



## LOAD IN/OUT INFORMATION

Exhibitors may **load in** on 9/26, 9:00am – 3:00 pm. Booth must be fully set by 3:00 pm, as the expo hall will be locked at that time.

Exhibitors may **load out** on 9/27, 6:00 pm – 9:00 pm. Please do not begin tearing your booth down before 6:00 pm.

*Dismantling and Removal of Exhibits The dismantle period will be published on the Michigan Realtors® website and communicated to vendors in advance of the show. In no case will dismantling be allowed before the published designated time. If an exhibitor violates this regulation, it may be assessed a \$250 fine or be denied exhibit space in future expos.*

### Governors Hall Information

EXHIBITORS may not use the lobby entrance to the hotel for moving in exhibit materials. All exhibitors, equipment and materials must enter using the appropriate loading dock or the entrance behind Governors Hall. EXHIBITORS shall be solely responsible for delivery, handling, setup, and removal of their own displays and materials. Grand Traverse Resort does not supply labor or carts for setup.

If a Display / Exposition service is being used, all exhibit materials should be shipped to them. Exhibit materials shipped to Grand Traverse Resort may be re-consigned back to the display company. Grand Traverse Resort will not be responsible for additional shipping charges and delivery delays that may result. Storage is NOT available for crates or excess exhibit material at Grand Traverse Resort and Spa prior, during, or after the show.