

AGO 2019 Great Lakes Region Convention

June 30 – July 3, 2019

Amway Grand Plaza Hotel

Grand Rapids, MI 49503

Information for Exhibitors

The exhibition hall for the 2019 Great Lakes Region AGO Convention is the elegant Pantlind Ballroom at the Grand Plaza Hotel. *“As you enter the amazing Pantlind Ballroom, the 24-karat gold leaf-domed ceiling instantly transports you to a period of old-world elegance. With soft, butter-yellow and mirrored walls atop a hand-loomed custom wool carpet, this traditional European-style ballroom has hosted various receptions for heads of state, and cocktail receptions, seated dinners and multitudes of magnificent wedding receptions for nearly a century.”*

The booth size is 8' x 10' and includes one table and two chairs. It also includes pipe and drape to separate the booths. The cost per booth is as follows:

1 booth - \$300

2 booths- \$500

3 booths - \$700

Rental of the booth includes two registrations for the convention and a 50% discount on advertising which will appear in the convention booklet and on the convention website at www.grago2019.org

The timeline for exhibits follows:

Sunday, June 30

8:00 a.m.	Exhibit move-in and set-up
2:00-5:30 pm	Exhibits open
9:30- 11:00 pm	Exhibits open

Monday, July 1

10:30 am – 1:30 pm	Exhibits open
6:00 – 7:30 pm	Exhibits open
9:30 – 11:00 pm	Exhibits open

Tuesday, July 2 (convention day in Holland, MI)

9:45 – 11:00 pm	Exhibits open
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Wednesday, July 3

9:00 – 10:30 am	Exhibits open (final)
3:00 pm	Deadline for exhibit take down

Contact:

Dennis L. Buteyn

616-634-4083

dlbuteyn@sbcglobal.net

Please find below some general information about shipping and receiving items to oneself at the Amway Grand Plaza. Additionally, our Exhibitor Request Form is attached which allows your exhibitors to self-order items like power to their exhibit spaces. Please do not hesitate to direct your exhibitors to me for questions regarding the attached document or below information, or navigation of our facility in general.

Shipping and Receiving Information:

Shipments of material, literature, product, as well as cartons and envelopes should be addressed as follows:

Recipient's Name (person who will be picking up items)

**AGO 2019 Great Lakes Region Convention
c/o Amway Grand Plaza Hotel
187 Monroe Ave NW
Grand Rapids, MI 49503**

Please Do...

Write recipients name and name of Convention on box itself

Pre-pay all shipments; we are unable to accept COD shipments

Number packages (ex: 1 of 3, 2 of 3, 3 of 3)

Record and bring with you the tracking number of all packages shipped

Please Do Not...

Address items to Convention Service Manager

Send shipments more than 2 weeks prior to your arrival

Only a limited amount of exhibit material, no greater than items that fit on a bellman's cart, (5'X18") may be brought through the public Motor Lobby; your contracted group parking rates would apply. Bellman assistance with deliveries is available for a cost.

Load-In:

All major deliveries (larger than UPS, FedEx, USPS, etc) should be delivered through the Loading Dock, located on Lyon Street on the north side of our facility (accessed via the corner of Monroe Street and Lyon Street). The Loading Dock will only accommodate 2 oversized vehicles –temporary parking is permitted as you unload. Protocol on unloading is as follows: pull into dock, unload equipment off to the side (do not leave items on the Loading Dock truck plates), park vehicle elsewhere, then come back to retrieve equipment and facilitate movement inside the hotel. Vendors will most likely require assistance from the loading dock or security staff to get inside, and please advise to your vendors the Pantlind Ballroom is their location. There is a call button on the outside of the building, and a house phone inside the loading dock, which are typically utilized for any deliveries after 5:00pm or on weekends.

Contact person at the hotel is:

Sheila Chalmers, CMP, CTA

Convention Services Manager

616.776.6435 | direct dial

Amway Grand Plaza, Curio Collection by Hilton

amwaygrand.com/meetings-events



Exhibitor Service Request Form

American Guild of Organists

Booth #: _____

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Electric Power

Table with columns: Quantity, Description, Price, Total. Items include 110 Volt Outlet with extension cord, Extra extension cord, Power Strip, Gray Box (3x20 Amp circuit).

* Please note due to fire code no outside extension cords are permitted*

Telecommunications

Table with columns: Description, Price, Total. Items include Analog Line for CC Machine, Wired High Speed Internet Access.

Audio-Visual Equipment

Table with columns: Description, Price, Total. Items include 60" LED TV & DVD Combo, 24" LCD Monitor, 3M Post It Flip Chart, Flip Chart, Flip Chart Stand - No Paper, Whiteboard / Corkboard.

If you have any additional requirements please contact Sheila Chalmers, CMP for a quote.

Daily Requirements Cost

TOTAL \$ _____

ANY ORDERS THAT DO NOT ADD IN TAX AND SERVICE CHARGE WILL HAVE THEM AUTOMATICALLY ADDED TO THE TOTAL

NUMBER OF DAYS REQUIRED x _____

SUB TOTAL = _____

6% SALES TAX + _____

23% SERVICE CHARGE + _____

GRAND TOTAL = _____

Payment Instructions

ORGANIZATION: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME (AS APPEARS ON CARD) _____

CONTACT TELEPHONE NUMBER: _____ CIRCLE: CELL / OFFICE

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

CHECK IN ADVANCE (PAYABLE TO AMWAY GRAND PLAZA HOTEL) # _____

EXHIBITORS EMAIL ADDRESS: _____

Return Completed Form To: Sheila Chalmers, CMP

schalmers@ahchospitality.com

AMWAY GRAND PLAZA HOTEL Phone: (616) 776-6435
187 MONROE AVE NE Fax: 616.776.6477
GRAND RAPIDS, MI 49503