

Dear Registered Vendor –

Thanks for registering to display at the Midwest Fire Rescue Expo in Novi, Michigan.

Below are details surrounding vendor setup. Please forward this information to the reps working your booth.

**Show Date: WEDNESDAY, April 13, 2022**

**Show Hours: 10:00AM-3:00PM (lunch buffet: 11:30AM-1:30PM).**

**Location: Suburban Collection Showplace - 46100 Grand River Ave, Novi, MI 48374**

**Vendor Set-up Schedule:**

**Vendors Displaying Vehicles: Tuesday, April 12<sup>th</sup>, 9:00AM-2:00PM**

**Target Move-in Times for all vehicles will be pre-assigned & sent via a separate email. Vehicles will enter the building thru a large overhead door (#11), located in the back of facility (North Side).**

**Vendors with basic booths only: Two options: Tuesday, April 12<sup>th</sup>, 10AM–2:00PM and Wednesday, April 13<sup>th</sup>, 7:30AM-9:00AM**

***\*\*VEHICLES WILL NOT BE ALLOWED TO DRIVE ON THE CARPET ON WEDNESDAY MORNING\*\****

***NOTE: If you are setting up a booth and want to drive your vehicle onto the showroom floor to transport your items, you can only do that on Tuesday.***

All Exhibitors must check in with our Exhibitor Desk, located in the rear of the showroom floor, behind the vehicles.

You will receive your vendor packet when you check in at the desk, which will include name badges and other pertinent documents.

Keep in mind, we do provide basic electricity to all displaying vendors, but you should bring your own extension cord(s) to ensure that you can reach the closest outlet to your assigned booth space.

We will provide you with an updated list of registered general attendees prior to the show.

Let me know if you have any questions at this time.