



GRAND TRAVERSE RESORT & SPA EXHIBIT RULES AND PROCEDURES

1. Host organization agrees to use and pay for usage of exhibit space, electrical service, phone service, any permits required and trash removal. A copy of a floor plan with general display locations, to include electrical and phone needs, will be required two (2) weeks prior to event; four (4) weeks if electrical and phone requirements are extensive. All electrical charges are master billed. Orders for electrical service received less than 48 hrs in advance will be subject to double the prevailing rate and possibly a permit change fee.
2. Charges for damages caused by **EXHIBITORS** will be charged to the host organization's master account. The host group may then seek re-imbursement from the **EXHIBITOR** that caused the damage.
3. **EXHIBITORS** displaying Vehicles will be responsible for their own floor protection including drop cloths under engines and boards under tires. Vehicle must **be 5 gallons or ¼ tank, whichever is less** of fuel. Vented gas caps need to be taped (sealed). Batteries are to be disconnected with the cable ends taped and wire-tied down to prevent them from contacting the terminal posts. All vehicles, even electric should be diapered as they still have moving parts that are lubricated. 100% electric vehicles would be exempt from fuel controls. Electric/Gas combo models would follow the rules and regulations for internal combustion engine vehicles (gas, diesel).
4. **EXHIBITORS** may not use the lobby entrance to the hotel for moving in exhibit materials. All exhibitors, equipment and materials must enter using the appropriate loading dock or the entrance behind Governors Hall. **EXHIBITORS** shall be solely responsible for delivery, handling, setup, and removal of their own displays and materials. Grand Traverse Resort does not supply labor or carts for setup.
5. All trucks, trailers, and exhibit vehicles are required to park at the water tower parking lot, or as designated.
6. **EXHIBITORS** will cooperate by not throwing refuse on the floor unnecessarily or committing any act, which may endanger public safety or inconvenience other exhibitors or the public. There will be **NO SMOKING** on the exhibit floor at **ANYTIME**.
7. All pertinent fire codes and laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly observed. Fire exits cannot be blocked at any time -- no exceptions. Use of crepe paper is not permitted and all decorative materials shall be fireproof. No flammable liquids will be permitted within the building. The fuel tanks of internal combustion engines must be ¼ tank or 5 gallons, whichever is less. Engines must be diapered. **Nothing shall be nailed, stapled or otherwise AFFIXED to WALLS, FLOORS, or any part of the exhibition area.**

8. **If a Display / Exposition service is being used, all exhibit materials should be shipped to them. Exhibit materials shipped to Grand Traverse Resort may be re-consigned back to the display company. Grand Traverse Resort will not be responsible for additional shipping charges and delivery delays that may result.** Storage is **NOT** available for crates or excess exhibit material at Grand Traverse Resort and Spa prior, during, or after the show.
 9. Incoming shipments must include: Name of person receiving, and name and date of event. Ship to: Grand Traverse Resort and Spa, 100 Grand Traverse Village Blvd., Acme, MI 49610. **Do not ship C.O.D.--it will be refused!**
 10. Outgoing shipments: Boxes must be labeled and sealed properly, with method of payment clearly marked. Contact shipping at extension 6617 for box pick up.
 11. Exhibits of 15 or more will require a container for trash removal. Containers can be ordered through Grand Traverse Resort and Spa and the appropriate fee will be charged to the master account.
 12. Grand Traverse Resort and Spa does not automatically provide security for an event or exhibit area, and is not liable for theft. Dedicated security is available for an additional fee.
 13. Send a copy of these rules to each exhibitor.
- ★ At 30 days prior to the event client must provide the local Grand Traverse Metro Fire Department (Fire Marshall Inspectors) with an initial floor plan. They can be reached at 231-947-3000 or email info@gtmetrofire.org. Their fax is 231-947-8728.

Initials_____