



GRAND TRAVERSE RESORT AND SPA

CONFERENCE & EXHIBIT ELECTRICAL/SERVICES FORM

Name of Conference:		
Date of Conference:		
Exhibitor Setup:	Booth #:	
Company Name:		
Contact Name:	Phone #:	
Address:		
City:	State:	Zip:
E-mail Address:		

ELECTRICAL REQUESTS

# of Days	Quantity	Description	Price
		Quad - 4 outlet box on one circuit with 20 Amps maximum output. (Minimum of 1 Quad required for most applications)	\$40.00 per day (inside complex)
		Power Strip (in addition to Quad) – 15 amps max.	\$15.00/each per day (inside complex)
		Special power requirements beyond the items above Please Contact Jeff Harris at 231-534-6256 or jharris@gtresort.com ****TWO WEEKS NOTICE IS REQUIRED****	

TELECOMMUNICATIONS

# of Days	Quantity	Description	Price
		DID – Direct Inward Dial Phone Line (Dial Up) – phone included (dial “9” to access outside direct line)	\$50.00 per day plus calls
		Speaker Phone – Includes cost of direct dial phone line (dial “9” to access outside line)	\$80.00 per day plus calls
		High Speed Internet Access – Wired or Wireless	\$100.00 per day per exhibit

MISCELLANEOUS CHARGES

# of Days	Quantity	Description	Price
		Banner hanging and removal – depending on size and location, a banner movement fee is also applicable	\$30.00 and per up banner

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 assure 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.**



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SHIPPING AND RECEIVING INFORMATION

RECEIVING PROCEDURE-

US Postal MAIL Send shipment to:

Grand Traverse Resort and Spa
100 Grand Traverse Village Boulevard
Acme, Michigan 49610-0404
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes (i.e. 1 of 2, 2 of 2, etc.)

FED-EX or UPS Send shipment to:

Grand Traverse Resort and Spa
6300 US 31 North
Williamsburg MI 49690
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes (i.e. 1 of 2, 2 of 2, etc.)

RETURN SHIPPING PROCEDURE

Attach properly filled out shipping labels (Fed Ex, UPS, etc...) to packages. **Each package MUST be labeled.** Have packages taken to Shipping Office.

OR

Fill out "Shipping Information Form" which can be obtained from the Concierge, Bellstand, or the Conference Registration Desk. **Each package MUST be labeled.** Have packages taken to Shipping Office.

The Shipping Office is open Monday through Friday, 8am-5pm. After hours call Banquets extension 6100 or Security 2300. Shipments subject to a \$1 per box handling charge.

Please Note: Grand Traverse Resort and Spa **will not** accept shipments of exhibit materials when a Display Company is handling an exhibit show (i.e. ArtCraft). Please ship to Display Company directly.

Grand Traverse Resort & Spa **will not** accept shipments more than one week prior to the conference.

ATTENTION EXHIBITORS: This form must be returned 14 days prior to your event.

**Due to PCI compliance, please do not email this form.
You may fax it to 231-534-6152.**

CC #	Expiration Date
Authorized Signature	Date