



2016 Michigan Music Conference: *An In-service for Music Educators*

January 21 – 23, 2016
Amway Grand Plaza Hotel & DeVos Place
Grand Rapids, MI

Loading Dock Guidelines for Lyon Street

LOAD-IN

The loading dock is located on Lyon Street, at the corner of Lyon and Monroe on your right (see attached map at the bottom of the page for exact location).

At DeVos Place®, loading dock exhibitors will need to check-in with the Traffic Control Guard letting him know which booth they are in AND in which event/show they are participating (*Michigan Music Conference*). Traffic control guards will be located along the street lining up to the dock as well as in the loading dock itself. They will be clearly identifiable wearing bright neon vests. The guard will direct them to the dock/appropriate space available for their show.

Once the exhibitors have parked their vehicles in the loading dock, they must unload their items onto a cart.

- Flatbed carts and pallet jacks will be available on the dock from the decorator, but in limited supply.
- If exhibitors have their own personal cart, dolly, or other item that would assist them in transporting their items into the exhibit area we would encourage them to bring it for their personal use.
- After their items have been removed from their vehicles and placed in the vicinity of their booth, they must return to the loading dock and remove their vehicle. Vehicles are to be removed from the loading dock before exhibitors spend time “setting up” or “arranging” their booths.

PARKING

- Parking is available in the DeVos Place® Parking Ramp which is directly underneath the building and can be accessed from the entrance on the North West corner of DeVos Place® on Michigan Street.
- Additional parking may be available in the City-County Building on Monroe Street (across from DeVos Place).
- Parking underneath the building is \$1.00 per half an hour with a \$12.00 daily maximum rate.
- Parking underneath the building requires an 8' clearance.
- Parking trailers is an option. If you have a vehicle and/or trailer that does not meeting the 8' clearance see ***“PARKING FOR OVERSIZE VEHICLES”*** section at the bottom the guidelines.

RE-ENTRY AFTER PARKING

Exhibitors have two options for re-entry into DeVos Place® after they have parked their vehicle.

1. If they park in the parking ramp below DeVos Place®, they may take the elevator on the West side of the lot up to the DeVos Place® Grand Gallery.



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2. The other option is to re-enter the building through the Ballroom doors on Lyon Street. Exhibitors should have their credentials -especially on show days.

******Vehicles may not be left in the loading dock for any reason except for load-in or load-out purposes without the approval of the building. Security cannot authorize such an arrangement.***

LOAD-OUT

Load-out will not begin until the time approved by the presenter of the event.

- Carts, pallet jacks, etc. will not be available until the arranged load-out time.
- The loading dock interior and exterior doors will not open until the pre-arranged time.
- If you have questions about load-out time, please check with a representative from the event.
- Exhibitors are asked to disassemble their booths and transport their items to the loading dock upper walkway before retrieving their vehicles.
- Exhibitors should arrive at Loading Dock Door for assignment of dock space for pick-up and check-in with the Traffic Control Guard.

PARKING FOR OVERSIZE VEHICLES

- Vehicles that are too large to fit in a parking structure will be given a permit to park on Scribner Street during the dates of the event.
- Parking on Scribner Street is available on a first come – first served basis.
- DeVos Place® is not responsible for finding appropriate parking for oversize vehicles, but we will assist you by attempting to provide appropriate contacts and information.
- Permits will be given to vehicles and may be received from the Traffic Control Guard.
- Please let them know if you will need a permit.

In order for the permit to be valid you must leave your vehicle attached to the trailer.

- Directions to Scribner Street may be obtained from the Traffic Control Guard as well.

SHIPPING ITEMS TO DEVOS PLACE

- All items being shipped to DeVos Place prior to the event must be shipped through Art Craft Display.
- Shipping instructions and details can be found in the attached form.
- All items received will be delivered to the booth/space specified on your order form.



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DOWNTOWN GRAND RAPIDS

