



MOVE-IN INSTRUCTIONS

NOVI HOME SHOW
SPRING EDITION
Apr 6-8, 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 Services 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**
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Show Sales Person **Colleen Kubert**
734-432-9764

Show Sales Person **Mary Tocco**
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**MOVE IN AND OUT SCHEDULE
 2018
 NOVI HOME SHOW - Spring Edition**

WHEN DO YOU MOVE IN?

(Note schedule for Row 5 across from landscapes is different !!)

Booth numbers ending in 00 through 13	Tuesday 8 am to 10 am
Booth numbers ending in 14 through 25	Tuesday 10 am to 1 pm
Booth numbers ending in 26 through 33	Tuesday 1 pm to 4 pm
Booth numbers ending in 33 through 42	Wednesday 8 am to 11 am
Booth numbers ending in 43 through 48	Wednesday 11 am to 1 pm
Booth numbers ending in 49 through 55	Wednesday 1 pm to 4 pm
Booth numbers ending in 56 through 72	Thursday 8 am – 3 pm

WHICH DOOR DO YOU USE?

If your booth is in Aisle 1 through Aisle 6	Overhead Door 5
If your booth is in Aisle 7 through Aisle 14	Overhead Door 7
If your booth is in Aisle 14 through Aisle 17	Overhead Door 9



SCHEDULE FOR ROW 5 FACING THE GARDENS

Booth numbers 503 through 616	Thursday 8 am to 10 am
Booth numbers 516 through 626	Thursday 10 am to 12 noon
Booth numbers 528 through 638	Thursday 12 noon to 2 pm
Booth numbers 543 through 656	Thursday 2 pm to 4 pm

WHEN DO YOU MOVE OUT?

Booth numbers ending in 40 through 51	Monday 8 am
Booth numbers ending in 28 through 41	Monday 9 am
Booth numbers ending in 20 through 27	Monday 10 am
Booth numbers ending in 14 through 26	Monday 11 am
Booth numbers ending in 00 through 13	Monday 12 noon – 2 pm

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