



Michigan Association of Chiefs of Police
2019 Professional Development and Exhibiting Conference
February 6-7, 2019 (Exhibiting Days)
Grand Rapids, MI



If you have any questions before shipping any materials being used in connection with displays and/or exhibits, please contact:

MP Convention Service Manager Amway Grand Plaza
Hotel Ph. (616) 776-6441
Kelly Van Dyke – kvandyke@ahchospitality.com

SHIPPING and RECEIVING INFORMATION

Shipments of material, literature, products, as well as cartons and envelopes that are to be used in conjunction with your groups meeting/program should be addressed as follows:

Recipient's (Guest's) Name
c/o Amway Grand Plaza Hotel
187 Monroe Avenue, NW
Grand Rapids, MI 49503
Reference: MACP Conference - Feb 6-8, 2019
(Actual Exhibiting Dates - Feb 6-7, 2019)

Please note:

- That the "Recipient" refers to the person who will be picking up the items or package, even if that person is not staying at the Hotel.
- Also, as an added measure, please write the recipient's name and the name of the Convention on the box itself.
- DO NOT address items to the Catering/Convention Service Manager.
- All shipments should be prepaid.
- Regrettably, it is not possible for the Amway Grand Plaza Hotel to accept C.O.D. shipments.
- **If you are sending more than one package within a single shipment, be sure to number in sequence (example: 1 of 3, 2 of 3, 3 of 3).**
- Because the Hotel has limited space, items should be sent as close to the meeting date as possible. **(PLEASE DO NOT SEND ANY SHIPMENTS MORE THAN 2 WEEKS PRIOR TO YOUR ARRIVAL).**
- In addition, please make sure to record and bring to the Hotel the waybill number of all packages shipped to us.
- Only a limited amount of exhibit material (that can be placed on one or two bellman's carts) may be brought through the public Motor Lobby. (All other shipments will be directed to the Hotel's Loading Dock).
- If assistance from a bellman is needed to deliver materials/exhibits to any meeting rooms. Please check with the hotel for any fees.

We have prepared the following list of guidelines to assist those who are exhibiting in facilities of the Amway Grand Plaza Hotel.

1. Advertising material may be distributed only from those firms who have engaged space.
2. No part of any exhibit or related sign may be pasted, nailed, taped, tacked, stapled or otherwise attached to walls or doors.
3. Adhesive-backed (*stick-on*) decals or similar items should not be distributed, with the exception of name tags.
4. Signs should be professionally prepared and displayed only on easels.
5. Food and beverage products not purchased from the Hotel may only be distributed (*whether complimentary or sold*) with the written permission of the Amway Grand Plaza Hotel.
6. Deliveries of exhibit material are to be directed to the Hotel's loading dock on Lyon Street. (*See Shipping & Receiving Information*).
7. Telephone requirements should be discussed with the Hotel Convention Service Manager before arrival. Requests for telephones should be submitted to the Hotel at least seven days before set-up date.
8. All electrical apparatus must conform to City of Grand Rapids Fire Code and the Policies of the Amway Grand Plaza Hotel.
9. **All exhibit materials should be dismantled, packed and taken to the Bellman Station on the 1st Floor, if return shipping is needed.** A shipping form must be completed at that time. No boxes or items should be left unattended in any exhibiting areas after the completion of exhibiting function. (*See Shipping & Receiving Information*).
10. The Hotel cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Hotel harmless from any and all liabilities from any cause. The Hotel maintains a 24-hour professionally trained security staff.

Unethical conduct or infraction of these guidelines on the part of the exhibitors or their representatives will subject the exhibitors to dismissal from the Hotel. For additional information, contact the Amway Grand Plaza Hotel Convention Service department at (616) 776-6400.

Please ask your Catering/Convention Service Manager for shipping and exhibit contractor references.