



2023 Great Lakes Trade Exposition

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

Thank you for exhibiting in the 2023 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 24 – Thursday, January 26, 2023

Trade Show Dates & Hours:

Wednesday, January 25, 9:00 a.m. – 4:00 p.m.
Thursday, January 26, 9:00 a.m. – 3:00 p.m.

Exhibitor Move-In:

Tuesday, January 24, 7:30 a.m. – 4:30 p.m. by assigned time
(please refer to **Move-in/Move-out Information** for the
schedule)

Exhibitor Move-Out:

Thursday, January 26, 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: \$140/night for either single or double occupancy
- Make your hotel reservations now by going to our dedicated website at: <https://book.passkey.com/e/50347591>
- *Reserve your rooms today as we are 70% sold out!*

Show Contractor: Show Contractor info and Exhibitor Kits will not be available until mid-November. As soon as we receive the Exhibitor Kits we will send them out to you.

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 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 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
- 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 by clicking [HERE](#) or by going to www.GLTE.org, then clicking on the Exhibitors tab, then clicking on the List of 2023 Exhibiting Firms.

- *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 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 accessed by clicking [HERE](#).

- *Where do I ship my booth space?*

The Freight Handling Order Form will be located in the Display Company Exhibiting Kit that will be available in mid-November.

- *What are the show colors?*

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