

PARTICIPANTS GUIDE

SUBURBAN COLLECTION SHOWPLACE
46100 Grand River Ave., Novi, MI 48374

EVENT SCHEDULE & AGENDA

RECEPTION DESK

BOOTH SET – UP

BOOTH DETAILS

EXTRA FURNITURE

AUDIOVISUAL RENTAL

LUNCH

INTERNET ACCESS

POWER SUPPLY

SHIPPING & HANDLING

MOVE-OUT

GROUND TRANSPORTATION

ACCESS TO THE VENUE

HOTELS & ACCOMODATION

ORGANIZED BY



IN COOPERATION WITH



For further questions, please contact:

Aswini Dessouppa / +33 1 41 86 41 43 / Adessouppa@advbe.com

EVENT SCHEDULE & AGENDA

Wednesday, July 12th, 2023

- 08.30-09.00: Opening ceremony
- 09.00-12.30: Presentations
- 12.30-14.00: Business lunch
- 14.00-17.30: Pre-arranged B2B meetings
- 18.00-20.00: Reception (to be confirmed)

Thursday, July 13th, 2023

- 08.30-12.30: Pre-arranged B2B meetings
- 12.30-14.00: Business lunch
- 14.00-17.30: Pre-arranged B2B meetings
- 17.30: End

RECEPTION DESK

Upon arrival at Suburban Collection Showplace Center, all participants must go to the reception desk to collect their name tags

BOOTH SET – UP




VTM Michigan offers hard walled booths. **We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

Set up time will be running from 2:00 PM to 6:00 PM on Tuesday July 11th, 2023. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Convention Center at 7:30 AM on Wednesday, July 12th to complete the set up & personalization of their booths.

The exhibitors must maintain general liability insurance for the Period and property/casualty insurance for any and all items that you are bringing onto the premises or into the Authorized Area. Each individual, participant, and/or exhibitor is solely responsible for any loss, damage, destruction, or liability relating to or arising out of any of their contents, equipment, displays, or participation in the event.

BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. **Custom wall and fascia panels may also easily be ordered by using the link below.**

Basic Package 4sqm (2m x 2m)	Deluxe Package 8sqm (4m x 2m)	Executive Package 12sqm corner (4m x 3m)
		
<ul style="list-style-type: none"> - 6 WHITE WALLS - 1 COMPANY SIGN - 1 TABLE - 3 CHAIRS - CARPET - 1 LIGHTING TRACK - POWER NOT INCLUDED - ADMISSION FOR 1 DELEGATE 	<ul style="list-style-type: none"> - 8 WHITE WALLS - 2 COMPANY SIGN - 2 TABLES - 6 CHAIRS - CARPET - 2 LIGHTING TRACK - POWER NOT INCLUDED - ADMISSION FOR 2 DELEGATES 	<ul style="list-style-type: none"> - WHITE WALLS - CLEAR PLEXI WALLS - 1 TALL MURAL - 1 COMPANY SIGN - 1 TABLE - 3 CHAIRS - CARPET - 2 LIGHTING ARMS - 1 COUNTER - POWER INCLUDED - ADMISSION FOR 3 DELEGATES

Note: All the pictures above are for reference only and subject to modifications. For a detailed description of the features of each booth, including dimensions, see the following link:

<https://decorexpo.com/vtm-michigan-2023/>

EXTRA FURNITURE

All additional furniture & printed materials must be ordered through our official supplier, DÉCOR EXPERTS EXPO.

Please visit this link to review the options and book additional furniture. Once the file is open, you'll have to click on a link to open the photos of all available <https://decorexpersexpo.com/vtm-michigan-2023/>

Please note: when ordering extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

For special requests or questions please contact:

Décor Experts Expo at (+1) 450.646.2251 or email dominic.guay@dee-expo.com

AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through **Mercury Sound & Lighting**. To place an order, please use the following link: [Exhibition Order Form - Mercury Sound and Lighting \(mercurysl.com\)](#)

For inquiries, please contact Evan Betts at (734) 507-1177, or email ebetts@mercurysl.com

LUNCH

A seated business lunch will be catered on July 12 - 13, for those who have **pre-paid** for the lunch option during the original registration process. Access to the lunch area will be denied to those who did not pre-pay.

If you have not purchased lunch and would like to do so, urgently email Aswini Dessouppa at adessouppa@advbe.com.

A minimum of 10 business days prior to the event is required to notify ABE to add the lunch option. Please specify the number of days and number of guests in your email. It will not be possible to purchase lunch after June 30th, 2023.

INTERNET ACCESS

Complimentary Wi-Fi is available throughout the convention center.

For inquiries, please contact: Terri Freytag at 248-348-5600 x205, or email tfreytag@suburbanshowplace.com

To place special orders, please use the following link:

https://michiganvehiclemeetings.com/images/downloads/Diamond_Center_Internet_Packet.pdf

POWER SUPPLY

The Basic 4m² and Basic 8m² packages **do not** include electrical services. Power for these packages, as well as additional power for other packages, may be ordered through **BOCO Enterprises**.

To place an order, please use the following link:

https://michiganvehiclemeetings.com/images/downloads/BOCO_-_Electricity_-_VTM_2023_UTILITY_Form.pdf

Please note: when ordering power supply you **do not** need to enter your booth number. Entering "**Company name**" will suffice.

ABE will not supply power strips/bars, electrical adapters, tapes or any other materials. Be sure to bring all necessary materials to set up your booth.

For inquiries, please contact: Dawn Thomas at 248-348-5600, or email your order form to:

dthomas@suburbanshowplace.com

SHIPPING & HANDLING

Please read carefully as you have two different options for your materials shipping and handling: For either choice, you must complete the shipping information in the Exhibitor Kit and return to Art Craft Display prior to shipping your items.

Click on "[Download Exhibitor Kit here](#)"

1. Use your own carrier and ship your materials **directly** to the Suburban Collection Showplace. Be sure to have your materials delivered on July 11th (from 8:30a.m. – 4:30p.m) ONLY. Earlier deliveries are subject to the Advance Shipping Surcharge.. Send them to the address below and add the name of the event as well as your company name on the label:

**Company Name / VTM Michigan 2023 / c/o ART CRAFT DISPLAY, INC / 46100 Grand River Avenue, SUITE B/
Novi, MI, 48374 / USA**

Art Craft Display, Inc. will receive, handle and deliver your materials at your booth. VTM Michigan rate for Art Craft Display, Inc.

2. Use your own carrier and ship your materials in advance. Shipments will be accepted from June 5th through July 5th (from 8.00am to 4.30pm). Art Craft Display, Inc. will receive your materials, store them for up to 30 days in advance, and deliver your materials to your booth.

**Company Name / VTM Michigan 2023 / c/o ART CRAFT DISPLAY, INC / 46100 Grand River Avenue, SUITE B/
Novi, MI, 48374 / USA**

Questions on domestic and international shipments please contact Art Craft Display at – (248) 380 – 0843 or email detroit@artcraftdisplay.com

MOVE-OUT

All exhibits/booths must be torn down and ready to ship on July 13th by 7:00 p.m. Art Craft Display coordinates all outbound freight from the show site.

Please obtain all outbound freight authorization paperwork from the Dee Service Desk prior to close of the show. Any freight left on the show floor will be re-routed via Art Craft Display or returned to the warehouse at exhibitor's expense.

GROUND TRANSPORTATION

- **Public Transportation:** If traveling by [public transportation](#), SMART and AirRide provide service to and from Detroit Metro Airport. While in the McNamara Terminal and Evans Terminal, follow the signs for Municipal Transportation/Regular Scheduled Bus Service to reach the SMART and AirRide buses.
- **Terminal to Terminal Shuttles:** These shuttles connect passengers to McNamara and Evans Terminal, with a convenient stop at the Westin Hotel located at McNamara Terminal. Shuttles depart approximately every 10 minutes from the Ground Transportation Centers and Westin Hotel entrance.
- **Taxis** – There are various taxi services operating in and around Detroit / Novi. The going rates in Detroit are as follows: \$2.50 flat rate, \$1.25 per mile and \$49.00 flat rate from the airport to downtown

HOTELS & ACCOMODATION

ABE has granted Group Travels Associates full exclusivity for housing related to this VTM MICHIGAN 2023. We strongly recommend you make all your bookings through our partner as this is the best way for you to save a great amount of dollars.

Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

<https://www.gtameetings.com/vehicle-transportation-technology-innovation/>

If you wish to make a **group reservation**, please email your list, including contact information, to: peggy@gtameetings.com and our partner will be in touch with you shortly.

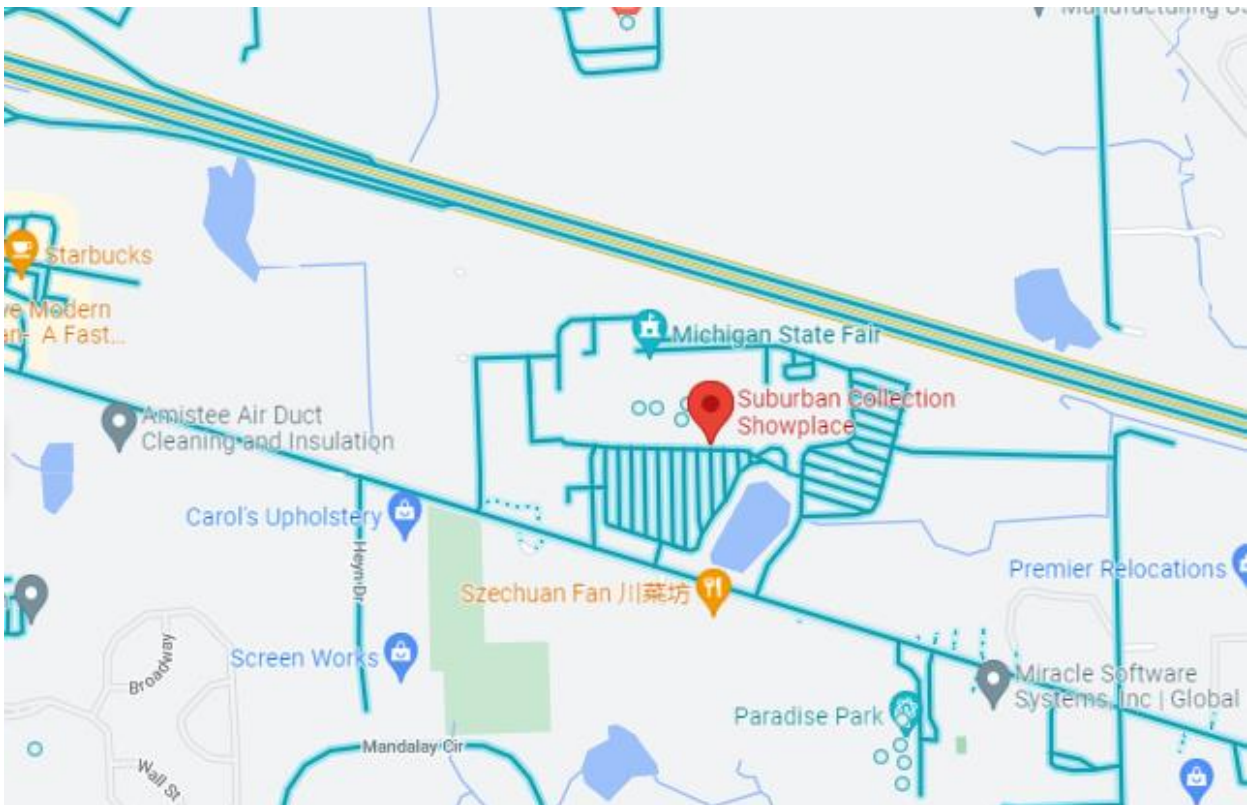
ACCESS TO THE VENUE

Suburban Collection Showplace is conveniently located at 46100 Grand River Avenue, between Novi and Beck Roads in Novi, MI. The facility can be accessed from I-96 at the Novi and Beck Road exits.

Suburban Collection Showplace

46100 Grand River
48374 Novi, MI., USA

- Directions – <https://www.suburbancollectionshowplace.com/directions-parking>
- **Parking** - PAY FOR PARKING IN ADVANCE by clicking this link:
<https://www.suburbancollectionshowplace.com/parking>



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