

# Auto motive

## MANUFACTURING MEETINGS

Detroit - United States | November 15-17, 2016

## PARTICIPANTS GUIDE

November 15-17, 2016

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

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For further questions, please contact:

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With support from:

U.S. DEPARTMENT OF COMMERCE  
Global Automotive Team



**AutoHarvest.org**  
Collaborate, Innovate and Win

## EVENT SCHEDULE & AGENDA

### Tuesday, November 15, 2016

08.00am – 12.30pm – AMM Detroit Conference Day  
 12.30pm – 02.00pm – Lunch break  
 02.00pm – 05.00pm – AMM Detroit Conference Day  
 01.00pm – 05.00pm – Booth set-up (if applicable)

### Wednesday, November 16, 2016

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, November 17, 2016

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


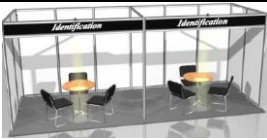


## BOOTH SET – UP

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.

Set up time will be running from 01.00pm to 05:00pm on Tuesday November 15<sup>th</sup>, 2016. For exhibitors unable to make it on Wednesday, it is recommended to arrive at the Convention Center at 07.30am on Wednesday, November 16<sup>th</sup> 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"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Header with company name printed in black</li> <li>- 1 round table cherry top</li> <li>- 3 black chairs</li> <li>- 1 waste basket</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Two headers with company name printed in black</li> <li>- 2 round table cherry top</li> <li>- 3 black chairs</li> <li>- 1 waste basket</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- 3 front identifications</li> <li>- 2 round tables cherry top</li> <li>- 1 counter</li> <li>- 4 high stools</li> <li>- 2 waste baskets</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- 3 front identifications</li> <li>- 2 round tables cherry top</li> <li>- 1 counter</li> <li>- 4 high stools</li> <li>- 2 waste baskets</li> </ul>

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/downloads/exhibitorkitdetroit.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: <https://decorexpo.com/en/exposition-card.php>. Then click on "Show 2016" in the top menu, followed by entering the following password: AUTOMOTIVE (capital letters). 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](mailto: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](mailto:dave@mercurysl.com)

## LUNCH

A seated business lunch will be catered on November 16 and 17, 2016, 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](mailto:lheemstra@advbe.com). A minimum of 15 days prior to the event is required to notify ABE to add the lunch option. It will not be possible to purchase lunch after Nov. 1<sup>st</sup>, 2016. 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: detroit2016

For inquiries, please contact Terri Freytag at 248-348-5600 x205, or email [tfreytag@suburbanshowplace.com](mailto:tfreytag@suburbanshowplace.com)

## CATERING AT YOUR BOOTH

For inquiries, please contact Heather Taggart – [htaggart@suburbanshowplace.com](mailto:htaggart@suburbanshowplace.com) or 248.513.3535

## POWER SUPPLY

The Basic 6m<sup>2</sup> and Basic 12m<sup>2</sup> 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/downloads/exhibitorkitdetroit.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. For inquiries, please contact DEE Expo at (+1) 450-646-2251 ext. 250 or [fabienne.seguin@dee-expo.com](mailto:fabienne.seguin@dee-expo.com)

## 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 November 15, 2016 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 / 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 October 17, 2016 and will be accepted until 04.00PM on November 11, 2016.** 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. DIRECT 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 / 47220 Cartier Drive, Suite B/ Wixom, MI, 48393 / USA**

Please go to the following link to fill out the forms:

[http://www.showorders.com/exhibitorkit/forms/Automotive\\_Manufacturing\\_Meetings\\_Detroit\\_2016.pdf](http://www.showorders.com/exhibitorkit/forms/Automotive_Manufacturing_Meetings_Detroit_2016.pdf)

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

## COCKTAIL RECEPTION

The Ford Motor Company, the State of Michigan & abe are delighted to invite you for a cocktail reception on November 16<sup>th</sup>, 2016 from 7.00pm at the Diamond Ballroom at the Suburban Collection Showplace.

You must carry your AMM Detroit name tag as you'll be requested to show it to gain access.

## MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Thursday November 17<sup>th</sup>, 2016 by 8.00pm. Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Art Craft Display or returned to the warehouse at exhibitor's expense.

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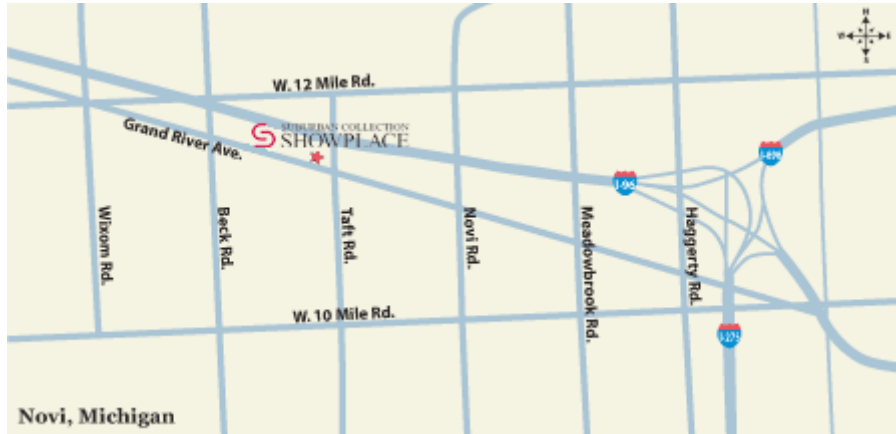


## ACCESS TO THE VENUE

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 2016. 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](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](mailto:peggy@gtameetings.com) and our partner will be in touch with you shortly.

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