

Show move-in hours are pre-assigned. [See HERE](#) for schedule.



**\*\*Unless told otherwise, EXHIBITORS that need use of the LOADING DOCK are required to check-in at the Marshalling Yard PRIOR to move-in and move-out for the Snow & Ice Symposium trade show\*\***

**Wednesday move-in and plan to hand-carry your materials in? SEE PAGE 2 for freight elevator parking and information....**

### Marshalling Yard hours:

- Tuesday, June 17 from 8-5pm
- Wednesday, June 18 from 8-5pm
- Thursday, June 19 (none; go directly to the DeVos Place)
- Friday, June 20 from 8-5pm

### Marshalling Yard Address:

Scribner Street (west side of the Grand River)

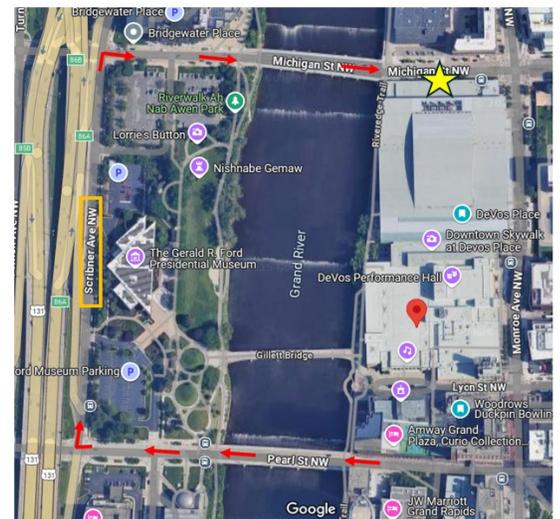
Scribner Street is one-way and can be accessed from Pearl Street

### Process:

All vehicles requiring use of the loading dock must check-in with Traffic Control guard on Scribner Street – look for the “SIMA freight check-in” sign. *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.*

Exhibitors are to check-in with the guard and let him know their booth name and number. 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.

**ALL EXHIBITORS bringing a vehicle or piece of equipment to display on the trade show floor MUST request/complete the check-in form prior to leaving the vehicle. This form confirms display requirements + includes contact information in case of an issue during the fire marshal inspection. See guard dock for more.**



### Need overnight parking?

Vehicles that are too large to fit in a parking structure may be given a permit to park on Scribner Avenue during the dates of the event. See onsite Dock Guard for more.

Parking on Scribner is available on a first come, first served basis.

**Freight Elevator:**

If you are arriving in a personal vehicle and plan to hand-carry your items to your booth, please park in the parking garage beneath the facility and utilize the freight elevator. The garage has a clearance height of 8'. The freight elevator is located on the north side of the parking garage.

DeVos Place has parking conveniently located under the convention center. Access to the parking lot is on Michigan Street. **Please note you cannot access the underground parking garage if you are heading West on Michigan Street.** No left hand turns are permitted due to a semi-permanent concrete berm installed for a new crosswalk.

