



NPACE[®]

Nurse Practitioner Associates
for Continuing Education

Primary Care Conference and Pharmacology Update Cape Cod, MA



Exhibit Dates:

Tuesday, June 27 – Wednesday, June 28, 2017

Hotel Location:

Sea Crest Beach Hotel

350 Quaker Road

North Falmouth, MA 02556

Reservations: 508-540-9400 (Mention NPACE when booking)

Room Reservation Cut Off Date: June 2, 2017

Single/Double: \$195

Conference Information:

Expected Number of Attendees: 250

Contact Person: Joshua Plotkin, Event Coordinator

774-279-4607 / jplotkin@npace.org

Cape Cod Exhibitor Schedule

Exhibit Dates: June 27 - 28, 2017

Sea Crest Beach Hotel

Please review the following information related to your exhibit space and onsite operational needs.

Exhibit Set-Up: Tuesday, June 27, 2017

Exhibit Tear Down: Wednesday, June 28, 2017

Exhibits are open throughout the day. All times are subject to change, depending on final schedule of events.

Tuesday, June 27

Wednesday, June 28

| Start Time | End Time | Function | Start Time | End Time | Function |
|------------|------------|--|------------|------------|------------------|
| 6:30 a.m. | 7:00 a.m. | Exhibit Move In | 7:00 a.m. | 7:30 a.m. | Exhibits |
| 7:00 a.m. | 7:30 a.m. | Exhibits | 7:30 a.m. | 8:30 a.m. | Session |
| 7:30 a.m. | 8:30 a.m. | Session | 8:30 a.m. | 9:00 a.m. | Break/Exhibits |
| 8:30 a.m. | 9:00 a.m. | Break/Exhibits | 9:00 a.m. | 10:00 a.m. | Session |
| 9:00 a.m. | 10:00 a.m. | Session | 10:00 a.m. | 10:10 a.m. | Break/Exhibits |
| 10:00 a.m. | 10:10 a.m. | Break/Exhibits | 10:10 a.m. | 11:10 a.m. | Session |
| 10:10 a.m. | 11:10 a.m. | Session | 11:10 a.m. | 11:30 a.m. | Break/Exhibits |
| 11:10 a.m. | 11:30 a.m. | Break/Exhibits/Product Theater Sign-In | 11:30 a.m. | 12:30 p.m. | Session |
| 11:30 a.m. | 12:30 p.m. | Product Theater Lunch | 12:30 p.m. | 12:40 p.m. | Break/Exhibits |
| 12:30 p.m. | 12:45 p.m. | Break/Exhibits | 12:45 p.m. | 1:30 p.m. | Exhibit Move-Out |
| 12:45 p.m. | 1:45 p.m. | Session | | | |
| 1:45 p.m. | 1:55 p.m. | Break/Exhibits | | | |
| 1:55 p.m. | 2:55 p.m. | Session | | | |

Security Advisory:

- NPACE will not be maintaining security during move in, event hours, or move out. We strongly recommend that you consider taking appropriate precautions to ensure that your exhibit space is as secure as possible.
- Please note that show management can assume no responsibility or liability for lost, damaged, or stolen property.

Please note that exhibitors are not allowed in the conference room during CE sessions.

Package Handling

We are pleased to announce that the Sea Crest Beach Hotel has established a new package handling procedure. This service is designed for accuracy and efficiency in receiving, storing and handling packages. As a guest, packages are stored for your arrival or once checked-in, you will be notified upon receipt of a package. If you are not a guest of the hotel, packages will be brought to the function room the event is being held in. See below for handling and storage fees. Please review all package handling information

Incoming Package Handling Fees

Prices are based on the weight of the item.

Payment of handling fees needs to be in place prior to receiving any packages.

| Minimum Weight Pounds | Maximum Weight Pounds | Charge (US) |
|--------------------------|--------------------------|------------------|
| 0 | 5 | \$5.00 |
| 6 | 20 | \$10.00 |
| 21 | 50 | \$15.00 |
| 50 | or over | \$25.00 |
| Crates | | \$50.00 |
| Pallets | | \$75.00 |

Outgoing Package Handling

All outgoing packages must have shipping labels and be called in for pick-up.

Outgoing packages will be moved from the function room to the loading dock for pick-up.

Storage Fees

Shipments received within three (3) days before event will not be assessed a storage fee.

Shipments received more than three (3) days before event will be assessed a \$50.00 per day storage fee.

Please note that we do have a loading dock. Crates and pallets need to be delivered on a truck with a lift gate and pallet jack.

Exhibitors are responsible for opening and unloading crates and pallets.

Labeling

Please label EACH box as outlined in the example below:

| |
|---|
| <p>Hold for Arrival - Group Name and Event Dates Name of On-Site Person to receive the Shipment c/o Name of Conference Planner or Catering Sales Manager Sea Crest Beach Hotel 350 Quaker Road North Falmouth, MA 02556 Box _____ of _____ <i>(Multiple boxes MUST be numbered)</i></p> |
|---|

The Shipper's Return Address should include shipper's name, address and telephone number.

Multiple packages within a single shipment must be numbered in sequence (1 of 3, 2 of 3, 3 of 3).

Boxes over 50 pounds should be labeled as such to avoid injury to staff (both yours and ours).

ALL SHIPMENT INFORMATION MUST BE SUBMITTED IN WRITING VIA THE "NOTIFICATION OF INCOMING SHIPMENTS" FORM.

PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER



Notification of Incoming Group Shipments

Please complete this form and send back no later than 1 week prior to the first expected shipment arrival. Send to:
 Colleen Reilly, Conference Planning Manager
 E-mail: creilly@seacrestbeachhotel.com Fax: (508) 548-0556
 Sea Crest Beach Hotel 350 Quaker Road North Falmouth MA 02556

Group Name: _____ **Event Dates:** _____

Your Name: _____ **Will you be staying at the hotel?** YES NO

Boxes will be shipped to hold for: _____

Description of what was shipped: _____

Total boxes shipped: _____

Shipping Company: USPS UPS FedEx DHL Other: _____

Date that boxes are expected to arrive: _____

PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER

Calculate Charges:

| | | | | | |
|-------------------|---------------------------------|---|---------|---|--|
| I have... _____ | 0-5 Pound Boxes being shipped | x | \$5.00 | = | |
| _____ | 6-20 Pound Boxes being shipped | x | \$10.00 | = | |
| _____ | 21-50 Pound Boxes being shipped | x | \$15.00 | = | |
| _____ | 50+ Pounds Boxes being shipped | x | \$25.00 | = | |
| _____ | Crates being shipped | x | \$50.00 | = | |
| _____ | Pallets being shipped | x | \$75.00 | = | |
| TOTAL = \$ | | | | | |

Billing Information: Credit Card Check Group Master Account
 (Circle selection above) Please fill out below Please mail with copy of form

***CREDIT CARD PAYMENTS -**

Circle: AMEX VISA MC OTHER: _____
 CARD NUMBER: _____
 EXPIRATION DATE: _____

I have read and agree to follow all policies and procedures as outlined in this document and

Signature _____

Date _____

SEA CREST

BEACH HOTEL

EXHIBITOR ELECTRICAL ORDER FORM

NPACE 2017 Fall Conference

June 25 – June 30, 2017

| ITEM | NUMBER NEEDED | NUMBER OF DAYS | DAILY RATE EACH | TOTAL |
|---|---------------|----------------|---|-----------------|
| Basic Electrical Tie-in: 20 amp, 120 volt | _____ | _____ | \$25 per day | \$ _____ |
| Extension cord | _____ | _____ | \$10.00 per day | \$ _____ |
| Power Strip | _____ | _____ | \$10.00 per day | \$ _____ |
| *LATE FEE if form not received by Friday June 16, 2017 | | | \$50.00 Late Fee <i>(If Applicable)</i> | \$ _____ |
| | | | GRAND TOTAL | \$ _____ |

Please note that exhibitors can not simply plug into the outlets along the walls. This is a fire hazard and must be managed. We will bring the power to your location. If you are plugging in anything at all that requires electricity, you must sign up for at least one basic electrical tie-in.

Show Name: **2017 NPACE Conference**

Show Dates: **June 25 – June 30, 2017** Today's Date: _____ Booth # _____

Company Name: _____

Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

On-site Contact: _____

Billing Information – Please Circle Selection

***Credit Card** – Call Conference Planner OR Submit Email Below for Secured Online Payment

Email: _____

*Please note, for your security, we DO NOT accept credit cards via e-mail.

***Check** – Mail with Copy of Form

*Please make checks payable to Sea Crest Beach Hotel

Please send a copy of your form to Colleen Reilly, Conference Planning Manager, via Fax at 508-548-0556, email to creilly@delawarenorth.com or mail with check to Sea Crest Beach Hotel, 350 Quaker Road, North Falmouth, MA 02556, Attention: Colleen Reilly.

Thank you!