

NPACE Primary Care Conference and Pharmacology Update - Indianapolis, IN



Exhibit Dates:

Tuesday, February 20 – Wednesday, February 21, 2018

Hotel Location:

JW Marriott Indianapolis
10 S West Street
Indianapolis, IN 46204

Reservations:

Room Reservation Cut-Off Date: April 9, 2018

Single/Double: \$199

Conference Information:

Expected Number of Attendees: 400

Contact Person: Joshua Plotkin, Corporate Affairs Manager

774-279-4607 / jplotkin@npace.org



Nurse Practitioner Associates
for Continuing Education

Indianapolis Exhibitor Schedule

Exhibit Dates: May 4-5, 2018

JW Marriott Indianapolis

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

Exhibit Set-Up: Friday, May 4, 2018

Exhibit Tear Down: Saturday, May 5, 2018

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

Friday, May 4th

Saturday, May 5th

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.	8:00 a.m.	Continental Breakfast/Exhibits
7:00 a.m.	7:30 a.m.	Exhibits/Coffee	8:00 a.m.	9:30 a.m.	Session
7:30 a.m.	8:30 a.m.	Session	9:30 a.m.	10:00 a.m.	Break/Exhibits
8:30 a.m.	9:00 a.m.	Break/Exhibits	10:00 a.m.	11:30 a.m.	Session
9:00 a.m.	10:00 a.m.	Sessions	11:30 a.m.	12:45 p.m.	Lunch Break/Exhibit Hall Open
10:00 a.m.	10:10 a.m.	Break/Exhibits	12:45 p.m.	2:15 p.m.	Session
10:10 a.m.	11:10 a.m.	Session	2:15 p.m.	2:45 p.m.	Break/Exhibits
11:10 a.m.	11:40 a.m.	Break/Exhibits/Product Theater Sign-In	3:00 p.m.	3:30 p.m.	Exhibit Move Out
11:40 a.m.	12:40 p.m.	Product Theater Lunch			
12:40 p.m.	1:00 p.m.	Break/Exhibits			
1:00 p.m.	2:00 p.m.	Session			
2:00 p.m.	2:30 p.m.	Break/Exhibits			
2:30 p.m.	4:40 p.m.	Sessions			

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.

NPACE Contact: Joshua Plotkin
Email: jplotkin@npace.org
Office: 508-907-6424 x227
Cell: 774-279-4607



JW Marriott Indianapolis Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of JW Marriott Indianapolis.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **317.974.0378**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at JW Marriott Indianapolis
10 S West St
Indianapolis, IN, 46204
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
JW Marriott Indianapolis
10 S West St
Indianapolis, IN 46204
Phone: 317.974.0378
Fax: 317.974.0521
Email: usa5527@fedex.com

Operating Hours
Mon – Fri: 7:00am - 7:00pm
Saturday: 9:00am - 5:00pm
Sunday: 9:00am - 5:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to JW Marriott Indianapolis with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of JW Marriott Indianapolis, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at JW Marriott Indianapolis, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



JW Marriott Indianapolis Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



EXHIBITOR ELECTRICAL SERVICE ORDER FORM

Markey's Rental & Staging is proud to serve as the exclusive in-house provider of electrical services for the JW Marriott Indianapolis. Markey's is required to approve and provide all three phase electrical connections in ballrooms, meeting rooms and foyers. We look forward to providing you with outstanding service and equipment.

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE: _____

CONTACT PHONE: _____

DELIVERY DATE: _____

READY TO USE BY: (CIRCLE ONE)

Between 8am-12pm Between 1pm-4pm any

PICK UP DATE: _____ TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS

FAX FORM TO: Markey's Rental & Staging at the JW Marriott
Attn: Markey's Event Technology Dept.
(317) 860-5801

QUESTIONS: Please call Markey's Event Technology Sales
(317) 860-6517



120 VOLT POWER RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
5 Amp	\$100	\$120		
10 Amp	\$150	\$180		
20 Amp	\$200	\$240		
30 Amp	\$250	\$300		

208V - THREE PHASE SERVICE

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
30 Amp	\$350	\$420		
60 Amp	\$500	\$600		
100 Amp	\$1000	\$1200		
200 Amp	\$2000	\$2200		
400 Amp	\$4000	\$4200		
OTHER				

ELECTRICAL EQUIPMENT RENTAL

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
25' 120v Extension Cord	\$25	\$30		
50' 120v Extension Cord	\$35	\$42		
Multiple Outlet Strip	\$25	\$30		
Other				

50' Feeder Tails 2/0	\$200	\$240		
100' Feeder Tails 4/0	\$300	\$360		
50' Camlock Tails	\$200	\$240		
50' L6-30 208V Cable	\$100	\$120		
100' L6-30 208V Cable	\$150	\$180		

- Cancellation must be received by Event Services Manager.
- No refunds after installation of service.
- Orders placed on-site or after show move-in will be charged at Regular Rates.
- Make checks payable to the JW Marriott. Payment must be received prior to show date.

ORDER TOTAL

ORDER SUBTOTAL: _____

23% SERVICE CHARGE: _____

7% INDIANA SALES TAX: _____

*Sales Tax is only applied to the Order Subtotal.

GRAND TOTAL: _____