



GRAND TRAVERSE RESORT AND SPA

CONFERENCE & EXHIBIT ELECTRICAL/SERVICES FORM

Name of Conference:		
Conference Services Manager:		
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)
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	\$50.00 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

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 14 days prior to your event.

**Due to PCI compliance, please do not email this form.
Fax to 231-534-6316**

CC #	Expiration Date
Authorized Signature	Date