



**NPACE**<sup>®</sup>

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](mailto: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>
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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	=	
<b>TOTAL = \$</b>					

**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	\$ _____
<b>*LATE FEE if form not received by Friday June 16, 2017</b>			<b>\$50.00 Late Fee</b> <i>(If Applicable)</i>	\$ _____
			<b>GRAND TOTAL</b>	<b>\$ _____</b>

**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](mailto:creilly@delawarenorth.com) or mail with check to Sea Crest Beach Hotel, 350 Quaker Road, North Falmouth, MA 02556, Attention: Colleen Reilly.

Thank you!