 ***2024 Great Lakes***

***Trade Exposition***

***Section 1: Location, Hotel, General Information &***

***Frequently Asked Questions***

*Thank you for exhibiting in the 2024 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 23 – Thursday, January 25, 2024

*Trade Show Dates & Hours:* Wednesday, January 24, 9:00 a.m. – 4:00 p.m.

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

*Exhibitor Move-In:* Tuesday, January 23, 9:00 a.m. – 4:30 p.m. by assigned time (please refer to **Section 5: Move-in/Move-out Information** for the schedule)

*Exhibitor Move-Out:* Thursday, January 25, 3:00 p.m. – 10:00 p.m.

*Exposition Location:*  DeVos Place

303 Monroe Ave. NW

Grand Rapids, MI 49503

*Overflow Hotel:* Holiday Inn Grand Rapids Downtown

310 Pearl Street NW

Grand Rapids, MI 49504

* A 3-minute walk to the Amway Hotel/DeVos Place Convention Center
* Complimentary shuttle service within a 2-mile radius
* Rooms are available on Monday, January 22, Tuesday, January 23 and Wednesday, January 24, 2024
* $139 per night, Two Queen Standard, single-quad occupancy
* Use this Reservation Link to receive this reduced group rate:

[Michigan Nursery and Landscape Association](https://www.holidayinn.com/redirect?path=rates&brandCode=HI&localeCode=en&regionCode=1&hotelCode=GRRPE&checkInDate=22&checkInMonthYear=002024&checkOutDate=25&checkOutMonthYear=002024&_PMID=99801505&GPC=MNL&cn=no&viewfullsite=true) or select this address and paste it in your browser to go to our reservation site: https://www.ihg.com/holidayinn/hotels/us/en/find-hotels/select-roomrate?fromRedirect=true&qSrt=sBR&qIta=99801505&icdv=99801505&qSlH=GRRPE&qCiD=22&qCiMy=002024&qCoD=25&qCoMy=002024&qGrpCd=MNL&setPMCookies=true&qSHBrC=HI&qDest=310%20Pearl%20Street%20NW,%20Grand%20Rapids,%20MI,%20US&srb\_u=1&qChAge=&qRmFltr=

* Or call the hotel at (616) 235-7611 and give them our Group Code: MNL and let them know you are with the Michigan Nursery and Landscape Association.

*Headquarter Hotel:* Amway Grand Plaza, Curio Collection by Hilton

187 Monroe Ave NW

Grand Rapids, MI 49503

* Our room block is now closed but rooms are still available
* Rooms are now starting at $289 per night, plus tax
* To make reservations either go to [www.AmwayGrand.com](http://www.AmwayGrand.com) or call Hilton Reservations at 1-800-445-8667

*Show Contractor:* Our Show Contractor is Art Craft Display, Inc. and Exhibitor Kit is in Section 3 of this Manual.

*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 from either Michigan Street or 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

 - ***Only* 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 this 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 going to [www.GLTE.org](http://www.GLTE.org), then clicking on the Exhibitors tab, then clicking on the List of 2024 Exhibiting Firms.

* *Did I order a table and chairs?*

On your Exhibiting Contract, if you added $42 per table and chair package (package = one 2’W x 8”L x 30”H undraped table and two chairs), then your table and chair package(s) will be delivered to your booth on Tuesday, January 23 during move-in. If you are not sure, you either check the front of your Contract or go to [www.glte.org](http://www.glte.org) and click on the **Exhibitor Booth #/Table/Chair List**. If you didn’t order a table/chair package through MNLA when you filled out your Contract, you will be able to when you receive the Show Contractor Info and Exhibitor Kit in December.

* *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](https://mnlateam.wufoo.com/forms/q1k2wpdf0v5o7yi/), or 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 accessed by clicking [HERE](https://www.glte.org/attendee-exhibitor-online-registration).

* *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 December.

* *What are the show colors?*

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