

2018 Exhibitor Information

Move - In

Sunday, December 2 8:00 AM - 5:00 PM

This is for equipment & those who make multiple trips bringing in equipment - Also for special requests. No Farm Market set up on Sunday – Hall is in use.

Monday, December 3 8:00 AM - 6:00 PM

Set up Day for All Exhibitors

Show Dates & Times

Tuesday, December 4 8:00 AM - 5:00 PM

Wednesday, December 5 8:00 AM - 5:00 PM

Thursday, December 6 8:00 AM - 1:00 PM

Move – Out

Thursday, December 6 1:10 PM - 8:00 PM

Friday, December 7 8:00 AM - 12 Noon

Everything **must be out** of Main Hall by Friday 12 noon.

Everything **must be out** of the Farm Market Hall by **5pm Thursday**

Service Contractor – Art Craft Display

Ship Drayage to: DeVos Place

303 Monroe Avenue NW

Grand Rapids, MI 49503

Phone 800-292-2033 - Fax (616) 791-8154

Art Craft will receive advance shipments starting Nov.5th.

The delivery will be stored, then delivered to your exhibit space on Monday, December 3th. There is a fee. You

must affix labels on outside of the package that have booth number and name of company exhibiting.

Exhibitors who have their own transportation are not required to contract with Art Craft Display and may deliver directly to their own booth on Monday.

Art Craft Display Exhibitor Kits – See Form

Art Craft Display provides an Event Code to be used on their website for our show kit for their items.

The kit will include order forms for signage, labor, freight handling and any **additional** rental items needed that we are not already supplying.

You may also download this information from our website.

Hotel Headquarters

Amway Grand Plaza Hotel

187 Monroe NW

Grand Rapids, MI 49503-2666

Local – (616) 774-2000 Toll Free – (800) 253-3590

See our website for hotel listings and direct links to reservations.

Make reservations early, the hotels fill fast. Mention the convention & receive a discounted rate.

Be aware of scams from outside companies for reservations

Directory Listing

You must be a registered exhibitor by October 15, 2018 to be listed in the Show Program. (Limit 1 listing per registered exhibiting firm.) ***This is something that you will want to be included in for extra publicity.***

Message Board & Phone Number

There will be a message board near Registration for messages that need to be posted. There is no paging service in the hall or meeting rooms. The telephone number at registration will be (616) 742-8001

Exhibit Fees

Standard 10'x10' Product Booth Space Includes:

- 1- 10'x10' draped booth with carpet
 - 1- Numbered booth sign – No Company Name
- Request the following items on the Booth Items form:*
- 1- Standard Electric outlet
 - 1- Choice of 4', 6', or 8' skirted table (std. height)
 - 2- Chairs
 - 1 Waste Basket

Company Product Listing – up to 3 listings

Free WiFi in the Hall for Exhibitors Use

Carpet for booths in Main Hall is Green.

The Farm Market Hall is carpeted throughout the room.

Because of the sliding price scale, the third and more booths rented will come with draping and carpet only.

Each additional booth over the first, must be purchased and occupied by the same company as the first booth.

1st Booth Space \$ 930.

2nd Booth Space \$ 830.

3rd & more Booth Spaces..... \$ 730. ea

Standard Equipment 10'x10' Booth Space Includes:

- 1- 10'x10' draped booth (where applicable)
- 1- Standard Electric outlet (If Requested)
- 1- Choice of 4', 6', or 8' skirted table
- 2- Chairs
- 1- Waste Basket
- 1- Numbered booth sign

Company Product Listing – up to 3 listings

Free WiFi in the Hall for Exhibitors Use

Because of the sliding price scale, only the 1st booth will come complete with the above items.

Each additional booth over the first, must be purchased and occupied by the same company as the first booth.

1st Booth Space is \$ 930.

2nd – 4th Booth Space are \$ 575. ea

5th & more Booth Spaces are \$ 365. ea

Non-Profit /Educational Org. 10'x10' Space Includes:

All of the same items as stated in the Product booth listing.

Only 1 Booth is allowed per Org. \$ 420.

The Fork lift service for move-in & move-out will be provided to you by the Great Lakes Expo at no charge.

All exhibitors must be registered and wear the official convention badge to be admitted to the exhibit halls.

The standard complimentary Exhibitor Registrations per booth will be three for booths 1 – 3. Those forms will be sent out in October. Any additional registrations will be at \$25.00 each. This must be paid prior to the show. We are unable to allow companies to charge this item and request a bill after the show. Please do not use any extra registrations as a perk to the growers. **This is for people working your booth only.**

For Exhibit Space inquires or communications, please call (616) 794-0492 or fax 1-616-794-9670 or E-mail to: GLE expo@iserv.net to Sharri German