

Michigan Show 2025

Tuesday, March 4

8:00 am – 5:00 pm	Registration Desk Open
9:00 am – 11:00 am	Truck Move In
1:00 pm – 5:00 pm	Exhibitor Move In

Wednesday, March 5

8:00 am – 5:00 pm	Registration Desk Open
8:00 am – 1:00 pm	Exhibitor Move In
9:00 am – 12:00 pm	Board of Directors
12:00 pm – 1:00 pm	Awards Luncheon (Invite Only)
1:00 pm – 2:00 pm	Keynote Speaker
2:00 pm – 5:00 pm	Trade Show Open
5:00 pm – 6:00 pm	Welcome Reception (Mojo's)
Evening Reserved for Hospitalities / Dinners	

Thursday, March 6

8:00 am – 3:00 pm	Registration Desk Open
8:00 am – 9:30 am	Chairman's Breakfast (Free)
9:00 am – 11:00 am	Seminars
11:00 am – 3:00 pm	Trade Show Open
12:00 pm – 1:00 pm	Industry Luncheon (Free)
2:00 pm	\$5,000 Attendee Door Prize Drawing (must be present to win)
3:00 pm – 5:00 pm	Brand Meetings
3:00 pm – 8:00 pm	Exhibitor Move Out



BOOTH PERSONNEL REGISTRATION

This form is not for your customers. If you would like to pay for your customers to attend, you must register them on an attendee registration form.

Each booth includes four (4) exhibitor badges. Exhibiting companies may register additional booth personnel for \$85 per person.

Company Name: _____

Person in Charge of Booth: _____

Please register the following person(s) who will be working in our booth:

_____	free	_____
_____	free	_____
_____	free	_____
_____	free	_____
_____		_____

Deadline: February 21, 2025

Total Amount: \$ _____

If Paying by Credit Card, go to: www.mpamacs.org/pay

Pay An Invoice

Invoice #: EXBDG2025

If paying by check, enclose check and mail to:

MPA/MACS
7521 Westshire Drive, Suite 200
Lansing, MI 48917



March 5 & 6, 2025

DeVos Place Rules

The City of Grand Rapids
Convention and Entertainment Complex

- ☆ No Booth Display may be higher than 8 feet without prior permission from MPA/MACS
- ☆ NO Copywritten or Licensed Music either live or recorded, may be played during the MPA/MACS Trade Show.
- ☆ No Holes may be drilled, cored or punched in the building. No move-in or move-out through any pedestrian entrance or exit.
- ☆ No lighter-than-air (helium, etc) balloons are permitted in the building unless prior authorization has been received, in writing, from the DeVos Place Director.
- ☆ No adhesive-backed (stick-on) decals or similar items (except name tags) may be distributed or used in the building.
- ☆ Parking on loading docks or inside the building (except for loading or unloading) is prohibited; violators will be towed at owner's expense.
- ☆ Decoration, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns, unless done by or under the direction of the DeVos Place staff.
- ☆ No painting of signs, displays or other objects is permitted in the building.
- ☆ No flammable materials will be permitted to be used for decorations unless treated with flame proofing and approved by the Fire Department. No machinery may be operated on the premises, or any flammable chemical used for either mechanical or other purposes.



Amway Grand Plaza Hotel is the sole provider of all food and beverage in the hotel and DeVos Place Convention Center. The liquor license for both premises is held solely by the Amway Grand Plaza. All alcohol served on the premise of Amway Grand or DeVos Place must be provided by the Amway Grand.

In the event a vendor or alcohol representative would like to offer samples on the premises at an event, the following procedures apply.

- The event must be a private event, not public.
- Attendees cannot pay for the samples; they must be complimentary
- The vendor may not sell product on the premise
- Product will be ordered by The Amway Grand Plaza
- Product must be delivered and received at the Amway dock by a licensed distributor. Alcohol may not be brought onto the premises by guests or vendors.
- Amway will pay the distributor invoice
- Amway will bill the client the cost of the product plus 30%
- The client must purchase all of the alcohol ordered for the event, regardless of whether or not it is used.
- Unopened Beer and wine is permitted to leave the premise with the vendor
- Liquor is not permitted to leave the premise
- An Amway staff member must serve all alcohol served on premise at a charge of \$25 per hour per staff member
- Maximum pour of 3 ounces for beer and 2 ounces for wine per sample
- Glasses, napkins, ice, straws or other items required to serve the samples must be provided by the vendor or purchased/rented separately.

Updated 1.10.2024



DEVOS PLACESM

Exhibitor Ice Request Form

Group: _____ Exhibitor: _____

Location: _____ Booth Number: _____

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Item	Quantity Needed	X	Price	X	Days Needed	=	Subtotal
Rolling Bin (approximately 125–150lbs)			\$40 each				
Bucket / Insert (approximately 20–25lbs)			\$12 each				

Subtotal	+	23% Service Fee	+	6% Sales Tax	=	Grand Total

Payment:

Organization: _____

Authorized by: _____

Telephone: _____

Credit Card Number: _____

Expiration Date: _____

Signature: _____ Date: _____

Return Completed Form to:

jsmith@ahchospitality.com

Amway Grand Plaza Hotel

Attn: *Jeff Smith*

187 Monroe Ave NE

Grand Rapids, MI 49503

Phone: 616-776-3308

Please note: for orders that are received day of or less than 24 hours before the start of your event, you will be charged double the price above.

Cooking Display Regulations

Michigan Show
March 5 & 6, 2025
DeVos Place, Grand Rapids, Michigan

If your display consists of deep fryers inside the DeVos Place Exhibit Hall you must submit this form below to the DeVos Place by February 18, 2024 by fax 616-742-6500.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact Person: _____

Type of Fryer (ie, commercial, residential, tabletop, etc): _____

Amount of Power needed: _____

Oil/Grease Capacity: _____

How many deep fryers per booth: _____

Exhibit Booth #: _____

If you have any questions regarding this regulation, please contact DeVos Place directly at 616-742-6500.

UNVENTED COOKING IN INDOOR FACILITIES

2008-7-1

The purpose of this document is to provide a protocol to permit the use of unvented and portable equipment cooking operations within exhibition venues or other indoor facilities. These guidelines were developed to ensure cooking operations are conducted in a safe manner so as to prevent personal injury or property damage. The following provisions must be followed and any variance from them must be pre-approved by the Grand Rapids Fire Department also known as the Authority Having Jurisdiction (AHJ). It is further understood that all event which perform cooking operations will be subject to Fire Department inspections at the completion of set up and during the cooking operation itself.

It will be the responsibility of the Event Manager to advise vendors/exhibitors and all other responsible parties of the following provisions and provide them a copy of this document. Fire Department staff will be made available upon request to determine if a cooking operation or method will be allowed which is not currently addressed by this document.

Degrees:

The maximum travel distance permitted within an exhibit enclosure or cooking area to an exit access aisle shall not exceed 50 feet.

Set up Plans:

Plans shall show booth arrangement, cooking device placement and combustible storage, shall be submitted to the AHJ prior to the setup of any cooking area/exhibit. The plans shall show all details of the proposed set up. No exhibitor or vendor shall occupy space in the facility without approved plan.

Portable cooking equipment that is not flue connected shall be permitted only as follows:

- 1) All cooking devices must be of the listed and approved type. This means all appliances to be used for cooking must be approved by Underwriters Laboratories, Factory Mutual, Warnock Hersey or another recognized testing laboratory. Further the devices must be used in the manner prescribed by the manufacturer. No other devices are permitted.
- 2) Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol burning equipment, including solid alcohol shall be permitted to be used provide precautions satisfactory to the AHJ are taken to prevent ignition of any combustible materials.
- 3) Candles shall be permitted to be used on tables for food service where securely supported on substantial non-combustible based with protected flames and located to avoid danger of ignition of combustible materials and approved by the AHJ.
- 4) Most equipment or process involving open flame dishes shall be permitted to be used provided that safety precautions such as a placement of devices, location of combustibles, placement of fuel shut offs and extinguisher availability meets the approval of the AHJ.
- 5) The AHJ shall imposed control on the quantity and location of combustible material being used or stored adherent to the cooking operation or equipment set up. Normally combustible storage will be limited to a one day supply and located at least 36 inches from any cooking device.
- 6) Acoustical and decorative materials including, but not limited to, cotton, hay, straw, paper, moss, split bamboo and wood chips must be flame retardant treated to the satisfaction of the AHJ. Documentation of such treatment must be provided.
- 7) Natural gas appliances shall be limited to the residential use group. The Event Manager will have the responsibility for ensuring the piping, feed lines and fitting are listed and approved for use with the appliances and for ensuring all connections are leak free.
- 8) Temporary electrical panels which provide the shut off capability for electric cooking devices must be located at least 36 horizontal inches from any device.
- 9) All Cooking devices shall maintain a 48 inches clearance from the public or by a barrier acceptable to the AHJ.
- 10) Cooking equipment for frying utilizing combustible oils or solids are a cooking medium must be of the listed approved type. These appliances must have lids which are immediately available to cover the cooking medium.
 - a. Whether used individually or in a group, the aggregate cooking surface(s) of any grouping cannot exceed 2 sq ft.
 - b. They can only be used on non-combustible surface material.
 - c. The grouping s must be kept at a horizontal distance of not less than 24 inches from each other or any combustible material.

Fire Extinguishers:

Each cooking area shall be equipped with a minimum of 2A10BC dry chemical fire extinguisher. Cooking areas that use combustible oils or solids are a cooking medium must be equipped with an additional approved K model fire extinguisher. Additional K Model extinguisher will be required for any cooking operation with four or more combustible oil or solid cooking devices.

Electrical/Gas Hook Ups:

All electrical hook ups that will be used in any cooking operation must utilize only listed and approved materials, be kept secure, routed to reduce trip hazards and be approved by event staff and the AHJ. All gas piping, feed lines and fittings must be listed and approved for use with the appliance and all connections are leak free. An emergency power cut off must be provided for all exhibitor/vendor areas.

For additional information contact 616-456-3900.

Display Vehicle Regulations

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March 5 & 6, 2025
DeVos Place, Grand Rapids, Michigan

If your display consists of automobiles, trucks or other vehicles inside the DeVos Place Exhibit Hall using flammable liquid (i.e. gasoline) as a fuel, you must abide by the regulations listed below.

1. Fuel tanks shall be less than 1/4 full. The goal is to have less than 5 gallons in any vehicle fuel tank.
 2. Gas tank caps must be lockable and/or sealed to prevent tampering. Fuel caps must be made difficult to remove.
 3. Ignition systems shall be disabled to prevent starting on equipment that does not have batteries or electric starters, but are equipped with fuel tanks.
 4. No ArmorAll (or similar) products to be used on site.
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Kelli Gustin, Event Coordinator
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Phone: 517-622-3530
Email: klgustin@mpamacs.org