



## Vendor and Exhibitor Information

Below you will find the specifications for all vendors and exhibitors taking part in events held in the Meeting and Events Center at MGM Grand Detroit. We ask that you please read the following information carefully to ensure that the execution of all events goes as smoothly as possible. Please feel free to contact the Conference Service Manger handling your event should you have any questions: **Tracy Round - tround@det.mgmgrand.com**

### **SHIPPING MATERIALS:**

#### **Inbound:**

Hotel will accept most packages and freight up to seven (7) days prior to arrival. Handling fees will apply for all incoming and outgoing shipments. For accuracy in shipping your material, please use the following shipping information:

**MGM Grand Detroit**

**Attention: Tracy Round**

**RE: GROUP NAME**

**1777 Third Street**

**Detroit, MI 48226**

**Hold For: Insert Guest/Company Name Box: # of #**

The Hotel Sales and Catering Departments must be notified of any incoming packages and freight at least seven (7) days prior to the arrival of the shipment. *Please email or fax the Conference Service Manger handling your event all tracking numbers for boxes shipped to the hotel prior to arrival.*

### **SHIPPING AND RECEIVING HANDLING FEES:**

Applicable fees are the responsibility of the individual exhibitor. These fees may be applied to the exhibitors' individual guestroom if applicable. If they are not a hotel guest, a credit card authorization form must be completed for shipping fees. A copy of this form can be found on the second page of this document.

All Vendor Booths and Boxes shipped ahead of time will be delivered to Exhibit Area prior to event. Please be sure that your onsite representative has accurate tracking numbers to verify delivery.

MGM Grand Detroit is not responsible for assembly or teardown of vendor materials including, but not limited to booths and/or table top displays.

#### **Outbound:**

Vendors are responsible for their own shipping labels/postage for all boxes to be shipped out after event. Shipping labels/postage must be adhered to the all boxes by vendors/exhibitors. No shipping or packing materials will be provided by MGM. Outgoing parcels must be delivered to the designated conference drop-off location no later than 1:30 p.m. for same day shipping.

If boxes have been arranged for pick up by SPECIALTY COURIER SERVICE details must be pre-arranged with Conference Service Manger handling your event to ensure packages are available in the accurate location at time of pickup. Additionally, CLEAR instructions must be taped to all boxes indicating where and when pick-up will take place.

Please note the Hotel Receiving Department is closed on Sundays.



## PAYMENT CARD AUTHORIZATION

**Return forms to:**

1777 Third Street - Detroit, MI 48226  
 Phone: 313.465.8773 Fax: 313.965.3788

version: 3.0  
 10/30/2013

### TRANSACTION INFORMATION:

**HANDLING FEES**

<input type="checkbox"/>	0 - 5 Boxes	\$10.00
<input type="checkbox"/>	6 - 10 Boxes	\$20.00
<input type="checkbox"/>	11 - 15 Boxes	\$40.00
<input type="checkbox"/>	16+ Boxes	\$60.00
<input type="checkbox"/>	Full Pallet	\$75.00
<input type="checkbox"/>	2+ Pallets	\$150.00
<b>Total Charges: \$</b>		_____

**TRACKING NUMBERS** (list below or attach list):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*See complete "Vendor and Exhibitor Information" for accuracy in inbound and outbound shipping procedures.\*\***

**COMPANY/EXHIBITOR NAME:** \_\_\_\_\_

**BOOTH # (if known):** \_\_\_\_\_

**CONFERENCE NAME:** \_\_\_\_\_ **ARRIVAL DATE:** \_\_\_\_\_

**\*\*Please Note:** All AV needs such as power and internet are ordered and billed directly through Encore Productions, unless otherwise noted by your conference host. See separate credit card authorization form provided by Encore Productions for further information

### PAYMENT CARD VERIFICATION:

**AUTHORIZATION NOTE:** I authorize and acknowledge that all of the charges as detailed above will be processed to my payment card below. I understand that an additional amount might be authorized for incidentals or other related charges. (If using a Debit Card, please be advised that this authorization may affect your checking account until final settlement of transaction). Payment Card Industry regulations prohibit merchants from requiring or making copies of your card.

American Express     Discover     MasterCard     VISA     Diners Club     JCB

\*Last four digits of credit card number:

\*Cardholder's Full Name: \_\_\_\_\_ \*Cardholder's Signature: \_\_\_\_\_

\*Cardholder's Billing Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**\*FULL PAYMENT CARD NUMBER:**

**\*EXPIRATION DATE:**

/

**\* REQUIRED FIELDS**

**Attention:  
Tracy Round**

**RE: GROUP NAME  
EVENT DATES**

**Hold For:  
Insert Guest/Company  
Name**

**Box: # \_\_\_ of # \_\_\_**

*\*\*Please fill in proper information and adhere this label to all boxes.*

# Loading in the day of the event?

If you require day-of load-in please refer the following Load-in/Load-out Instructions and corresponding map.

## Load-in / Load-out

- Please arrange to bring your vehicle at the time mutually agreed upon with the Conference Services Manager servicing the event, as security must be notified of your arrival. Date, time and name of driver (if possible) are required.
- Trucks or vehicles should drive to the Bagley Avenue entrance through the guard gate, where security will confirm your arrival
- Security will instruct the driver to pull into the flat parking lot immediately to the right of the guard gate (prior to speed bumps).
- Once parked, knock on the far-right door (while facing the building), a Security Officer will open the door and sign in the vendor/driver and distribute a “visitor” or “vendor” badge from the security desk. Please let the Security Officer know that you need access to “Conference Services”. *ALL staff assisting with load-in will require badges.*
- After receiving a badge, exit the flat parking lot and again proceed through the guard gate
- Continue through and pull up to the Conference Center Freight Elevator which is clearly marked on the side of the building about 200 yards after the guard gate on your immediate right.



- Trucks or vehicles must be unloaded and then *immediately* moved and self-parked at the flat parking lot where badge was received.
- **Note: MGM does NOT provide carts for load-in**

## Directions to Bagley Avenue Entrance

MGM Grand Detroit  
1777 Third St.  
Detroit, MI 48226

**From the North:** Take I-75 South to the Grand River exit. Remain on the service drive and turn left on Third Street. Turn right onto Bagley Street, the entrance will be on your immediate right.

**From the South:** Take I-75 north to M-39 West to I-94 East. Take I-94 East to M-10 South, exit left at Bagley Ave. Turn left on Third St. Make a "Michigan left", then turn right onto Bagley Avenue, the entrance will be on your immediate right.

**From the East:** Take I-94 West to M-10 South. Exit left at Bagley Ave. Turn left on Third Street. Make a "Michigan left", then turn right onto Bagley Avenue, the entrance will be on your immediate right.

**From the West:** Take I-96 East, to I-94 East to M-10 South. Exit left at Bagley Ave. Turn left on Third Street. Make a "Michigan left", then turn right onto Bagley Avenue, the entrance will be on your immediate right.

