

Exhibitor Kit Information

EVENT OVERVIEW

**Michigan's Largest Real Estate & Home Improvement Show
March 28–29, 2026 Oakland Expo Center | Waterford, Michigan**

Important: Online Exhibitor Kit Required

This PDF version of the Exhibitor Kit is provided as a **convenient reference guide** to help you review show information, policies, and planning details in advance.

However, **this PDF should not be used in place of the official Exhibitor Kit submission.**

All exhibitors are required to **complete and submit the Online Exhibitor Kit**, available through the **Exhibitor Portal on the website**. The online form allows our team to collect the necessary information needed to coordinate logistics, booth placement details, exhibitor listings, and production planning for the event.

Submitting the Online Exhibitor Kit ensures that your company information, booth requirements, and operational details are properly recorded and shared with our show operations team and service providers who are responsible for preparing the exhibit hall.

Please be sure to complete the Online Exhibitor Kit as soon as possible. Early submission helps us plan the show floor efficiently and ensures that everything is properly prepared for your arrival during move-in.

You can access the Online Exhibitor Kit by visiting the **Exhibitor Portal on our website**.

Move-In Schedule

Friday, March 27, 2026, 9:00 AM – 6:00 PM

Exhibitors may arrive during these hours to begin setting up their booths; however, we ask that exhibitors review the **Recommended Arrival Times** below and plan their arrival accordingly to help ensure a smooth and efficient move-in process.

Recommended Arrival Times

To help ensure adequate space for unloading larger exhibits, we recommend the following arrival guidelines:

9:00 AM – 1:00 PM. Exhibitors with **large displays, palletized freight, or equipment requiring forklifts or pallet jacks** are encouraged to arrive earlier in the day.

After 1:00 PM. Exhibitors with **smaller displays that can be unloaded by hand or with carts** are encouraged to plan their arrival after 1:00 PM when possible.

Exhibitor Move-Out

Sunday, March 29, 2026

5:00 PM – 8:00 PM

Move-out will begin once the show closes to the public at **5:00 PM on Sunday**.

Exhibitors may begin dismantling their booths at that time.

To maintain a professional experience for attendees, **early teardown is not permitted** while the show is still open.

Exhibitors are asked to pack and remove all booth materials during the scheduled move-out window whenever possible.

Please use the **same designated freight door used during move-in** based on your booth location:

- **Zone A exhibitors:** Freight Door A
- **Zone B exhibitors:** Freight Door B

Freight door access will open once aisles are cleared and it is safe to begin removing materials.

Exhibitor Support Contact:

Tami Miller

(Oakland Expo Center Liaison – Venue Operations, Logistics & Facility Questions)

(248) 303-2148

liaison@oaklandexpocenter.com

Dan Newman

(Show Services – Pipe & Drape, Electrical, Carpet & Booth Equipment, etc.)

(586) 489-3097

Dan@av7productions.com

Larry Williams

(Show Producer – Michigan's Largest Real Estate Show)

(248) 917-2323

asklarrywilliams@gmail.com

Venue Rules & Helpful Arrival Notes

Parking & Unloading Access

To help ensure a smooth move-in experience for everyone, we kindly ask that exhibitors **do not block any vendor entrances or access lanes while unloading**, as these areas need to remain open for continued load-in traffic.

After unloading, vehicles should be moved promptly to the designated parking areas, including:

- the side-of-gate parking area
- the rear parking lot

Please refer to the venue map for exact locations.

Vendor Entrance vs. Public Entrance

Please note that the **vendor/service entrance is separate from the main front entrance used by the general public.**

All exhibitors must use the designated vendor entrance for:

- move-in
- unloading
- load-out

The front doors should remain clear, as they are reserved for attendee entry and are not designed for large freight or heavy equipment. In the past, oversized loads brought through the main entrance have caused damage to the entryway. Thank you for helping us protect the facility and keep arrivals organized.

Loading & Unloading Details (Important)

Please note that **Oakland Expo Center does not have a traditional loading dock.** Instead, the venue is equipped with:

- **Two large warehouse-style roll-up doors (Zone A & B)** dedicated specifically for exhibitor loading and unloading
- **One on-site high-low (forklift)** available for assistance with heavier freight (availability and scheduling details will be shared closer to the event)

All exhibitor materials, freight, and equipment must be loaded in and out through these designated warehouse doors. Our team will be on-site during move-in to help direct traffic and ensure an efficient flow for all exhibitors.

If you anticipate bringing **palletized freight, oversized displays, or heavy equipment**, please indicate this in the additional notes section so we can plan accordingly.

Motorized Vehicles Inside the Hall

For safety and air-quality reasons, **motorized vehicles are not permitted inside the exhibit hall.** All unloading must take place in the designated exterior unloading zone. We appreciate your cooperation in helping create a safe, efficient, and welcoming setup experience for all exhibitors.

Shipping & Booth Materials

Exhibitors may transport materials themselves or arrange delivery.

All materials must be clearly labeled with company name and booth number. Unlabeled or abandoned materials may be discarded following the event.

Freight Doors & Loading Zones

To improve traffic flow during move-in, the exhibit hall has been divided into two loading zones.

Zone A: Exhibitors with booths located in **Zone A** should enter through **Freight Door A**.

Zone B: Exhibitors with booths located in **Zone B** should enter through **Freight Door B**.

Please refer to the move-in map included in this Exhibitor Kit for the location of each freight door and loading zone.

Using the designated freight door closest to your booth will help reduce congestion and speed up the unloading process.

YOUR BOOTH - DETAILS AND OPTIONAL ADDITIONS

Please indicate any services required for your booth below. **Standard electrical service includes 120V single-phase power only.** Exhibitors requiring 208V (single or three phase), 480V, higher amperage service, or specialty power for equipment such as hot tubs, large machinery, or operating displays must notify Show Management in advance. **These services require coordination and will be quoted separately.**

Please indicate on the online exhibitor kit form which services you are in need of:

- Electrical: 120V single-phase power – \$30/day.
- Rigging for large, overhead signage or banners
- Freight or heavy items
- Specialized equipment, for example, scissor lifts or pallet jacks
- Booth identification sign
- Wastebasket
- Wi-Fi / Internet Access: \$10 per day
- Carpet or Flooring (\$150 - \$250)
- Additional lighting
- AV support (TV, monitor, sound, etc.)
- Tables: \$7 per table / per day
- Chairs: \$2 per chair / per day
- Add more details here (like # of outlets needed, or weight of freight)

- Optional Support & Selection Areas
- Please select any of the following if applicable.
- A member of our team will follow up with details.
- Select one or more of the following:
- Interest in marketing or visibility opportunities
- Social media shareables or branded digital assets
- Inclusion in exhibitor promotions or marketing materials
- Review of booth presentation or layout (visual guidance only)
- Other marketing or promotional needs (optional):
- Optional Booth & Display Assistance
- Custom booth graphics or signage
- Banner or large-format print support
- Display layout or presentation consultation

Other booth-related support:

Third-Party Contractor: we will be using a third-party contractor for booth setup

If yes, contractor name (please indicate while filling out the online exhibitor kit)

LARGER DISPLAYS, RIGGING & TECHNICAL NEEDS

Exhibitors planning larger displays or enhanced booth builds are welcome at Michigan's Largest Real Estate & Home Improvement Show.

Support is available for common show needs such as:

- Large-format displays and back walls
- Hanging signage or overhead elements (where permitted)
- Lighting, power, and electrical requirements
- Internet, audio, or screen-based presentations
- Custom booth builds or non-standard layouts

Planning Ahead

If you anticipate needing support for a larger display, rigging, or custom setup, we encourage you to notify our team early. This allows us to coordinate properly and provide guidance as details become available.