

## GENERAL INFORMATION

Please direct any questions you have concerning policies, rules, and display regulations for the 2024 ACI-NA Conference & Exhibition to:

**Brad Lewis, Director of Exhibit Sales & Operations – 301-625-5123 or [blewis@showmgmt.com](mailto:blewis@showmgmt.com)**

For questions about shipping, storage, labor, utilities, furniture, floor coverings, special decorations, A/V, etc., contact the appropriate contractor as found in this Service Kit.

## LOCATION: DeVos Place

DeVos Place  
Halls A, B, & C  
303 Monroe Ave NW  
Grand Rapids, MI 49503

## SHOW HOURS

### MOVE-IN HOURS

<b>Saturday, September 7</b>	8:00 AM – 5:00 PM
<b>Sunday, September 8</b>	8:00 AM – 2:00 PM

**PLEASE NOTE:** All Exhibits must be set by 2:00 PM on Sunday, September 8. Show Management reserves the right to order labor and set any booth that is not complete by 2:00 PM on Sunday, September 8. The exhibiting company will be responsible for all costs incurred.

### EXHIBIT HOURS

<b>Sunday, September 8</b>	3:30 PM – 6 PM
<b>Monday, September 9</b>	8:00 AM – 1:00 PM 4:00 PM – 6:00 PM
<b>Tuesday, September 10</b>	8:00 AM – 1:00 PM

### MOVE-OUT HOURS

<b>Tuesday, September 10</b>	1:00 PM – 5:00 PM
<b>Tuesday, September 11</b>	8:00 AM – 5:00 PM

## EXHIBITOR REGISTRATION

The Exhibitor Registration desk at DeVos Place will be open during the following hours:

Saturday, September 7	7:30 AM – 6:30 PM
Sunday, September 8	7:30 AM – 7:00 PM
Monday, September 9	7:30 AM – 7:00 PM
Tuesday, September 10	7:30 AM – 1:00 PM

**Complimentary Full Registrations** – Each exhibiting company receives two (2) Complimentary Full Conference Registrations per 100 sq. ft. of exhibit space reserved. *\*Additional Booth Personnel Registrations may be purchased at a discounted rate of \$500 (before June 14; \$600 thereafter), maximum of 3 per company. Please visit the [Annual Conference exhibitor registration page](#) for more information.*