

# MJUNPACKED

8x20 Turnkey Booth Space Checklist:

**Submit Exhibitor Appointed Contractor (EAC)      Deadline Sept. 11**

Required if you plan to have a 3rd party manage the installation or tear-down of your exhibit. (Typically only needed for bare space exhibits). If your exhibit requires the use of power tools, you will either need to contract an EAC, or request union labor from our General Services Contractor.

[Download the EAC form](#)

**Book hotel rooms**

**Deadline: Sept. 16**

Use the link below to book your room reservation(s) at the MotorCity Casino Hotel

<https://mjunpacked.com/hotel/>

**Submit your graphics files**

**Deadline: Sept. 20**

Use the graphics guidelines to design your booth back-wall and countertop graphics. Submit your graphic files to our General Services Contractor (GSC). Our GSC will print and install your graphics in your booth space before you arrive for setup.

[Download the graphics submission](#)

**Complete your Online Profile**

**Deadline: Sept. 22**

Lost the email with your unique and secure login info? Call us at 206-201-3693.

The email came from MJ Unpacked Detroit,  
[events@expo-genie.com](mailto:events@expo-genie.com).

**Spread the News - Use the promo-toolkit**

**Deadline: Sept. 25**

Your Spread the News toolkit includes social images, sample copy, and more for you to share your participation and invite others to meet you at MJ Unpacked.

[Download the Toolkit](#)

**Order booth furnishings or accessories, optional Deadline: Sept. 29**

Download the catalogue of booth furnishings and accessories using the link below. Complete and email the order form to [madisonf@convshow.com](mailto:madisonf@convshow.com) to place your order. OR visit [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.

[Download the Booth Furnishings and Accessory Order Form](#)

**Order WiFi or electrical outlets, optional**

**Deadline: Sept. 29**

Booths do not include electrical outlets. If you plan to use electronic devices or provide tech demonstrations in your booth, you will want to order an electrical drop.

Basic, shared WiFi will be provided, but if you plan to provide tech demonstrations or take secure credit card payments you'll want your own dedicated WiFi network.

[Download the order form](#) and email the completed form to [arussell@mccemail.com](mailto:arussell@mccemail.com) and [success@mjunpacked.com](mailto:success@mjunpacked.com)

**You will not be able to order electrical or WiFi onsite.** All orders must be received by 9/29.

## **Register staff**

**Deadline Oct. 6**

Login credentials for the MJ Unpacked registration site were sent to all Booth Managers from [registration@mjunpackedregister.com](mailto:registration@mjunpackedregister.com) with the subject line "Register your team for MJ Unpacked"

Use the link below and select the Exhibitor / Sponsor pathway to register your team with your login credentials.

<https://mjunpackedregister.com/start2.cgi>

## **Deliver your display to the advance warehouse   Deadline Oct. 6**

Detroit MotorCity Casino Hotel has no facilities for receiving exhibit materials prior to 10/6/23; therefore, advance warehousing is available. Convention Show Services (CSS) will receive and store freight at our warehouse from **August 7 - October 6**, by which all advanced freight must be received. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. Freight will be transported to the show site on the first scheduled day of move-in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

The 8x20 Turnkey Booth includes 600 lbs of hosted drayage. You can ship up to 600 lbs of display items and the material handling and storage charges will be covered. If you ship over 600 lbs, you will be charged for drayage.

If you choose not to ship your display items to the warehouse, you may schedule loading dock access and cartload service with our General Services Contractor. You cannot bring display items into the exhibition space yourself unless you are carrying one (1) box at a time. Carts are not permitted.

Mark and consign all shipments as follows:

*Exhibiting Co. Name & Booth Number*

2023 MJ Unpacked

c/o Convention & Show Services

1250 John A Papalas Drive

Lincoln Park, MI 48146

**Deliver your display items to Showsite**

**Deadline Oct. 10**

If you did not ship your display items to the advance warehouse, you may ship them directly to the MotorCity Casino Hotel if they will be delivered between **October 6 - October 10**. Any materials shipped to the MotorCity Casino Hotel will be consigned to our General Services Contractor. You will be billed higher material handling charges due to last-minute labor. A **30% (\$50 minimum) surcharge** will be applied.

We recommend carrying your display items into the exhibit hall one (1) box at a time or in a suitcase to avoid surcharges. Carts are not permitted.

**Direct to Site Shipping Address:**

MotorCity Casino Hotel

CONTINENTAL BUILDING LOADING DOCK

2901 Grand River Avenue

Detroit, MI 48201

MJ Unpacked

Hold for YOUR NAME/ORGANIZATION

Date(s) of Event  
ATTN: Andrea Russell  
Conference Services Manager  
Box XX of XX

**Tracking numbers should be provided to the Conference Sales Manager, Andrea Russell, via email [arussell@mccemail.com](mailto:arussell@mccemail.com)**