



Loading Dock/Delivery Instructions:

Please be aware there is not a shipping/receiving staff. Any items shipped/delivered by a third party that require items to be unloaded or loaded by hotel personnel is not available. We are unable to lift heavy items from a shipping van to the ground. If an item such as this is delivered, a person from the group/shipper's company must to present to accept and unload vehicle. If not, these items will be turned away by the hotel.

Hotel has 1 docking area that is available for receiving area available for 18-wheelers with rear load – 60” high. There is no dock leveler.

Delivery vehicles must be removed immediately after delivery and cannot remain parked unattended.

Vendor Shipping Information:

Hold for: (Name for the onsite contact for your company)

Name of the Conference: MI Potato Industry Commission 2025

Conference Dates: 1/27/25 – 1/30/25

Name of Sheraton Manager: Katy Gilbert

Sheraton Grand Rapids Airport

5700 28th Street SE

Grand Rapids, MI 49546

Limited storage available. Deliveries will be accepted with no charge if delivered on or after January 21st. Items received prior to that date may result in a drayage fee.

Returning items:

At the end of your convention and before leaving the hotel, you must make the proper arrangement for the return shipping of any materials.

All items must be properly labeled with shipper's account number. Items cannot be shipped and charged to a master account.

Exhibitor Guidelines:

The following is a list of guidelines to assist those who are exhibiting in the Sheraton Grand Rapids Airport Hotel.

These guidelines should be shared with exhibitors along with the shipping and receiving instructions. It is the responsibility of the organization reserving space to inform exhibitors of these guidelines. Unethical conduct or infraction of these guidelines on the part of the exhibitors or their representatives will subject them to dismissal from the Hotel.

- No part of any exhibit or related sign may be pasted, nailed, taped, tacked, stapled, or otherwise attached to the walls or doors.
- Food and Beverage products not purchased through the Hotel may only be distributed with the written permission of the Sheraton Grand Rapids Airport Hotel.
- Electrical requirements should be discussed with the Event Organizer before arrival.
- All exhibit materials should be dismantled, packed and ready for removal immediately following the posted closing hour of the exhibition.
- The Hotel cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Hotel harmless from any and all liabilities for any cause.