



MOVE-IN INSTRUCTIONS

NOVI HOME SHOW
FALL EDITION
October 13-15, 2017

Note that exhibitors in Hall C do not move-in until WEDNESDAY. Exhibitors in Hall B move in beginning on TUESDAY. See move-in schedule for instructions.

And due to the popularity of the Suburban Collection Showplace, events are booked closely together. Another show is moving into the building on Monday after we close on Sunday.

Therefore, we must move out quickly!

Please review the Move-In schedule carefully.

The Michigan Manufactured Housing Association will be with us again – and using ALL of Hall A. Also the MMHA will have a special meeting for those in their industry on Thursday in and around the homes. Therefore, Hall A will be closed to all except members of the MMHA on Thursday. The wall separating the Halls will open on Friday morning prior to the public opening at 2:00 pm.

If you have any questions about your schedule, please contact your Show Sales Representative whose name appears below.

You will also notice the continuation of the expansion of the expo facility. This will provide over 90,000 sq ft of additional space for future events. Plans are to complete the construction by mid-summer 2018. You can see a visual concept of the expanded facility through a link on their home page at <https://suburbancollectionshowplace.com/>

Very soon our shows will be part of an even more prestigious facility!

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MOVE IN SCHEDULE HALL B
Rows 9 - 13
2017 NOVI HOME SHOW
FALL EDITION

WHEN DO YOU MOVE IN?

Your booth is located in Hall B for the Novi October Show.

| | |
|---------------------------------------|----------------------------|
| Booth numbers ending in 00 through 13 | Tuesday 8 am to 10 am |
| Booth numbers ending in 14 through 21 | Tuesday 10 am to 12 noon |
| Booth numbers ending in 22 through 27 | Tuesday 12 noon to 2 pm |
| Booth numbers ending in 28 through 33 | Tuesday 2 pm to 4 pm |
| Booth numbers ending in 34 through 39 | Wednesday 8 am to 10 am |
| Booth numbers ending in 40 through 47 | Wednesday 10 am to 12 noon |
| Booth numbers ending in 48 through 51 | Wednesday 12 noon to 2 pm |
| Booth numbers ending in 52 through 55 | Wednesday 2 pm to 4 pm |
| Booth numbers ending in 56 through 72 | Thursday 8 am to 4 pm |

WHICH DOOR DO YOU USE?

| | |
|--|-----------------|
| If your booth is in <u>Aisle 9</u> through <u>Aisle 13</u> | Overhead Door 7 |
| If your booth is in Aisle 14 through Aisle 19 | Overhead Door 9 |

WHEN DO YOU MOVE OUT?

All exhibitors will move out **after the show closes** on Sunday evening and **after the public has left the aisles**. Art Craft will be on hand with 4-wheel carts. Hanging signs will be removed - fork lift service will be available.

Overhead doors will be opened as well as pedestrian doors on the north side of the building. Vehicles will be permitted inside the hall **AS SOON AS THERE IS A CLEAR PATH TO PERMIT SUCH ENTRY**. If your material can be removed on a hand truck, that can be accomplished more quickly.