EXHIBITOR SERVICE REQUEST FORM

On-site orders will incur a $25 labor fee per day.

Conference Name: Great Lakes Credit and Collection Association

Organization Name: _____

Booth # _____ Arrival Date: 5/6/2026

ELECTRIC

Quantity		Cost of Each Per Day	Total
_____	110 Volt Outlet with extension cord	25	$ 0.00
_____	Extra extension cord	25	$ 0.00
_____	Power Strip	20	$ 0.00
_____	Gray Box (3x20 amp circuit)	90	$ 0.00

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

TELECOMMUNICATIONS

_____	Wired High-Speed Internet Access	150	$ 0.00
_____	Dedicated WIFI Connection	25	$ 0.00
	Network Name:		
	Password (min. 8 characters):		

AUDIO-VISUAL EQUIPMENT

_____	60" LED TV (Cabling and Adapters Included)	350	$ 0.00
_____	24" LCD Monitor (Cabling and Adapters Included)	115	$ 0.00
_____	3M Post-It Flipchart and Stand (with Adhesive Back)	50	$ 0.00
_____	Flipchart Stand – No Paper	20	$ 0.00

TABLES & CHAIRS

_____	Tall or Short Cocktail Round	10	$ 0.00
_____	Banquet Chair	7	$ 0.00

DAILY REQUIREMENTS COST

Total $	$ 0.00
Number of Days Required	
Sub Total	$ 0.00
23% Service Charge	$ 0.00
6% Sales Tax	$ 0.00
On-site Order Labor Fee	
Grand Total =	$ 0.00

CREDIT CARD LINK TO BE SENT BY CONVENTION MANAGER AFTER RECEIVING THIS FORM

Authorized Signature: _____ Date: _____

Contact Telephone Number: _____ Cell ☐ Office

Exhibitor's Email Address: _____

Return completed form to: agpheventcoordinators@ahchospitality.com | 616.776.3229