

Michigan Shoe Market Information

FOR JANUARY, FEBRUARY/MARCH, AND AUGUST MARKETS –

Michigan Shoe Market Office

Contact Information:

Phone - 248-661-4590

Fax - 248-432-0377

Show Hours:

9 a.m. – 6 p.m. Sunday

9 a.m. – 5 p.m. Monday

Earlier or later by appointment only

Saturday or Tuesday by appointment only

Show Location:

Embassy Suites Hotel

19525 Victor Parkway

Livonia, MI 48152

734-462-6000

Suite Rate: 123/day – 3 Night Guarantee

Maid Service:

Maid service will be on our exhibit floors between 7 a.m. and 9 a.m. A schedule will be provided when you register at the hotel desk with your particular time frame for maid service. Please cooperate – Maids cannot return if you don't let them in at that time.

Packages:

No more than two days prior to your arrival for packages at hotel. Mark the packages: HOLD FOR SHOE MARKET – with your name on the label. Call the front desk of hotel for delivery or pick-up. Hotel address and contact numbers listed above. There are weight/dimension limits – please contact Hotel for details.

Furniture/Room:

Please be careful when moving in and out. The hotel will charge you for any damage to the room or furniture. There will be a \$150 charge on your hotel bill if you move the furniture in your room. The hotel will move the furniture as specified in your application.

Check-Out Time:

12 Noon Tuesday. You may check out on Monday evening after 6 p.m. You will be charged for three nights by the hotel regardless of early check-out. A \$100 fine will be imposed on any early breakdowns of either booth or exhibit room. Everyone must remain open until 5 p.m. on Monday unless express permission has been granted to you by the Michigan Shoe Show Registration personnel in advance.

Coffee & Doughnuts:

Will be served Sunday and Monday mornings at 8:30 a.m. near the registration area – compliments of the Michigan Shoe Show.

Lunch:

Will be available through the hotel. They will have carts with assorted sandwiches, a salad entrée and chips, [cookie@\\$9.95](#) each. Cash or room charge only. \$9.95 price includes soft drink or water tax and tip.

Food Service:

Hotel Restaurant serves breakfast to all hotel room guests only 7 – 10:30 a.m. Sunday, 6- 9 a.m. Monday and Tuesday.

Parking:

Please park in the parking lot in back of Embassy Suites Lot (Vlasis Lot). This opens up parking for our retailers.

FOR FEBRUARY AND AUGUST SHOWS ONLY:

Saturday Night Salesman's Dinner:

Complimentary Dinner for all exhibitors, by advance reservation. Complimentary Bar 6 p.m. Complimentary Dinner served at 6:30 p.m. Guests - \$15 each, payable in advance.

Room Raffle:

We hold a room raffle at the Saturday Night's Salesmen's Dinner. Winners of the raffle will have their Show Room or sleeping room comped for the three nights at this Show.

Sunday Evening Cocktail Party:

Cocktail party for retailers and reps Sunday Evening from 6:00-7:00 p.m. in the atrium with cocktails and hors d'oeuvres. Please invite your retailers to join us!

Complimentary Retailers Buffet:

A complimentary deli-buffet will be set up for your retailers on Sunday and Monday from 12 -2 p.m. in the atrium.

Booth Exhibitors:

Booth Dimensions will be strictly enforced. Any booth exhibitor who exceeds booth dimensions (including 6 foot width) may be banned from future Booth Exhibition Space at future Michigan Shoe Markets. All booths must be broken down Monday evening after 6 p.m. Only one table cloth per table will be provided. Risers may not be covered with table cloths. They will be covered for you with plastic covers. Any extra equipment ordered must be paid in advance at the registration desk. Booths will be available after 12 noon on Saturday. Please use the lobby entrance for access to the ballroom.