

MTA Rules

The Michigan Townships Association (MTA) reserves the right to reject any exhibit deemed offensive and reflecting unfavorably on township government or the Association.

MTA reserves the right to restrain any exhibits that, because of noise, operation method or other reason, become objectionable.

Unless prior written permission is received from MTA, the maximum height for all partitions and dividers must not exceed three (3) feet. These height limitations do not apply to displayed merchandise or to end-cap booths.

MTA reserves the right to restrain any exhibit materials or construction that obstructs the view of adjacent booths.

No helium balloons are permitted in the exhibit hall.

Open flame is not permitted. Fire regulations will be observed. All pertinent fire codes and laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly observed. Fire exits cannot be blocked at any time—no exceptions. Use of crepe paper is not permitted and all decorative materials shall be fireproof. No flammable liquids will be permitted within the building.

No merchandise may extend from the exhibit booth into the aisles. Aisles and doorways must remain unobstructed. Exhibitors are always asked to maintain the appearance of their booths.

Dispose of refuse in appropriate containers.

There will be **NO SMOKING** on the exhibit floor at **ANY TIME**.

Exhibitors and their representatives must wear official identification badges, supplied by MTA, while they are in the exhibit hall.

The exhibit hall will be locked overnight and MTA will provide physical security during certain hours the exhibit hall is not open. MTA and DeVos Place cannot be held responsible for the security of any exhibits or belongings within or outside of the exhibit hall at any time. Exhibitors may contract additional security as necessary.

All exhibit materials should be shipped to Art Craft Display. Exhibit materials shipped to DeVos Place may be re-consigned back to Art Craft Display. DeVos Place will not be responsible for additional shipping charges and delivery delays that may result. Storage is **NOT** available for crates or excess exhibit material by DeVos Place prior, during or after the show.

All electrical outlets must be supplied and installed by building personnel only.

THE EXPO WILL OPEN AT 9:45 A.M. on Tuesday, April 2. All set-up must be completed in time for the show opening. If an exhibit is not set up by 9 a.m., MTA reserves the right to assign that exhibitor's space to another company.

Each exhibit must be attended by a company representative at all times while the Expo is open. **NO BOOTH MAY BE LEFT UNATTENDED AT ANY TIME DURING OFFICIAL EXPO HOURS.**

ALL EXHIBITS MUST REMAIN INTACT UNTIL 1:30 P.M. ON Wednesday, April 3. MTA RESERVES THE RIGHT TO PENALIZE ANY EXHIBITOR NOT COMPLYING WITH THIS MOVE-OUT SCHEDULE. EXHIBITORS WHO MOVE OUT AFTER SCHEDULED HOURS WILL BE SUBJECT TO FEES FOR OVERTIME WORK.

Any damages to the building caused by exhibitors or their employees must be paid by the exhibitor. Exhibitors may not fasten any display fixtures to the building floor, or put nails, screws or tacks on the building walls. No signs, posters or other materials may be attached to any doors, walls or other areas of DeVos Place.

The exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury, damage or theft to their displays, equipment and other property brought onto the premises of DeVos Place. The exhibitor shall indemnify and hold harmless the facility, agents, servants and employees, and MTA from all such losses, damages and claims.

Exhibitors, by contracting for display space, agree to all rules and regulations of DeVos Place management.

Should the premises for the show, in MTA's sole judgment, become unfit for occupancy, or should the Conference & Expo be materially interfered with by any act beyond the control of MTA, the contract for exhibit space will be terminated. MTA will not incur any liability for damages to an exhibitor as a result of such termination.



DEVOS PLACE[®]

EXHIBITOR GUIDELINES

We look forward to serving you at the DeVos Place Convention Center! We would like to thank you in advance for your cooperation in helping insure that everyone has a safe and successful event. The Convention Center has a temporary vehicle delivery area on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from their exhibit areas. Show Management will publish the dates and times established for the use of the loading zone in advance of the show.

Exhibitor Vehicle Access During Move In/Out - Must use loading dock entrances at the DeVos Place Convention Center only. There are no load-in privileges at any other entrances. See map for more info.

Passenger elevators may not be used for transporting freight. There is no on-site freight storage nor can we accept deliveries on your behalf at DeVos Place Convention Center prior to the first contracted move-in day of the event. Contact ArtCraft Display or your drayage company to arrange for shipping and storage.

Exhibitor Building Access During Move In/Out - please use the Service Entrance on the loading dock.

Bring Your Own Carts – ArtCraft display has a limited number of flatbed carts available on a first come, first served basis. Carts are checked out at the loading dock. Please return the cart when finished. You are encouraged to bring your own cart to expedite the load in process.

Parking - Parking is available at DeVos Place and several parking ramps in the immediate area. Parking in the loading area is prohibited. Please see the attached map for parking locations in the city.

Exhibitors Hiring Labor - Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify Show Management of the names of their I&D staff in writing not less than 30 days in advance of the event. Access of I&D staff must be coordinated through the official show decorator.

Floor Tape - The use of single sided or double stick foam tape, single side or double stick cellophane tape, or masking tape is prohibited on any surface in the Convention Center. Please check with your decorator for approved material.

Please Be Timely - Goods/materials may not be delivered in advance of nor can they be left after the show's official move-out time.

Exhibitor Utilities - Utilities must be ordered 14 days prior to the event, i.e. (Air/Water/Drain, electrical, and telephone services). Service Order forms are available through DeVos Place Convention Center. All multiple booth areas should include a layout with utility locations with the order. This will help everyone set the order accurately. Services may be ordered during load in at the Floor Rate through the exhibitor service desk.

Exhibitor Fire Safety and Decoration - All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline powered vehicles may be displayed with a maximum of ¼ tank of gas. (There are no exceptions.) The vehicle gas cap must be taped or locked and the battery cables disconnected and ends taped. Tanks of compressed air or gas must be chained and secured at all times.

Exhibitor Signs, Decorations or Banners - Decorations may not be attached to any surfaces in the building. No holes may be drilled, cored, or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include lighter than air (helium) balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Poster putty is allowed on glass or plaster wall surfaces. For overhead or heavy signage please contact ArtCraft Display.

Exhibitor Food Samples - Subject to Show Management approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. This is provided food samples are no larger than bite size and beverage sizes no larger than 3 ounces. Please contact the Amway Grand Plaza Hotel and your Event Coordinator for approval prior to your arrival.

An exhibitor, who does not manufacture process or distribute food as their normal course of business and would like to distribute food items, must purchase these items from the Amway Grand Plaza Hotel. Please contact the Amway Grand Plaza Hotel to make arrangements to purchase food and beverage services. All cooking plans must be submitted in advance for approval by the Fire Department. Plans must adhere to General Fire Safety/Cooking Guidelines.

Exhibitor Giveaways - Samples may not include stick-on decals, lighter than air (Helium) balloons, glitter, etc.

Tobacco Free – DeVos Place Convention Center is a smoke and tobacco-free environment. Please do not smoke in the facility. Smoking cannot occur within 10 feet from any entrance.

Gratuity Policy - We are here to serve you. No gratuities should be offered to employees. For Safety - Children under 16 are NOT permitted on the show floor or loading docks during move-in and move-out times.

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