

Grand Traverse Resort and Spa Exhibit Services Order Form

Name of conferenece:	
Date(s) of exhibits:	
Exhibitor/ Company name:	Booth #:
Conference Service Manager	Direct Dial: 231-534-

For specialized power requirements please contact your Conference Service Manager. Approval needed a MINIMUM of two weeks prior to your function.

Please Note: Wall, post, and floor outlets are not part of the booth space. A separate outlet should be ordered for each piece of equipment to be connected. Voltage, amperage, wattage, and phase must be specified for all equipment to be connected. All exhibitor cords must be THREE-WIRE grounded types. The Electrical Code requires that all exposed non-current carrying parts of fixed equipment, which are liable to become energized, shall be grounded. To ensure proper electrical service, this form is required to be completely filled out and signed. Grand Traverse Resort and Spa needs to receive this form 14 days prior to the exhibit opening. All orders placed within 48 hours of the event WILL BE CHARGED DOUBLE the printed fees to cover labor and product. **All power/electrical charges are billed on a per day basis, NOT a one time charge.**

Electrical	Indoor	Outdoor	# of days needed	Quantity	Total
Quad - 4 outlet box on one 120 volt circuit with 20 amps maximum output	\$40.00/ day	\$80.00/ day			\$
Spider - 6 individual 120 volt, 15 amps/circuit outlets	\$225.00/day	\$300.00/day			\$
Power Strip (15 amps max)	\$15.00/day				\$
1 Phase (208/220 volts) \$100.00 minimum charge	\$2.00/amp				\$
3 Phase (208/220 volts) \$300.00 minimum charge	\$3.00/amp				\$
Banner hanging and removal - depending on size and location, a moving fee may also be applicable	\$30.00/day				\$

Telecommunications	Price/day	# of days needed	Quantity	Total
DID - Direct Inward Dial Phone Line (dial up). Phone included.	\$50.00/day + calls @ market rate			\$
Speaker Phone - Includes cost of Direct Dial Phone line	\$80.00/day + calls @ market rate			\$
High Speed Internet access - wired or wireless	\$100.00/day per exhibit			\$

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BILLING - Due to PCI Compliance, Please FAX to: (231) 534-6152

Contact name:	Phone number:	
Billing address:		
City:	State:	Zip code:
Email address:		
Credit Card number :	Expiration date:	
Authorized Signature:		

SHIPPING AND RECEIVING

US Postal Mail address

Grand Traverse Resort and Spa
100 Grand Traverse Village Boulevard P.O. Box 404
Acme, Michigan, 49610-0404
Attention: Guest Name
Hold for: Conference Name
Date of Event:
Number of Boxes (1 of 2, 2 of 2, etc)

FED EX/UPS address

Grand Traverse Resort and Spa
6300 US Highway 31 North
Williamsburg, Michigan, 49690
Attention: Guest Name
Hold for: Conference Name
Date of Event:
Number of Boxes (1 of 2, 2 of 2, etc)

RETURN SHIPPING

Attach properly completed shipping labels (Fed Ex, UPS, etc) to packages. Each package **MUST** be labeled. Have packages taken to the GTRS Shipping and Receiving Office.

OR

Fill out Shipping Information Form - this may be obtained from the Bellstand, Concierge, or the Conference Registration Desk. Each Package **MUST** be labeled. Have packages taken to the GTRS Shipping and Receiving Office.

Shipping and Receiving Hours:

Monday - Friday 8:00 am - 5:00 pm

After hours contacts:

Banquets - extension 6100
Bellstand - extension 6420
Security - extension 2300

Shipments may be subject to a \$1.00/box or \$20.00/pallet handling charge. Grand Traverse Resort and Spa **will not** accept shipments of exhibit materials when a display company is handling a show (i.e. ArtCraft). Please ship to display company directly. Grand Traverse Resort and Spa will not accept shipments more than **one week prior** to the conference.