responsible for damage to, or the contents of, your vehicle.

### **FREE PARKING for Exhibitors—all three days of the show!**

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.

***Driving directions and 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 2020 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 2020 GLTE Exhibitors:**

- Move-out will take place from 3:00 p.m. to 10:00 p.m. on Wednesday, January 29 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 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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

#### **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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

#### **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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

#### **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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

#### **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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

#### **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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.

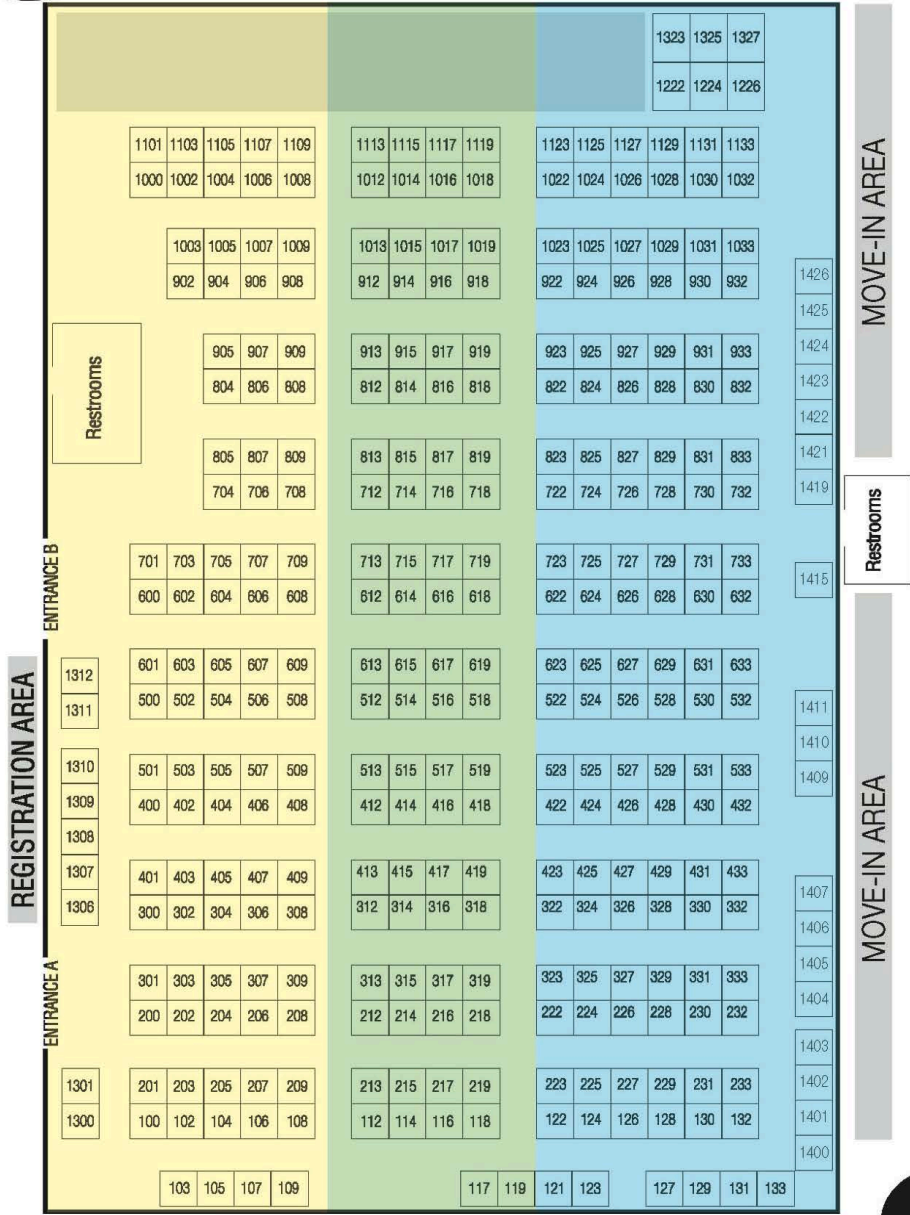
**FROM GRAND RAPIDS AREA:**

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: the free parking lot is off-site and not at the Lansing Center—the map and parking pass can be obtained at the Exhibitor Registration Area.



2020 January 27-29, 2020 • Lansing Center • Lansing, Michigan

**GREAT LAKES TRADE EXPO** **Move-in Schedule**



Exhibitor Move-In Schedule

↑ 7:30am    
 ↑ 11:30am    
 ↑ 1:30pm

