

Grand Traverse Resort and Spa

Exhibit services Order Form



Name of Conference	
Dates of Exhibits	
Exhibitor / Company Name	Booth Number
<p>Please Note: <u>Wall, post, and floor outlets are not part of the booth space.</u></p> <p>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.</p>	

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			\$
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	\$100.00/day + calls @ market rate			\$
High Speed Internet access - wired or wireless	\$100.00/day per exhibit			\$

Miscellaneous	Price	# of days needed	Quantity	Total
6' Draped exhibit table with 2 chairs, wastebasket and recycle bins	\$35.00 (+ 6% state tax)			\$

Due to PCI Compliance, Please FAX to: (231) 534-6316

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

SHIPPING AND RECEIVING

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

Chose one of the following options

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.

Shipping and Receiving Hours:

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

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.

After hours contacts:

Banquets - extension 6100

Bellstand - extension 6420

Security - extension 2300

***Shipments may be subject to a handling charge. Grand Traverse Resort and Spa will not accept shipments more than **one week prior** to the conference. ***