



Exhibitor Service Request Form

Antiochian Orthodox Christian Archdiocese of N. America

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 **Kelly Van Dyke, 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: Kelly Van Dyke, CMP kvandyke@ahchospitality.com

AMWAY GRAND PLAZA HOTEL Phone: 616-776-6441
 187 MONROE AVE NE Fax: 616.776.6477
 GRAND RAPIDS, MI 49503