



MOVE IN and OUT INSTRUCTIONS Novi Home Show – January Edition 2018

Move-in will be accomplished through three overhead doors on the North Side of the Suburban Collection Showplace – Hall A door (#5) and Hall B door (#7) and Hall C door (#9) as shown on the floor plan.

Several 4-wheel carts are available, but you may want to bring your own hand trucks. You will need your own "labor force" to assist, unless you have made other arrangements with Art Craft Display, Inc. as offered in the Exhibitor Kit.

During move-in, as soon as your display has been unloaded, please move your vehicle out of the exhibit hall, and return to your booth to complete construction.

For move-out, please park your vehicle in the lot - come inside and dismantle your display, and then bring your truck inside for loading. There is ample free parking on the north side of the facility during this time.

If you have questions, please don't hesitate to contact us.

With your cooperation, we look forward to a smooth move-in and a very successful show!

Show Manager **Rosalie Lamb**
313-600-5812 rosaliele@builders.org

Show Sales Person **Colleen Kubert**
734-432-9764

Show Sales Person **Mary Tocco**
586-226-2048 mctocco@hotmail.com



**MOVE IN AND OUT SCHEDULE
2018
NOVI HOME SHOW – January Edition**

WHAT TIME DO YOU MOVE IN?

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 1</u> through <u>Aisle 8</u>	Overhead Door 5
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?

Booth numbers ending in 54 through 72	Monday 8 am
Booth numbers ending in 46 through 53	Monday 9 am
Booth numbers ending in 36 through 45	Monday 10 am
Booth numbers ending in 24 through 35	Monday 11 am
Booth numbers ending in 00 through 23	Monday 12 noon to 3 pm

**All exhibit material should be cleared from the facility
by 4:00 pm on Monday**