

International Women's Show

May 2-5, 2019

Move in Memo



Suburban Collection Showplace - 46100 Grand River Ave., Novi, MI 48374

Thank you for being a part of the 24th annual Michigan International Women's Show. Below are important details to help you prepare. Please keep this handy!

1. **Show Office:** The telephone number at the Show Office is **704-576-7405**. The office will be located at the back of Hall "A" next to DOOR #5. It will be open Tues., April 30th from noon to 6pm and Wed., May 1st from 9am to 7pm. The Show Office will open two hours before show opening on Thursday and **one hour** before scheduled show opening Friday through Sunday. The office will close 30 minutes after show closing each evening except Sunday. We encourage you to pick up your badges during Move-In to avoid a wait.
2. **Move-In Schedule:** Tuesday, April 30: Noon - 6pm / Wednesday, May 1: 9am - 7pm
3. **Show Hours: Thursday 10a-7p / Friday 10a – 8p / Saturday 10a-7p / Sunday 11a-5p**
We advise exhibitors to be in booths at least 30 minutes before show opening. Please do not close your booth or remove any items before the show's scheduled closing time each evening! ALL visitors need to see a complete show.
4. **Show colors:** Blue aisle carpet, white drape.
5. **Exhibitors in booths #100-653:** You will move in through the doors at the back of HALL "A" through roll up DOOR #5, which is near the Show Office on the attached floor plan.
6. **Exhibitors in booths # 704 – 1349:** You will move in through the doors at the back of HALL "B" or HALL "C", through roll up DOOR #7, which is to the LEFT of the Fashion Stage on the attached floor plan. **DRIVE IN IS ONLY ALLOWED IN THE C HALL FOR UNLOADING THROUGH ROLL UP DOOR 9!**
7. **Exhibitor Credentials:** Each exhibitor will receive badges for personnel to staff your booth during the show. Exhibitors purchasing 100 sq. feet will receive 8 badges, 200 square feet, 12 badges. Badges may be picked up and signed out at the Show Office. Badges will have your company name only – this way, volunteers and staff can turn their badge in to the Show Office at the end of the shift for the next person to use.
REMINDER... You must have a BADGE. If you do not have a badge, you must check in with the Show Office.
8. **Exhibitor Parking:** Parking for exhibitors is located at the back of the Suburban Collection Showplace, just outside the exhibitor entrance and available on a first-come first-served basis. Discounted parking is available with a Parking Pass which must be ordered prior to move in. You can access this form by [clicking here](#) or via "your documents page" when you login to your account. You MUST order in advance! The cost is \$5 per day or \$10 for all 4 show days with a parking pass. The contact number for the Suburban Collection Showplace is 248-348-5600. If you are staying at the Hyatt Place hotel located next door, parking is included.
9. **Trailer storage - NEW this year – limited trailer dropping in the C Hall.** In order to streamline the move-in process, trailer drop spots in the C Hall must now be reserved in advance. The cost is \$40 and there are a limited number of spots available. [Click here](#) to sign up.
10. **Security:** Begins Tues., April 30th at noon and will continue until Sun., May 5th at 10pm. We encourage you to secure all small items and keep someone with your valuables while setting up and moving out. Bring sheets or cloths to cover your booth and cords, string, tape or supplies to close boxes.
11. **Exhibitor Entrance:** The exhibitor entrance is located at the back of Hall "A", next to roll up door #5 and will open two hours before show opening on Thursday and **one hour** before scheduled show opening Friday through Sunday. If you have a badge you may also enter through Door 7, Door 9 and the main entrance. **You must have a badge to enter the show.**
12. **Electricity & wifi:** Your electric order form can be accessed [HERE](#) and should be mailed or faxed by **Monday, April 22nd by 5pm to receive advance rate**. If you need electricity at the show, you can order from Suburban Collection Showplace/BOCO Enterprises at their service desk on-site.

13. **Special Booth Décor Package - Art Craft Display** will be located at the back of Hall "A" near the show office. They can assist exhibitors who need help getting products to their booths. Request rates when requesting labor. **All orders should be mailed or faxed by Monday, April 22nd by 5pm to receive advance rate.** Please [CLICK HERE](#) to access the order forms.
14. **Deliveries:** Small packages will be accepted at Show Office and you will be notified of shipment. Large or perishable items should be delivered to dock. Your company representative will be asked to meet the incoming shipments. We suggest restocking booths prior to show opening each day. Try to make arrangements with a carrier who will guarantee delivery. All other shipments should contact Suburban Collection Showplace.
15. **Shipping: HANDLING FEES MAY APPLY – Please contact Art Craft Display at 248-380-0843**

SHIPPING ADDRESS INFORMATION:

Exhibiting Company Name / Booth # _____
MICHIGAN INTERNATIONAL WOMEN'S SHOW
C/O ART CRAFT DISPLAY
46100 GRAND RIVER AVENUE, Suite B
NOVI, MI 48374

16. **Handcarts/Dollies:** A limited number are provided and are only available on a first-come first-served basis. Please plan to bring your own.
17. **Clean Up:** Cleaners are not allowed in your exhibit space. You should sweep/clean exhibits out each evening and stack boxes in the aisles. Building maintenance does general aisle and show cleaning each evening.
18. **Hotel Reservations:** A block of rooms have been reserved for show exhibitors at the Hyatt Place in Novi. The hotel is connected to the Showplace. Please call 800.633.7313. The rate is \$135 per night and includes breakfast, wifi and exhibitor parking. Use group code WMN4 by April 13th.
19. **Set-up Reminders:**
1. Stay within space confines.
 2. Do not exceed 8' height in rear of booth.
 3. Do not block your neighbor.
 4. **Carpeting or floor covering is a requirement.**
- We're here to help! If you are concerned your exhibit is not within the above guidelines, call us. If your display is not within the guidelines, you may be asked to make changes during Move-In.
20. **Move-Out:** Sunday, May 5th, 5pm – 10pm. Building will be closed PROMPTLY at 10pm. Please make appropriate arrangements. **MOVE-OUT OR DISMANTLING IS NOT ALLOWED BEFORE 5 PM SUNDAY.** All exhibits must be completely removed from the floor by 10pm on Sunday. Do not leave any display materials or printed materials that might be mistaken for trash.

21. Very Important: Please call us if you cannot arrive before 3pm on Wed. We don't want to worry that you're not coming! If we are not contacted for late arrival, your space can be forfeited after 3pm.

22. **HEALTH DEPARTMENT FORMS:** If you will be sampling food in your exhibit, you will need to have the necessary forms! Please contact us if you have not already submitted paperwork!

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