



2024 Great Lakes Trade Exposition

Section 6: Rules and Regulations



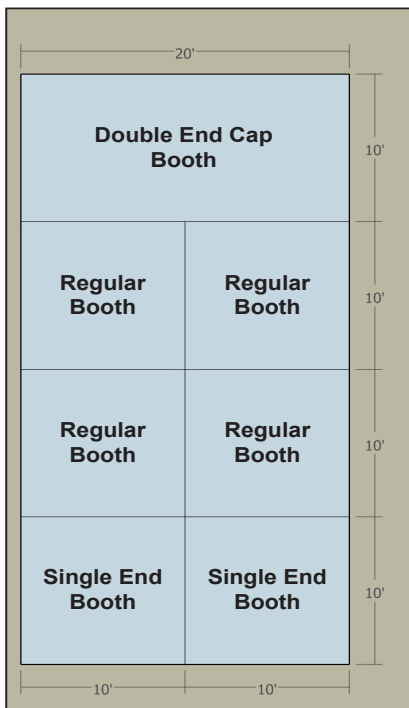
Definition of an Exhibitor

- The GLTE is the marketplace for suppliers and original equipment manufacturers of products, software, goods and services intended for use by Green industry professionals in every aspect of design, build and maintenance of outdoor and indoor green space, turf and plant care. It is not the intention of the GLTE that consumer goods, homeowner products, or other items unrelated to the professional Green industry be on display, regardless of their method of distribution to the final consumer.

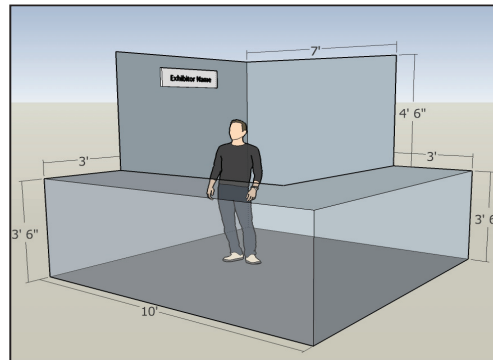
Terms of Space

- The balance due on your booth space(s) is to be paid in full by *September 30, 2023*. For all unpaid balances the deposit will be returned to the exhibitor and the space will be made available to others.

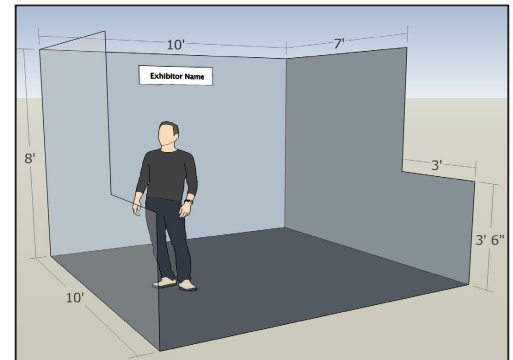
Booth Configuration Rules



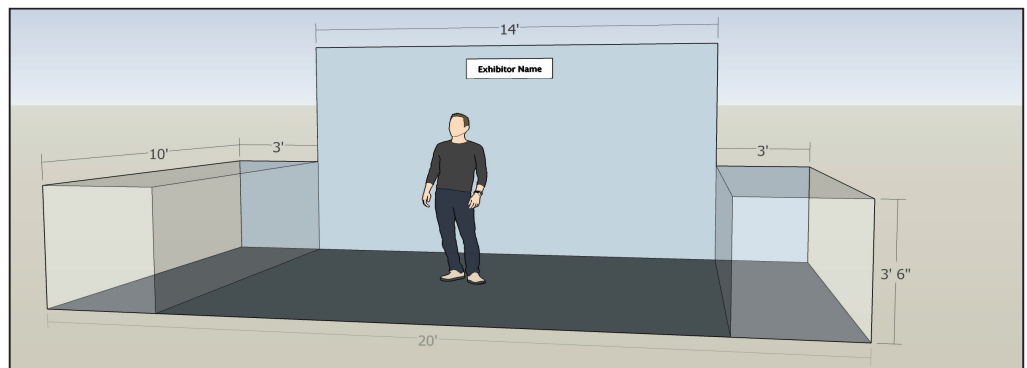
Typical Booth Configuration



Single End Booth - Cannot exceed 3'-6" in height for the first 3 from the aisles. There are no height restrictions in the remaining booth space.



Regular Booth - Cannot exceed 3'-6" in height for the first 3 from the aisle. There are no height restrictions in the remaining booth space.



Double End Cap Booth - Cannot exceed 3'-6" in height for the first 3 from the aisles. There are no height restrictions in the remaining booth space.

Cancellation of Contract

- A cancellation charge of 25 percent of the booth fee will be assessed if written cancellation occurs after *September 30, 2023* and before *December 1, 2023*.
- A cancellation charge of 50 percent of the booth fee will be assessed if written cancellation occurs after *December 1, 2023*.
- Cancellations made within seven days prior to the move-in date or no-shows will not receive a refund.

Tickets and Badges

- Admission to the exhibit area will be regulated by badges furnished by the management to exhibitors and their personnel.
TO RECEIVE NAME BADGES YOU MUST REGISTER. Register on-line now by going to www.GLTE.org OR *for those WITHOUT access to the Internet*: please fill out the “*Exhibitor Registration Form*” and return it by either mail or fax. All name badges will be available for pick-up on-site January 23-25, 2024.

Booth Furniture and Accessories

- Ordering information for booth furniture, floor coverings, special signs, extra lighting and other accessories will be available in December and we will send it out as soon as we receive it.
- No exhibitor shall be set in place so as to obstruct the general view of others or the flow of traffic in the aisle (please see Booth Information below).
- The Fire Marshall has established specific Rules and Regulations for Vehicles and Equipment located on page 21 at the end of this section.
- Signs will be prepared at the expense of the exposition and will not exceed 7 inches by 44 inches in size.
- Exposed rough work on side of exhibits shall be properly covered.
- Backdrops, side rails and booth sign will be provided with each exhibit space.
- Only the aisles in the hall will be carpeted, so plan accordingly for your comfort.
- A forklift will be available for move-in and move-out, compliments of MNLA.
- No nails, screws or bracing wires may be used without the consent of the exhibit manager.
- All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at his/her expense.

Storage

- Each exhibitor is responsible for the transportation, storage and assemblage of his/her display material, which may be readied and set in place the day of move-in as soon as backdrops and side rails are set in place to receive materials.
- Art Craft Display, Inc. offers storage of exhibit-related material during the exposition. Arrangements for storage can be made at the Art Craft Display Service Desk during Exhibitor move-in.

Security

- The exhibit hall will be locked the nights of January 23 and 24. Any late-hour entrance to the hall must be approved by the exposition manager.
- The exhibitor's property is shown at his/her own risk and neither the hotel, the Exhibition Center, nor the Michigan Nursery and Landscape Association shall assume responsibility therefore.
- The exhibitor assumes the responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' display equipment and other property brought upon the premises of the hotel and exhibition center and shall indemnify and hold harmless the Michigan Nursery and Landscape Association and the hotel, Exhibition Center, agents, servants and employees from any and all such losses, damages and claims.

Suitcasing Policy

On behalf of the GLTE Experience Team, we present our Suitcasing Policy at the GLTE:

- Suitcasing is the act in which unauthorized individuals or companies attempt to solicit business at GLTE. The unauthorized individuals may have registered as show attendees or be sharing booth space with companies who are registered as legitimate exhibitors. In the latter instance, the exhibitor is knowingly permitting a non-registered company to use its space, which is an act in defiance of show rules.
- Suitcasing is not permitted at GLTE. This policy includes attendees trying to solicit business for themselves, as well as exhibitors who are letting non-registered companies share their booth space. All exhibiting companies must be contracted with and through show management. Exhibitors may not sublet their exhibit space nor permit any other company to use their exhibit space under any circumstances. All companies that wish to exhibit at GLTE should purchase a booth space.
- Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Show Guidelines, will be asked to leave immediately. Please report any violations you observe to Show Management. Please call Amy Upton at (517) 331-8896 or flag down any MNLA team member as we walk the show floor.
- Please try to get the business card of the individual who is suitcasing. Show Management will do our best to find the "suitcasers" and remove them from the building. GLTE exhibitors who engage in suitcasing, meaning they have knowingly included, and permitted companies not registered with Show Management to work from the exhibitor's booth, will face penalties to include closure of your booth, loss of years of seniority, and /or exclusion from future shows. Incidences reported will be addressed by Show Management.

VEHICLES DISPLAYED IN DEVOS PLACE MUST ABIDE BY THE FOLLOWING RULES:

- ***Equipment and Vehicle exhibitors must be moved-in, set-up, have their vehicles/equipment in compliance (see the next page for compliance details) and be present in your booth for the Fire Marshal inspection at 4:00 pm. on Tuesday, January 23, 2024.***

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.

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.

Thank you and we look forward to working with you to protect our GLTE exhibitors and to have a great show.