

## 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 – 4:00 PM:** reserved for Healthcare, 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](mailto: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.