Grand Traverse Resort and Spa Exhibit services Order Form with Display Company

Updated- 2026

Name of Conference	
Dates of Exhibits	
Exhibitor / Company Name	**Booth Number:**

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 ensure proper electrical service, this form is required to be completely filled out and signed. **Grand Traverse Resort and Spa need 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 products.** All power/electrical charges are billed on a per day basis, NOT a one-time charge.

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	$40.00/ day			$
Spider - 6 individual 120 volt, 15 amps/circuit outlets	$300.00/day	$300.00/day			$
1 Phase (100 amp) **$200.00 minimum charge**	$2.00/amp				$
3 Phase (100 amp) **$300.00 minimum charge**	$3.00/amp				$
3 Phase (200 amp) **$600.00 minimum charge**	$3.00/amp				$
To Arch Power Over Walkways	$250 per show total				$
Banner hanging and removal - depending on size and location, a moving fee may also be applicable	$50.00 total				$

If you have any AV needs (monitors, microphones, etcetera, please contact On Site Audio Visual Phone: 231-534-6590 or Email: audiovisual@gtresort.com.	

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BILLING - Due to PCI Compliance do not send via email. Please FAX to: (231) 534-6316

Contact name:		Phone number:
Billing address:		
City:	State:	Zip code:
Email address:		

For **specialized power requirements**, please contact **Joe Painter**, Engineering Director - joe.painter@gtresoert.com or **231-534-6257.**

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.*