

PARTICIPANTS GUIDE

M1 CONCOURSE

45399 Woodward Ave, Pontiac, MI 48341

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For further questions, please contact:

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

EVENT SCHEDULE & AGENDA

Wednesday, April 23rd, 2025

- 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

Thursday, April 24rd, 2025

- 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 M1 Concourse, 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 April 22nd. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the M1 Concourse at 7:30 AM on Wednesday, April 23rd to complete the set up of the 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 - <u>BASIC POWER INCLUDED</u> - ADMISSION FOR 1 DELEGATE 	<ul style="list-style-type: none"> - 8 WHITE WALLS - 2 COMPANY SIGN - 2 TABLES - 6 CHAIRS - CARPET - 2 LIGHTING TRACK - <u>BASIC POWER INCLUDED</u> - 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 - <u>POWER INCLUDED</u> - 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://michiganvehiclemeetings.com/images/downloads/BR-VTM-MICHIGAN-2025.pdf>

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://michiganvehiclemeetings.com/images/downloads/BR-VTM-MICHIGAN-2025.pdf>

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:

Morgane Pignol, Décor Experts Expo - morgane.pignol@dee-expo.com / Cell : 819 448-8884

AUDIOVISUAL RENTAL

- Audiovisual requests may be ordered through **AVL Creative**.

For inquiries, Brent Burgess | Manager of Audio / Visual - Cell: (313) 402-2060 / email bburgess@avl-c.com

LUNCH

A seated business lunch will be catered on April 23 & 24, 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 April 8th, 2025.

INTERNET ACCESS

Complimentary Wi-Fi is available throughout the event venue.

For special inquiries, please contact: **AVL Creative**.

Brent Burgess | Manager of Audio / Visual - Cell: (313) 402-2060 / email bburgess@avl-c.com

POWER SUPPLY

The Basic 4m² and Basic 8m² packages include BASIC electrical services. If more than one (1) 115-amp circuit fees will apply. **The deadline to place your orders is APRIL 1st.**

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 / email: wadeselectricco@aol.com

MOVE-OUT

All exhibits/booths must be torn down and ready to ship on April 24th by 6:00 p.m.

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. 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

