

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 Governors Room located on the Concourse Level (second floor).

The booth size is 8' x 10' and includes one table and two chairs. 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](http://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

5:00 – 7:30 pm Exhibits open

10:00 – 11:00 pm Exhibits open

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

9:45 – 11:00 pm Exhibits open

**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](mailto: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](http://amwaygrand.com/meetings-events)



Exhibitor Service Request Form

American Guild of Organists

Booth #: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Electric Power

<u>Quantity</u>			<u>Total</u>
_____	110 Volt Outlet with extension cord	\$15.00 EACH	_____
_____	Extra extension cord	\$15.00 EACH	_____
_____	Power Strip	\$15.00 EACH	_____
_____	Gray Box (3x20 Amp circuit)	\$80.00 EACH	_____

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

Telecommunications

_____	Analog Line for CC Machine	\$55.00 EACH	_____
_____	Wired High Speed Internet Access	\$150.00 EACH	_____

Audio-Visual Equipment

_____	60" LED TV & DVD Combo	\$550.00 EACH	_____
_____	24" LCD Monitor	\$115.00 EACH	_____
_____	3M Post It Flip Chart	\$40.00 EACH	_____
_____	Flip Chart	\$35.00 EACH	_____
_____	Flip Chart Stand - No Paper	\$15.00 EACH	_____
_____	Whiteboard / Corkboard	\$25.00 EACH	_____

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

Daily Requirements Cost

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

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](mailto:schalmers@ahchospitality.com)  
 AMWAY GRAND PLAZA HOTEL Phone: (616) 776-6435  
 187 MONROE AVE NE Fax: 616.776.6477  
 GRAND RAPIDS, MI 49503