



April 5th – 7th 2019

Advisor Arrival and Departure Information

To be Completed and returned by

Monday, March 25th, 2019

Please Fill out information within this packet and email or fax to

Email form to bmccallum@experiencegr.com

Fax form to 616-459-7291



Friday CAR or VAN Arrival Advisor Instructions

If your school is arriving by car or van, please feel free to self-park your vehicle at the hotel.

Saturday BUS Arrival Advisor Instructions

Please follow these guidelines to ensure that all schools, arriving into Grand Rapids by BUS, can unload in a smooth manner. Please note: Bus drivers must remain with buses at ALL times.

Amway Grand Plaza Hotel 220 Lyon St. NW, Grand Rapids, MI 49503

There is limited space available for buses to unload at the Amway Grand Plaza Hotel. Be advised that buses are not allowed to stop on the Pearl Street or Monroe Avenue sides of the hotel. The Grand Rapids Police Department enforces this.

Buses may proceed to the s Exhibitors Building entrance of the hotel, located at the address of 220 Lyon St. NW, Grand Rapids, MI 49503. This is the dead-end street that is located between the Amway Grand Plaza Hotel and DeVos Place Convention Center. The Advisor(s) and students will unload the bus from there. Look for the Skills Bus Drop Off Sign.

Staff will be available to direct your school (inside the Amway Grand Plaza Hotel), which will be a temporary holding room for your students and luggage, while the Advisor(s) proceed to the front desk for hotel check-in and room key cards.

Courtyard by Marriott Downtown 11 Monroe Ave. NW, Grand Rapids, MI 49503

Buses may proceed to the circle driveway in front of the hotel on Monroe Avenue. The Advisor(s) and students will unload the bus from there.

The Advisor should enter the hotel and check their school in at the front desk, while students remain on the bus.

******BUS PARKING******

Will your bus remain in Grand Rapids for the weekend? If yes, contact Brandy McCallum at Experience Grand Rapids to discuss weekend BUS parking options.

Cell: 702-544-5358 bmccallum@experienceGrandRapids.com



Sunday Departure – Advisor Instructions

There is a very limited amount of space available for buses to load at the Amway Grand Plaza Hotel. Please follow these guidelines to ensure that schools are able to load/depart in a timely manner.

Please indicate your departure plan on the attached form and return by **Monday, March 25th, 2019** to Brandy McCallum at bmccallum@experiencegr.com or fax to 616-459-7291.

***IMPORTANT:** All buses MUST report to the Bus Staging Area (parking lot located at Market Ave./Fulton St.) upon arrival into Grand Rapids. Buses are not allowed to go directly to the hotels or to park on Monroe Ave., Pearl St., Lyon Square (Lyon St.) or Campau. Please do not direct your bus to go to the Amway Grand Plaza Hotel or Courtyard by Marriott. Bus drivers should be instructed to report to and stage their bus in the Bus Staging Area until the hotel Transportation Coordinator calls them and informs them that your school is ready to pre-load or load.

Bus Staging Area Address: 53 Market Ave. SW, Grand Rapids, MI 49503

Look for Bus Staging Signs!

LOADING FROM **AMWAY GRAND PLAZA HOTEL** (SCHOOLS THAT WANT TO **PRE-LOAD LUGGAGE** ON BUS BEFORE CEREMONY ON SUNDAY MORNING):

Your school's Advisor(s) and students should report, as a group, to the Ford Ballroom (located inside the Amway Grand Plaza Hotel on the main level of the hotel). When your school has all students accounted for and all luggage ready to load, YOU (the Advisor) will need to report to the SkillsUSA Transportation Desk (located right in front of the Ford Ballroom). A Transportation Coordinator will call the Bus Staging Area, which will connect with your bus driver to tell him/her to drive your bus down to the hotel so your students can pre-load their luggage. Your bus driver will be issued a PRE-LOADING pass to grant the bus access to pre-load on Lyon Square (Lyon St.). Once the students are finished pre-loading their luggage, your bus will be directed to stage in front of DeVos Place Convention Center on Monroe Ave.

Upon conclusion of the SkillsUSA Closing Ceremony, YOU (the Advisor) will NOT return with your students to the hotel. Instead, you will report with your students to the Monroe Ave. exit/entrance of DeVos Place. There, you will load your bus. Once your students are finished loading the bus, your bus will depart from Grand Rapids.



LOADING FROM COURTYARD BY MARRIOTT (SCHOOLS THAT WANT TO PRE-LOAD LUGGAGE ON BUS BEFORE CEREMONY ON SUNDAY MORNING):

When your school has all students accounted for and all luggage ready to load, YOU (the Advisor) will need to report to the hotel front desk. The front desk agent will call the Bus Staging Area, which will connect with your bus driver to tell him/her to drive your bus down to the hotel so your students can pre-load their luggage. Your bus driver will be issued a PRE-LOADING pass to grant the bus access to pre-load in the circle driveway in front of the hotel. Once the students are finished pre-loading their luggage, your bus will be directed to stage in front of DeVos Place Convention Center on Monroe Ave.

Upon conclusion of the SkillsUSA Closing Ceremony, YOU (the Advisor) will NOT return with your students to the hotel. Instead, you will report with your students to the Monroe Ave. exit/entrance of DeVos Place. There, you will load your bus. Once your students are finished loading the bus, your bus will depart from Grand Rapids.

LOADING FROM AMWAY GRAND PLAZA HOTEL (SCHOOLS THAT CHOOSE NOT TO PRE-LOAD LUGGAGE):

Your school's Advisor(s) and students should report, as a group, to the Ford Ballroom (located inside the Amway Grand Plaza Hotel on the main level of the hotel). When your school has all students accounted for and all luggage ready to load, YOU (the Advisor) will need to report to the SkillsUSA Transportation Desk (located right in front of the Ford Ballroom). The Transportation Coordinator will call the Bus Staging Area and connect with your bus driver to tell him/her to drive your bus down to the Amway Grand Plaza Hotel so your students can load. Your bus driver will be issued a Bus Loading Pass to allow the bus access to Lyon Street. Once the students are finished loading the bus, your bus will depart from Grand Rapids.

Indicate your departure plan on the attached form and return by **Monday, March 25th, 2019**

Do not check in with the hotel Transportation Coordinator until ALL your students are ready to board with their luggage.

Please note that buses will be called to load in the order that the Advisors check in with the Transportation Coordinator, Buses will be sent back to the Bus Staging Area if your school is not ready to load after your bus has been called.

See Sunday Departure – Bus Driver Instructions for bus staging directions. This is where the bus drivers will be able to wait. Please pass these directions onto your bus driver. Drivers that do not have these instructions will be directed to the Bus Staging Area when they arrive in Grand Rapids.



LOADING FROM COURTYARD BY MARRIOTT (SCHOOLS THAT CHOOSE NOT TO PRE LOAD LUGGAGE):

Please contact Erica Goins if you believe you will require a luggage storage at 616.2426618 or egoins@ahchospitality.com. Upon conclusion of the ceremony, YOU (the Advisor) will return with your students to the Courtyard by Marriott. When your school has all students accounted for and all luggage ready to load, YOU (the Advisor) will need to report to the Courtyard by Marriott front desk in the hotel lobby. The Front Desk agent will call the Bus Staging Area and connect with your bus driver to tell him/her to drive your bus down to the Courtyard by Marriott so your students can load. Your bus driver will be issued a BUS LOADING pass to grant the bus access to the Courtyard by Marriott. Once the students are finished loading the bus, your bus will depart from Grand Rapids.

- Indicate your departure plan on the attached form and return by Monday, March 25th, 2019
- Do not check in with the hotel Front Desk agent until ALL your students are ready to board.
- Buses will not be allowed to wait in front of the Courtyard by Marriott
- Please note that buses will be called to load in the order that the Advisors check in with the hotel Front Desk Agent. However, do not check in with the hotel Front Desk agent until ALL your students are accounted for and each student has his/her luggage. Buses will be sent back to the Bus Staging Area if your school is not ready to load after your bus has been called.
- Students will board buses in front of the Courtyard by Marriott. Students should exit the Courtyard by Marriott using the front entrance/exit when the group is ready to load.
- See Sunday Departure – Bus Driver Instructions for bus staging directions. This is where the bus drivers will be able to wait. Please pass these directions onto your bus driver. Drivers that do not have these instructions will be directed to the Bus Staging Area when they arrive in Grand Rapids.



Sunday BUS Departure Plans

In an effort to facilitate departure on Sunday, we need school Advisors to provide their departure plans in advance of their arrival into Grand Rapids. This information will help us stage buses more efficiently so your bus will be able to pick up/load more quickly. It will also help us plan the luggage holding room so your group will be able to more easily collect your belongings.

Please indicate your departure plan below and return by **Monday, March 25th, 2019** to Brandy McCallum at bmccallum@experiencegr.com or fax to 616-459-7291.

School Name:	
Advisor Name:	
Advisor Cell Phone:	
Estimated #of Students	
Bus Driver Name/Bus Charter Company Name (if known in advance):	
Bus Driver Cell Phone (if known in advance):	

- We plan to **PRE-LOAD** our bus, at the Amway Grand Plaza Hotel, before the ceremony and to depart as soon as the ceremony concludes outside of DeVos Place on Monroe Ave.
- We plan to **PRE-LOAD** our bus, at the Courtyard by Marriott, before the ceremony and to depart as soon as the ceremony concludes outside of DeVos Place on Monroe Ave.
- We plan to place our baggage in the holding room and to load and depart at the conclusion of the ceremony at the Amway Grand Plaza Hotel/Courtyard Marriott.

****Please return form no later than **Monday, March 25th, 2019** to Brandy McCallum. Email form to bmccallum@experiencegr.com or Fax form to 616-459-7291



Sunday Departure – Bus Driver Instruction Sheet

***IMPORTANT:** All buses must report to the Bus Staging Area upon arrival into Grand Rapids. Buses are not allowed to go directly to the hotels or to park on Monroe Ave., Pearl St. or Campau St.

Upon arriving at the Bus Staging Area, you will be greeted by a Transportation Coordinator. You will need to provide the following information:

- Name
- Cell Phone Number
- Name of School you are picking up
- If your school informed you that they would be preloading their luggage.

You will be instructed to stage your bus in this parking lot until the Transportation Coordinator calls you and informs you that your school is ready to pre-load or load.

Directions To Bus Staging Area (parking lot located at Market Ave./Fulton St.):

Address: **53 Market Ave. SW, Grand Rapids, MI 49503**

Look for Bus Staging Signs!

From the North - US 131 south to Market Ave., exit 85A. Turn Left, north, on Market Ave. Go under the highway underpass. The Market St./Fulton Ave. parking lot will be on your left. Look for the bus staging signs. Turn Left, west, into the Market Ave./Fulton St. parking lot.

From the East - I 96 to I 196 West Downtown/Holland, exit 37. Follow I 196 West to College Ave. exit 78. Turn Left on College Ave. Go straight through the light at College Ave. and Michigan St. Follow College Ave. south to Fulton St. Turn Right on Fulton St. Turn Left on Market Ave. Turn Right, west, into the Market Ave./Fulton St. parking lot.

From the South - US 131 north to Downtown, exit 84B. Follow the exit ramp straight to the end. Turn Left onto Oakes St SW. Go Straight through the 4 way stop at Grandville. Turn Right, north, on Market Ave. The Market St./Fulton Ave. parking lot will be on your left. Look for the bus staging signs. Turn Left, west, into the Market Ave./Fulton St. parking lot.

From the Northwest - I 96 to US 131 South, exit 31A. US 131 south to Market Ave., exit 85A. Turn Left, north, on Market Ave. Go under the highway underpass. The Market St./Fulton Ave. parking lot will be on your left. Look for the bus staging signs. Turn Left, west, into the Market Ave./Fulton St. parking lot.

From the Southwest - I 196 east to US 131 South, exit 31A. US 131 south to Market Ave., exit 85A. Turn Left, north, on Market Ave. Go under the highway underpass. The Market St./Fulton Ave. parking lot will be on your left. Look for the bus staging signs. Turn Left, west, into the Market Ave./Fulton St. parking lot.