

# Loading Dock Guidelines

## LOAD-IN

The loading dock is located on Michigan Street. Dock Door #6 (the center door) will be used as the “IN” door. At DeVos Place®, loading dock exhibitors will need to check-in with the Traffic Control Guard letting him know which booth they are in AND in which event/show they are participating. The guard will direct them to the dock available for their show.

Once the exhibitors have parked their vehicles in the loading dock, they must unload their items onto a cart. Flatbed carts and pallet jacks will be available from your decorator, but in limited supply. If exhibitors have their own personal cart, dolly, or other item that would assist them in transporting their items into the exhibit hall we would encourage them to bring it for their personal use. **After their items have been removed from their vehicles and placed in the vicinity of their booth, they must return to the loading dock and remove their vehicle.** Vehicles are to be removed from the loading dock **before** exhibitors spend time “**setting up**” or “**arranging**” their booths.

Parking is available in the DeVos Place® Parking Ramp which is directly underneath the building and can be accessed from the entrance on the North West corner of DeVos Place® on Michigan Street. Additional parking may be available in the City-County Building on Monroe Street (across from DeVos Place).

Exhibitors have two options for re-entry into DeVos Place® after they have parked their vehicle. If they park in the parking ramp below DeVos Place®, they may take the elevator in the Southeast corner of the lot up to the DeVos Place® Grand Gallery. The other option is to re-enter the building through the Grand Gallery doors on Monroe Street. Exhibitors should have their credentials - especially on show days.

Vehicles may not be left in the loading dock for any reason except for load-in or load-out purposes without the approval of the building. Security cannot authorize such an arrangement.

## LOAD-OUT

Load-out will not begin until the time approved by the presenter of the event. Carts, pallet jacks, etc. will not be available until the arranged load-out time. The loading dock interior and exterior doors will not open until the pre-arranged time.

Exhibitors are asked to disassemble their booths and transport their items to the loading dock upper walkway before retrieving their vehicles.

Exhibitors should arrive at Loading Dock Door #6 for assignment of dock space for pick-up.

### FREIGHT ELEVATOR *OPTION*

If arranged prior to load in/load out, exhibitors may use the freight elevator on the North end of the building to shuttle materials to and from the parking ramp. The freight elevator will be operated by a security guard, at additional expense to the event settlement.

This is a great option for events that have a lot of vendors arriving with personal vehicles and small trailers. It really eases the flow of traffic in the loading dock and is recommended for move-ins and/or move-outs.

This option **must** be advanced with your event coordinator at least 2 weeks prior to your event start date.

### SCRIBNER STREET STAGING/MARSHALLING *OPTION*

Scribner Street (west side of the Grand River) may be used as the Marshalling Yard / Staging Area for exhibitor vehicles wishing to use the loading docks during load-in to DeVos Place®.

All vehicles must check-in with Traffic Control on Scribner Street. Vehicles arriving at DeVos Place® loading dock without having checked-in on Scribner may be refused access to the docks and routed to Scribner Street for check-in.

Scribner Street is a one-way street heading north and can be accessed from Pearl Street. When pre-arranged traffic control guards will be stationed on this street. Exhibitors are to check-in with the guard and let him know their booth name AND which event they are with.

Exhibitor vehicles will be held on Scribner until the scheduled load-in begins or until space is available in the docks. The guard will let them know when to proceed onto Michigan Street eastbound to the DeVos Place® loading docks. The guard may also give each vehicle a voucher which will allow them to gain access into the dock.

This option is best for events that have exhibitors that will be arriving with box trucks, semi trucks, or flatbed trailers. This also may become necessary if there is more than one large move in or move out happening at the same time.

This option **must** be advanced with your event coordinator at least 2 weeks prior to your event start date.

### PARKING FOR OVERSIZE VEHICLES

Vehicles that are too large to fit in a parking structure MAY be given a permit to park on Scribner Street during the dates of the event. Parking on Scribner Street is available on a first come – first served basis. DeVos Place® is not responsible for finding appropriate parking for oversize vehicles, but we will assist you by attempting to provide appropriate contacts and information.