

MOVE IN & MOVE OUT INSTRUCTIONS



IMPORTANT: See Move In & Move Out Floorplans for -
Booth Location; Move In Day & Time; and Move Out Day & Time

For questions regarding move in / move out, please contact Mike at 616.447.2860

BOOTH MOVE-IN

- Wed. Jan. 19 from 12pm-5pm & Thurs. Jan. 20 from 8am-12pm by hand carry or cart. Building has a limited number of carts.
- You may pull into the Michigan Loading Dock to unload or use the Freight Elevator (on Thursday only) by parking in the parking garage underneath DeVos Place.
- Overhead ceiling to the parking facility is 8'2" and a parking fee is charged.
- Move in must be completed by Noon on Thurs. Jan 20.

RV DEALERS MOVE-IN

- Move In is Mon. January 17 — Wed. January 19 by assigned time. Please see floorplan for details.
- Power washing: If severe weather conditions warrant, ShowSpan will provide and staff a Power Washing Station to remove road grime. Please have old snow and ice cleared from your units before bringing to the building.
- Traffic controllers outside the building will direct vehicles into DeVos Place. For smooth move in, please follow their instructions.
- Roads around DeVos Place are "No Parking Areas". A standing vehicle that does not have a driver will be ticketed.

BOOTH MOVE-OUT

- The show closes Sunday, January 23 at 5pm. Please do not tear down your display prior to that time.
- **North Exhibit Hall:** Please use the Freight Elevator accessible on the MI Loading Dock to take your display into the parking garage below and load your vehicle from there.
- **Grand Gallery:** Please use the Service Elevator behind the Grand Gallery rooms to take your display into the parking garage below and load your vehicle there.
- The overhead ceiling to the parking facility is 8'2".
- Please use your designated elevators as security will not allow you to use the patron elevator at the entrance.
- All booths must be removed Sunday night.

RV DEALERS MOVE OUT

- By assigned time only. Please see floorplan for details.
 - Please talk to Mike Wilbraham if you need to get everything moved out on Sunday night.
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