

MOVE-IN PLAN

Shed Builder Expo 2021

September 28, 2021 7:00 am – 12:00 midnight

Location: DeVos Place Convention Center, 303 Monroe Ave NW, Grand Rapids, MI 49503

- If you are bringing a shed as part of your display, we ask that the shed or barn be delivered early in the morning on Tuesday, September 28, 2021. DeVos Place Convention Center will open at 7:00 am.
- We need to have all the buildings placed in their booths as early as possible so that other exhibitors can begin to erect their displays. Otherwise, there may not be room for buildings to make it down the aisles later in the day.
- DeVos Place Convention Center has several loading doors and ramps located on the north side of the building off Michigan Street. Security guards will direct you to the appropriate door to pull into.
- Cardinal Manufacturing will have Mules available during the morning hours to place sheds. Sheds can be dropped off in the loading dock area, then transported with a Mule to the designated booth location.
- Exhibitors are encouraged to use the freight elevator to bring their display and exhibit materials onto the show floor. The freight elevator is the closest and easiest method to reach the show floor for Exhibit Hall C. The freight elevator is accessible via underground parking area. This parking area is for exhibitors only and is free for two hours.
- All displays must be completely set-up by 12:00 midnight on Tuesday, September 28, 2021. No setup is permitted the days of the show, that is Wednesday, September 29 or Thursday, September 30.

Exhibitor lunch buffet will be provided from 12:00 noon to 2:00 pm on Tuesday, September 28, 2021. Please RSVP if attending by September 20, 2021.

Reminders:

- If you require freight handling, use of a forklift or need any other services please refer to the Exhibitor Packet at the webpage, www.shedbuilderexpo.com/exhibitor-checklist. Art Craft Display is the show decorator and coordinator. Please let them know in advance of any special request you may have regarding your booth. There is contact information at the top of the forms contained in the Exhibitor Packet.
- You will need to fill out a request form for the handheld scanner. We recommend doing this in advance of the show. The Form can be found in the Exhibitor Packet - Technology & Audio Visual from the download page referenced above.
- No food or beverages can be sold or distributed from an exhibitor's booth during the show.

Tear down and move out begins at 3:01 pm on Thursday, September 30, 2021.