



**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:	
Credit Card Number:	Expiration Date:

ELECTRICAL REQUESTS			
# of Days	Quantity	Description	Price
	_____ Inside _____ Outside	Quad (25, 50, or 75 feet in length)	\$40.00 per day (inside complex)  \$80.00 per day (outside complex)
	_____ Inside _____ Outside	Spider – 6 individual, 120 volts, 15 amps circuits/outlets.  • Extension cords may be required	\$225.00 per day (inside complex)  \$300.00 per day (outside complex)
		1 phase 208 volts	\$2.00 per amp, per day with a \$100.00 minimum charge
		3 phase 208 volts	\$3.00 per amp, per day with a \$200.00 minimum charge
	_____ Inside	Power Strip – 15 amps	\$15.00/each per day (inside complex)
	Yes/No	Dedicated Electrician Required	\$65.00 per hour
		<u>Meeting Planner Only</u>	\$90.00 minimum total to be confirmed after final floor plan is submitted
		<b>Electrical Permit</b>	

**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.** Grand Traverse County requires electrical permits. Grand Traverse Resort and Spa **MUST** purchase these permits **5** working days in advance of the show opening; any requests after 5 days could result in additional permit charges, or a final inspection charge. All of these charges will be placed on the group's master bill (i.e. permits, inspections and labor). **All power/electrical charges are billed on a per day basis, NOT a one time charge.**

Signature

Date



**GRAND TRAVERSE RESORT AND SPA  
CONFERENCE & EXHIBIT SERVICES FORM**

<b>TELECOMMUNICATIONS</b>		
Quantity	Description	Price
	<b>DID – Direct Inward Dial Phone Line (Dial Up)</b> – phone included (required to dial “9” to access outside direct line)	\$50.00 per day plus calls
	<b>Speaker Phone</b> – includes cost of direct dial phone line (dial “9” to access outside line)	\$80.00 per day plus calls
	<b>(High Speed Internet Access)</b>	\$250.00 Per Day/\$100.00 for additional Line Per Day. \$1,000.00 one time fee to make location wireless
<b>Yes / No</b>	<b>Telecommunications Technician Labor Required</b>	\$50.00 per hour

<b>MISCELLANEOUS CHARGES</b>		
Quantity	Description	Price
	<b>Banner hanging and removal</b> – depending on size and location, a banner movement fee is also applicable	\$30.00 and up per banner
	<b>30’ Personnel Lift</b>	\$30.00 per hour

<b>GRAND TRAVERSE RESORT AND SPA SHIPPING AND RECEIVING INFORMATION</b>
---

**RECEIVING PROCEDURE - 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.)

**RETURN SHIPPING PROCEDURE**

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

**OR**

#2: Fill out “Shipping Information Form” which can be obtained from the Concierge, Bellstand, or the Conference Registration Desk. **Each package MUST be marked.** Have packages taken to Shipping Office.

The Shipping Office is open Monday through Friday, 8am-5pm and can be reached by calling 231 - 534-6000 extension 6617. 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.*

**ATTENTION EXHIBITORS:** This form must be returned 21 days prior to your event to the exhibit chairperson/meeting planner.

Signature \_\_\_\_\_

Date \_\_\_\_\_