

MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: January 25, 2023

RE: DDA Welcome Center Literature Orders 2023

Michigan Department of Transportation is providing information to renew the placement of visitor's guides at Michigan Welcome Centers at Coldwater, Mackinaw City, Monroe, and New Buffalo. The placement of the literature at four welcome centers supports the DDA's objective to market Douglas' downtown and local events. The DDA should consider providing up to 2,300 visitor's guides to MDOT for placement at the centers.

Sample Motion: I motion to approve the placement of Douglas Downtown Development Authority visitor guide literature at Michigan Welcome Centers for 2023.



MDOT Warehouse
7575 Crowner Drive
Lansing, MI 48913
Ph: 517 719-3374
Fax: 517 322-5841
www.michigan.gov/mdot

November 2022

Douglas Downtown Development Authority
86 West Center St.
PO 757
Douglas MI 49406

Welcome Center Literature Orders 2023

Commodity Code: Village of Douglas Visitors Guide
80140825

Welcome Center	Qty requested
Coldwater Welcome Center	500
Mackinaw City Welcome Center	500
Monroe Welcome Center	300
New Buffalo Welcome Center	1,000

Total Commodity Code Requested: 2,300

**ATTENTION: SHIPPING MORE THAN THE AMOUNT REQUESTED, MAY RESULT IN RECYCLING OF THE
PERCENTAGE OVER STOCKED**

If you have questions regarding the above order, please contact the literature coordinator, Todd Tolbert at (517) 719-3374 or by E-Mail at TolbertT@michigan.gov.

Attachment: Letter and shipping instructions.

Procedures for Shipping Literature

- **Bundle or package your publications in counts of 25, 50, or 100.** Loose publications may be returned due to the timeliness of processing and can become damaged in transit. Bundling/boxing enhances the timely processing of your shipment.
- **Please use this form as a packing list for your shipment.** List the commodity code of the publication on all boxes/bundles on the packing list. List the number of bundles/boxes shipped, List the quantity per box/bundle, List the total quantity of publications shipped. We strongly recommend the commodity code be printed on the back of each publication. The use of this packing list will enhance the processing of your shipment.
- **Clearly mark the publications commodity code number on the outside of every box/bundle.** Unless the shipment is palletized, mark the boxes as "1 of 7", "2 of 7", whatever the appropriate quantity may be. This way, if one of the boxes in your shipment has gone astray, we will know to put a tracer on it. Please limit shipping weight to 50 lbs. per box/bundle.
- **Shipments greater than 12 cartons must be palletized** on a standard wood or plastic pallet; minimum size 36" x 42", maximum size 42" x 48"; and must not exceed 62" in overall height. Shipping via common carrier may provide a cost savings to you.
- **Please ensure that dated and literature advertising specials are received in time** to be distributed 60 days prior to the event.
- **Ship only the amounts requested, quantities in excess of requested amounts will be recycled and/or destroyed**

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Commodity Code	Number of boxes shipped	Quantity per box	Quantity per bundle	Total quantity of brochures shipped

The address and contact information for the MDOT Distribution Warehouse is:

MDOT Warehouse
State Secondary Complex
7575 Crouner Dr.
Dimondale, MI 48821-5003

Todd Tolbert
TolbertT@michigan.gov
(517) 719-3374

Warehouse hours: Monday- Friday 7:30-2:30

DOUGLAS

Village Vibe. City Cool.

Douglas is a picturesque recreational harbor town about 2-1/2 hours from Chicago, right across the river from Saugatuck in a resort area that has become known as "The Art Coast of Michigan"

Stroll down Center Street in Downtown Douglas and explore the unique shops, fine restaurants and eclectic galleries

Check out the Lake Michigan shoreline and the marinas on Lake Kalamazoo

And, stay at one of the area's hotels or bed & breakfast inns for a vacation to remember

www.DouglasMichigan.com



ART ON CENTER DOUGLAS, MI

6 fine art galleries in Downtown Douglas, all within a short walk of each other

An eclectic collection of galleries on the Art Coast of Michigan just across the river from Saugatuck

Visit year round and during our monthly informal show openings when all 6 galleries introduce their newest offerings in a festive atmosphere of food, libations and art



The Palette Art Gallery & Studio
18 Center



LebenArt Gallery
23 Center



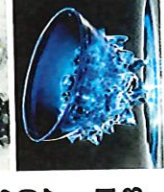
Mixed Media Gallery
23 Center



Button Gallery
33 Center



Mr Miller's Art Emporium
48 Center



Water Street Gallery
98 Center

Saturdays - 6-8
May 4
June 8
July 13
August 10
September 7

Gallery Stroll
October 12-13

[Facebook.com/ArtonCenterDouglasMI/](https://www.facebook.com/ArtonCenterDouglasMI/)