



Attending a Conference

Crystal Mountain looks forward to having you as our guest. To help ensure your stay with us is comfortable, the following tips will help facilitate your arrival, stay, and departure.

Location and Directions

Crystal Mountain is located 28 miles southwest of Traverse City on M-115. From the Detroit area take I-75 north to US-10 west to M-115 west. From Grand Rapids take US 131 north to Cadillac, exit M-115 west. 39 miles to Crystal. From Traverse City take US-31 south to Thompsonville Rd. (County Road 669) which is 10 miles west of Interlochen. Follow County Road 669 south to Thompsonville. Turn right at blinker light, 2 miles to Crystal. From Manistee take US-31 21 miles north to County Road 602, turn east, then 8 miles to M-115. Turn west to Crystal's entrance.

Check-in and Check-out Procedures

Check-in time is 5:00pm. Check-out time is 11:00am. If your conference is paying for your stay, you may either return your key to the Front Desk at the time of check-out, or leave your key in your room. If you are paying for all, or a portion of your stay, you may settle your account with the Front Desk at anytime during your stay. If you check-out of your room before your meeting concludes, arrangements may be made for storage of luggage. If your conference ends after 11:00am, plan to check-out before your meeting begins. Express check-out is available; inquire with the front desk, ext.5000

Messages & Faxes

Messages and faxes for conference attendees will be held at the Conference Services Desk in Crystal Center, Front Desk at the Inn and/or a message light will be left on their sleeping room. Emergency phone calls will be delivered to the attendee or group leader immediately. Voice mail is also available in all hotel rooms, suites and condominiums.

Phone numbers for guests to receive messages and/or faxes:

Crystal Center

Phone: 231-378-2000, ext. 6500

Inn at the Mountain

Phone: 231-378-2000, ext. 5000

Fax: 231-378-2998

Shipment of Conference Materials

Shipment of packages and conference materials prior to your conference should be addressed to:

HOLD FOR "Conference Attendee's Name"

"XYZ Conference", Crystal Mountain

12500 Crystal Mountain Drive

Thompsonville, MI 49683

Conference packages may be claimed at the Conference Services Desk, ext. 6500.

Transportation Services

Airport transportation is available for flights arriving and departing from Thompsonville, Traverse City, Frankfort, and Manistee. 48 hours notice is required, any request within 48 hours will be dependent on availability. Fees apply.

Complimentary on-premise transportation is available 24 hours a day.

Call Guest Services at 1-888-968-7686, ext. 5000.

CRYSTAL MOUNTAIN RESORT 12500 CRYSTAL MOUNTAIN DRIVE THOMPSONVILLE, MI 49683