

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

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

- For all 2024 GLTE Exhibitors, exhibitor move-in takes place on Tuesday, January 23, 2024.
- 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 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 email Amy Upton at [Amy@MNLA.org](mailto:Amy@MNLA.org) or call Amy at (517) 381-0437 prior to January 12<sup>th</sup> 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 23, 2024.***

## **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 2024 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 2024 GLTE Exhibitors:**

- Move-out will take place from 3:00 p.m. to 10:00 p.m. on Thursday, January 25 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 Bernie deWit, the GLTE Show Manager. Any questions should be directed to him 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 2024 GLTE Inspection is scheduled for Tuesday, January 23 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.**