



Detroit - United States | October 16-18, 2018

PARTICIPANTS GUIDE

October 16-18, 2018

Suburban Collection Showplace
46100 Grand River
48374 Novi, MI., USA.

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Organized by:



With support from:

U.S. DEPARTMENT OF COMMERCE
Auto & Smart Mobility Team

EVENT SCHEDULE & AGENDA

Tuesday, October 16, 2018

08.00am – 12.30pm – AMM Detroit Intelligent Automotive Technology Summit
 12.30pm – 02.00pm – Lunch break
 02.00pm – 06.00pm – AMM Detroit Intelligent Automotive Technology Summit
 01.00pm – 06.00pm – Booth set-up (if applicable)

Wednesday, October 17, 2018

07.30am – 08.00am – Booth set-up (if applicable)
 08.00am – 12.30pm – BtoB Meetings & Workshops
 12.30pm – 02.00pm – Lunch
 02.00pm – 06.00pm – BtoB Meetings & Workshops
 07.00pm – 10.00pm – Cocktail Reception

Thursday, October 18, 2018

08.00am – 12.30pm – BtoB Meetings & Workshops
 12.30pm – 02.00pm – Lunch
 02.00pm – 06.00pm – BtoB Meetings & Workshops
 06.00pm – 06.30pm – Materials removed from booth
 06.30pm – 07.30pm – Materials to be picked up by carrier

RECEPTION DESK

Upon arrival at the Suburban Collection Showplace, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Schedule of Meetings
- Event Program
- Name tags
- Floor Plan & More




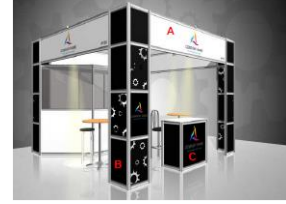
BOOTH SET – UP

AMM Detroit offers hard walled booths. **We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth. Please note that the walls cannot be damaged. abe will not be supplying any double sided tape, scissors or other materials.

Set up time will be running from 01.00pm to 06:00pm on Tuesday October 16th, 2018. For exhibitors unable to make it on Wednesday, it is recommended to arrive at the Suburban Collection Showplace at 07.30am on Wednesday, October 17th to complete the set up and personalization of their booths.

BOOTH DETAILS

Each wall panel measures 90-1/4" x 37-3/8". Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. **Custom wall and fascia panels may also easily be ordered by using the link below.**

Basic Package 6sqm (3m x 2m)	Basic Package 12sqm (6m x 2m)	Deluxe Package 12sqm (4m x 3m)	Premium Package 24sqm (6m x 4m)
			
<ul style="list-style-type: none"> - Carpeting - White panel walls - Header with company name printed in black - 1 round table cherry top - 3 black chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - White panel walls - Two headers with company name printed in black - 2 round table cherry top - 6 black chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 2 round tables cherry top - 1 counter - 4 high stools - 2 waste baskets - 3 chairs 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 2 round tables cherry top - 1 counter - 4 high stools - 2 waste baskets - 3 chairs

Note: All the pictures above are for reference only and subject to modifications.

For a detailed description of the features of each booth see the following link:
<http://usa.automotivemeetings.com/images/2018/downloads/booth-details-2018.pdf>

EXTRA FURNITURE

All additional furniture & printed materials must be ordered through our official supplier, DEE EXPO. Please visit this link to review the options and book additional furniture: <http://decorexpo.com/en/exposition-card.php?id=172&num=20145923> Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

For special requests or questions please contact DEE Expo at (+1) 450-646-2251 ext. 250 or fabienne.seguin@dee-expo.com

AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through Mercury Sound and Lighting. To place an order, please use the following link: <http://usa.automotivemeetings.com/images/downloads/av-exhibitor-order-form.pdf>

For inquiries, please contact the Mercury Sound and Lighting at 734.507.1177, or email dave@mercurysl.com

LUNCH

A seated business lunch will be catered on October 17 and 18, 2018, for those who have **pre-paid** for the lunch option during the original registration process. Access to the lunch area will be denied to those who did not pre-pay.

If you have not purchased lunch and would like to do so, urgently email Lilian Heemstra at lheemstra@advbe.com. It will not be possible to purchase lunch after Sept 21st, 2018. Please specify the number of days and number of guests in your email.

INTERNET ACCESS

Internet services may be ordered from BoCo Enterprises in two different ways. To place an order in advance for hardline or wireless connections, please use the following link:

<http://usa.automotivemeetings.com/images/downloads/InternetandConnectivityPacket.pdf>

Complimentary Wi-Fi is available throughout the convention center. To access the internet, you can connect to "Exhibitor Internet" when you arrive and then open a browser on your device. Username: automotivemeetings Password: detroit2018

For inquiries, please contact Terri Freytag at 248-348-5600 x205, or email tfreytag@suburbanshowplace.com

CATERING AT YOUR BOOTH

For inquiries, please contact Heather Porter – Heatherp@suburbanshowplace.com or (248) 344-7311

POWER SUPPLY

The Basic 6m² and Basic 12m² packages **do not** include electrical outlets. Power for these packages, as well as additional power for other packages, may be ordered through DEE Expo. To place an order, please use the following link: <http://usa.automotivemeetings.com/images/2018/downloads/electrical-order-form-2018.pdf> Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

abe will not supply power strips/bars, electrical adapters, tapes or any other materials. Be sure to bring all necessary materials to set up your booth.

SHIPPING & HANDLING

Please read carefully as you have two different options for your materials shipping and handling:

1. Use your own carrier and ship your materials directly to the Suburban Collection Showplace. **Be sure to have your materials delivered on October 16, 2018 ONLY.** Any earlier deliveries will not be received. Send them to the address below and add the name of the event as well as your company name on the label:

Company Name / AMM Detroit / c/o ART CRAFT DISPLAY, INC / 46100 Grand River Avenue, SUITE B/ Novi, MI, 48374 / USA

Art Craft Display, Inc. will receive, handle and deliver your materials at your booth. **AMM Detroit rate for Art Craft Display, Inc. DIRECT handling is \$0.38 per lb. under 5,000 pounds, \$0.33 per lb. for 5001 – 15,000 pounds and \$0.28 per lb. for over 15,000 pounds. Minimum charge for this service is \$76.00.**

2. Use your own carrier and ship your materials in advance. **Shipments will be accepted starting on September 18, 2018 and will be accepted until 04.00PM on October 12, 2018.** Art Craft Display, Inc. will receive your materials, store them for up to 30 days in advance, and deliver your materials to your booth. **AMM Detroit rate for Art Craft Display, Inc. ADVANCE handling is \$0.49 per lb. under 5,000 pounds, \$0.44 per lb. for 5001 – 15,000 pounds and \$0.39 per lb. for over 15,000 pounds. Minimum charge for this service is \$98.00.**

Company Name / AMM Detroit / c/o ART CRAFT DISPLAY, INC / 46100 Grand River Avenue, SUITE B/ Novi, MI, 48374 / USA

Please go to the following link to fill out the forms: <http://usa.automotivemeetings.com/images/2018/downloads/shipping-details.pdf>

- Questions on domestic and international shipments please contact Art Craft Display at – (248) 380 – 0843 or email detroit@artcraftdisplay.com

MOVE-OUT

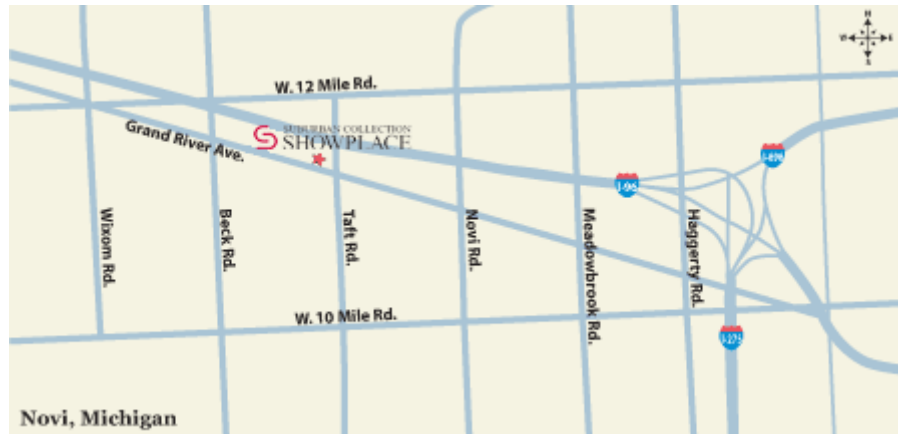
All exhibitor materials must be removed from the exhibit hall on Thursday October 18th, 2018 by 8.00pm. Art Craft Display coordinates all outbound freight from the show site. Please obtain all outbound freight authorization paperwork from the Dee Service Desk prior to close of the show. Any freight left on the show floor will be re-routed via Art Craft Display or returned to the warehouse at exhibitor's expense.

ACCESS TO THE VENUE

Suburban Collection Showplace is conveniently located at 46100 Grand River Avenue, between Novi and Beck Roads in Novi, MI. The facility can be accessed from I-96 at the Novi and Beck Road exits.

Suburban Collection Showplace

46100 Grand River
48374 Novi, MI., USA



HOTELS & ACCOMODATION

ABE has granted Group Travels Associates full exclusivity for housing related to this AMM Detroit 2018. We strongly recommend you make all your bookings through our partner as this is the best way for you to save a great amount of dollars.

Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

https://www.gtameetings.com/auto_manufacturing_meetings.shtml

If you wish to make a group reservation, please email your list, including contact information, to: peggy@gtameetings.com and our partner will be in touch with you shortly.

Organized by:



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