

Move In Schedule & Information

Exhibitor set up will close for lunch from Noon – 1:00 p.m. on Tuesday, May 19. Exhibitors will not be able to check out any supplies during this time.

The following schedule is intended to provide an efficient move in/set up and move out schedule that allows adequate time for each quadrant to have access to the loading docks and freight elevator at DeVos Place.

When you arrive for set up, the exhibits within will be chalked out on the floor based on the final layouts to aid you in setting up. The pipe and drape will be installed last to allow easy access to the space for set up.

Upon entering the Exhibit Hall, please:

1. Check-in at the West Michigan Works! tables located in the middle of the Exhibit Hall to get your lanyard.
2. Move to the materials order table where you will confirm supply orders.

DISPLAY VEHICLES

IMPORTANT! All display vehicles and a representative of the vehicle **MUST** be on the exhibit floor in the space they will occupy by **12:00 p.m. on May 19** for inspection to occur at 3 pm. Once the inspection takes place the vehicles may not be moved. Please note that it may take up to an hour before your vehicle is inspected.

The vehicles that will be displayed on the exhibit floor must enter through Dock Door #7.

Display vehicles departing from the exhibit floor upon completion of the event will exit via "Exhibit Hall B Roll Up Door."

****Please see Attachment B for additional Vehicle Guidelines from DeVos ****

LOADING DOCKS

There are a total of 9 loading bays accessible to exhibitors.

All loading doors and bays are accessible off Michigan Street.

Following is the schedule for the loading bays on Tuesday May 19:

8:00 AM – 10:00 AM: reserved for Construction

10:00 AM – Noon: reserved for Manufacturing

1:00PM – 2:00 PM: reserved for Healthcare

2:00PM – 3:00 PM: reserved for Agribusiness and Hospitality

IT: Moves in with the quadrant you will be exhibiting in. For IT-specific move in guidance reach out to Virginia Berger at vberger@westmiworks.org

Vehicles that just need to unload must enter through Dock Door #6.

Vehicles that will be brought in as display vehicles and will be left on the exhibit floor must enter through Dock Door #7.

****Please see Attachment A for additional Loading Dock Guidelines from DeVos ****

VEHICLES & PARKING

Tuesday, May 19: Please note that if you have vehicles that are under 8' clearance, they may park in the DeVos ramp overnight. All other vehicles will need to park elsewhere. Vehicles that just need to unload must enter through Dock Door #6.

Wednesday, May 20: Scribner Avenue will not be available for vehicles to park on until after 2:30 p.m. as the school buses will be parked to load students after the final session concludes. Please inform your vehicle drivers of this so they know that parking there while awaiting their turn to enter the loading bays for reloading Wednesday afternoon is not an option until after 2:30 p.m.

FREIGHT ELEVATOR

The Freight Elevator is accessible from the parking garage that is located off of Michigan Street. Once you enter the parking garage, you will park in row K which will be on your left. Please reference the **Parking Map in Attachment C**.

If you have items that can be carried in from cars or trucks that are parked in the parking garage, please use the Freight Elevator. There will be carts available for your use.

Following is the schedule for the Freight Elevator on Tuesday, May 19:

8:00 a.m. – Noon: Construction and Manufacturing (non-machine, smaller items)

1:00 pm - 4:00 pm.: IT, Healthcare, Agribusiness/Hospitality and Sponsoring Education Exhibitors

Please note that the clearance for the parking garage is 8'. If you have a vehicle that is taller than that, please plan on coming in to unload and load up through the Michigan Dock.

Move Out Schedule & Information

Immediately following the conclusion of the event at 1:45 p.m. on Wednesday, May 20, tear down of pipe and drape will begin immediately. Each quadrant can begin tearing down and packing up while the pipe and drape is being removed.

We will not be scheduling loading bays for move out as we are for move in. Once your materials/items are moved to the loading bay and are ready to be loaded into your vehicle, you will notify the event staff working the loading docks and they will give the green light for you to call your vehicle to drive in for loading. Your truck may **not** be called until **all** items that will be loaded on the vehicle are at the loading bay and the onsite staff gives approval. This will allow the process to move efficiently so that all exhibitors can get out as quickly as possible. Thank you in advance for adhering to this.

Display vehicles departing from the exhibit floor upon completion of the event will exit via "Exhibit Hall B Roll Up Door."

Please note that the freight elevator will also be available until 4:00 p.m. for carrying items down to the parking ramp.

Loading Dock Guidelines

LOAD-IN

The loading dock is located on Michigan Street. Dock Door #6 (the center door) will be used as the “IN” door. At DeVos Place®, loading dock exhibitors will need to check-in with the Traffic Control Guard letting him know which booth they are in AND in which event/show they are participating. The guard will direct them to the dock available for their show.

Once the exhibitors have parked their vehicles in the loading dock, they must unload their items onto a cart. Flatbed carts and pallet jacks will be available from your decorator, but in limited supply. If exhibitors have their own personal cart, dolly, or other item that would assist them in transporting their items into the exhibit hall we would encourage them to bring it for their personal use. **After their items have been removed from their vehicles and placed in the vicinity of their booth, they must return to the loading dock and remove their vehicle.** Vehicles are to be removed from the loading dock **before** exhibitors spend time “**setting up**” or “**arranging**” their booths.

Parking is available in the DeVos Place® Parking Ramp which is directly underneath the building and can be accessed from the entrance on the North West corner of DeVos Place® on Michigan Street. Additional parking may be available in the City-County Building on Monroe Street (across from DeVos Place).

Exhibitors have two options for re-entry into DeVos Place® after they have parked their vehicle. If they park in the parking ramp below DeVos Place®, they may take the elevator in the Southeast corner of the lot up to the DeVos Place® Grand Gallery. The other option is to re-enter the building through the Grand Gallery doors on Monroe Street. Exhibitors should have their credentials - especially on show days.

Vehicles may not be left in the loading dock for any reason except for load-in or load-out purposes without the approval of the building. Security cannot authorize such an arrangement.

LOAD-OUT

Load-out will not begin until the time approved by the presenter of the event. Carts, pallet jacks, etc. will not be available until the arranged load-out time. The loading dock interior and exterior doors will not open until the pre-arranged time.

Exhibitors are asked to disassemble their booths and transport their items to the loading dock upper walkway before retrieving their vehicles.

Exhibitors should arrive at Loading Dock Door #6 for assignment of dock space for pick-up.

FREIGHT ELEVATOR *OPTION*

If arranged prior to load in/load out, exhibitors may use the freight elevator on the North end of the building to shuttle materials to and from the parking ramp. The freight elevator will be operated by a security guard, at additional expense to the event settlement.

This is a great option for events that have a lot of vendors arriving with personal vehicles and small trailers. It really eases the flow of traffic in the loading dock and is recommended for move-ins and/or move-outs.

This option **must** be advanced with your event coordinator at least 2 weeks prior to your event start date.

SCRIBNER STREET STAGING/MARSHALLING *OPTION*

Scribner Street (west side of the Grand River) may be used as the Marshalling Yard / Staging Area for exhibitor vehicles wishing to use the loading docks during load-in to DeVos Place®.

All vehicles must check-in with Traffic Control on Scribner Street. Vehicles arriving at DeVos Place® loading dock without having checked-in on Scribner may be refused access to the docks and routed to Scribner Street for check-in.

Scribner Street is a one-way street heading north and can be accessed from Pearl Street. When pre-arranged traffic control guards will be stationed on this street. Exhibitors are to check-in with the guard and let him know their booth name AND which event they are with.

Exhibitor vehicles will be held on Scribner until the scheduled load-in begins or until space is available in the docks. The guard will let them know when to proceed onto Michigan Street eastbound to the DeVos Place® loading docks. The guard may also give each vehicle a voucher which will allow them to gain access into the dock.

This option is best for events that have exhibitors that will be arriving with box trucks, semi trucks, or flatbed trailers. This also may become necessary if there is more than one large move in or move out happening at the same time.

This option **must** be advanced with your event coordinator at least 2 weeks prior to your event start date.

PARKING FOR OVERSIZE VEHICLES

Vehicles that are too large to fit in a parking structure MAY be given a permit to park on Scribner Street during the dates of the event. Parking on Scribner Street is available on a first come – first served basis. DeVos Place® is not responsible for finding appropriate parking for oversize vehicles, but we will assist you by attempting to provide appropriate contacts and information.



NOTICE TO EXHIBITORS: VEHICLE RULES & REGULATIONS

VEHICLES 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.

The “passed fire inspection” approval tag shall be displayed conspicuously on the vehicle at all times. Inspection schedules will be distributed during the load-in hours.

Exhibitors should 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 Secchia Lobby, Ballrooms, 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.

ANY VEHICLE NOT GIVEN A SIGNED APPROVAL TAG MAY DELAY THE OPENING OF THE SHOW AND/OR BE REMOVED FROM THE SHOW.

Attachment C

