

Setup Instructions



Location: Cobo Center - Hall E
1 Washington Blvd, Detroit, MI 48226
(313) 877-8777 - www.cobocenter.com

Load In: Load in at Dock E (Howard Street Exit)
Thursday, April 12, 2018 9:00 am to 8:00 pm - Vendor Move In
Friday, April 13, 2018 9:00 am to 12:00 pm - Vendor Move In

Dates of Event:
Friday, April 13, 2018 12:00 pm to 7:00 pm - Show Hours
Saturday, April 14, 2018 12:00 pm to 7:00 pm - Show Hours
Sunday, April 15, 2018 12:00 pm to 5:00 pm - Show Hours

Load Out: Load out through Hall E Docks
Sunday, April 15, 2018 5:00 pm to 10:00 pm - Vendor Move Out
Monday, April 16, 2018 8:00 am to 12:00 pm - Vendor Move Out

Vendor Move in:

- Unload vehicles at the Hall E dock door and hand carry materials in
- Flat-bed cart delivery is available from dock to booth for \$75
- Self carry: one person only, hand carry or 2- wheel dolly
- If it takes more than one person to carry your material it is not self-carry



Example of self-carry

Freight/Truck Deliveries & Shipping:

- All trucks/trailers deliveries must be coordinated with the event decorator.
- Freight deliveries can be arranged through the event decorator
- Exhibit material can be shipped through the event decorator
- Show Ready: Jordi Medina ShoReady1@gmail.com - (909) 596-2999

Check-in:

- A registration booth will be setup on Thursdays
- Vendor badges will be distributed during vendor registration.

Rentals:

- You can rent anything needed for your vendor booth (tables, chairs, carpet, easles, etc.)
- Rentals are available from Show Ready: ShoReady1@gmail.com - (909) 596-2999

Electricity:

- Cobo Electric: Bill Stephenson at bstephenson@conticorporation.com or (248) 413-9442
- Be Smart and bring extension cords & power strips.

Valet/Parking:

- Valet is available at the Cobo Center parking lot on Washington
- All Available Lots: www.cobocenter.com/discover_detroit/parking

Food and Liquor: A concession stands will the open during show hours.

Security:

- Security Guards will be present in the exhibit hall during show hours and overnight
- The event is open to the public, the responsibility for safeguarding your exhibit is yours
- During setup/tear down have someone remain at your booth.
- Cover, lock up or remove all valuable items during non-event hours.

Sales Questions
Lawrence Chan
(562) 388-4637
Lawrence@ECC-Expo.com

Rental/Shipping/Freight:
Jordi Media
(909) 596-2999
ShoReady1@gmail.com

Electric & WiFi:
Bill Stephenson
(248) 413-9442
bstephenson@conticorporation.com

Onsite Contact:
Pro Expo - Dean Taylor
(702) 331-1350



DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS

- From I-94 East- and West-bound**
 Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 North-bound**
 Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 South-bound**
 Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-96 East-bound**
 Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From Lodge Freeway**
 Take M-10 south and exit at Howard Street (#1C).



From M-10/Howard Street exit to Halls A, B, C, and D Loading Docks
 Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

From M-10/Howard Street exit to Hall E Loading Dock
 Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

From M-10/Howard Street exit to Grand Ballroom Loading Dock
 Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.