

# NPACE Primary Care Conference Clearwater Beach, FL



## **Exhibit Dates:**

Tuesday, January 16 – Wednesday, January 17, 2018

## **Hotel Location:**

### **The Wyndham Grand Clearwater**

100 Coronado Drive  
Clearwater, FL 33767

## **Reservations:**

Room Reservation Cut-Off Date: December 22, 2017

Single/Double: \$209

## **Conference Information:**

Expected Number of Attendees: 350

Contact Person: Joshua Plotkin, Event Coordinator

774-279-4607 / [jplotkin@npace.org](mailto:jplotkin@npace.org)



## Clearwater Beach Exhibitor Schedule

**Exhibit Dates: January 16-17, 2018**

**The Wyndham Grand Clearwater**

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

**Exhibit Set-Up: Tuesday, January 16, 2018**

**Exhibit Tear Down: Wednesday, January 17, 2018**

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

### Tuesday, January 16

### Wednesday, January 17

Start Time	End Time	Function	Start Time	End Time	Function
6:00 a.m.	6:30 a.m.	Exhibit Move In	6:30 a.m.	7:00 a.m.	Continental Breakfast/Exhibits
6:30 a.m.	7:00 a.m.	Exhibits	7:00 a.m.	8:00 a.m.	Session
7:00 a.m.	8:00 a.m.	Session	8:00 a.m.	8:30 a.m.	Break/Exhibits
8:00 a.m.	8:30 a.m.	Break/Exhibits	8:30 a.m.	9:30 a.m.	Session
8:30 a.m.	9:30 a.m.	Sessions	9:30 a.m.	9:40 a.m.	Break/Exhibits
9:30 a.m.	9:40 a.m.	Break/Exhibits	9:40 a.m.	10:40 a.m.	Session
9:40 a.m.	10:40 a.m.	Session	10:40 a.m.	11:10 a.m.	Break/Exhibits
10:40 a.m.	11:10 a.m.	Break/Exhibits	11:10 a.m.	12:10 p.m.	Session
11:10 a.m.	12:10 p.m.	Session	12:10 p.m.	12:25 p.m.	Break/Exhibits
12:10 p.m.	12:40 p.m.	Break/Exhibits/Product Theater Sign-In	12:30 p.m.	1:00 p.m.	Exhibit Move-Out
12:40 p.m.	1:40 p.m.	Product Theater Lunch			
1:40 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.**

NPACE Contact: Joshua Plotkin, Event Coordinator

Email: [jplotkin@npace.org](mailto:jplotkin@npace.org)

Office: 508-907-6424 x226

Cell: 774-279-4607

# Shipping and Receiving Information

## **PACKAGE RECEIVING REQUIREMENTS**

Any packages sent to the Resort will be the sole responsibility of the Group, meeting planner, or the designated representative. Due to local fire regulations and limited available storage space the following maximums have been placed on package acceptance:

The following charges will apply for each package received by the Resort

- Envelope: \$3.00 each
- Medium Box (5-20lbs.): \$7.00 each
- Large Box (21-59lbs): \$13.00 each
- Extra Large Box (60-100lbs.): \$18.00 each
- Boxes 100lbs and up \$25.00 each
- Golf Clubs: \$20.00 each
- Display Cases: \$30.00 each
- Pallets: \$100.00 each

If it is necessary for the Group to ship materials to the Resort, each item must be properly packed and marked with (a) the organization's name and contact; (b) date of function; and (c) name of Resort contact. Resort reserves the right to refuse to accept packages that appear damaged; and in any event, assumes no liability of the condition of the contents of such packages. Resort will not accept materials delivered prior to three (3) days before function.

**Important – Please fill out the Credit Card Authorization form within this Exhibit Kit and follow the instructions on the form for shipping/receiving. This will help expedite receiving your packages upon arrival.**

# CREDIT CARD AUTHORIZATION FORM

NAME OF FUNCTION/INDIVIDUAL:   
 FOR WYNDHAM GRAND CLEARWATER BEACH EVENT

ARRIVAL DATE:  DEPARTURE DATE:

AUTHORIZED CHARGES TO BE BILLED TO CREDIT CARD

<p>ROOM &amp; TAXES <input type="checkbox"/></p> <p>ROOM/RESORT FEES &amp; TAXES <input type="checkbox"/></p> <p>MEETING / EVENT CHARGES <input type="checkbox"/></p> <p>OTHER <input type="checkbox"/></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p>ALL CHARGES <input type="checkbox"/></p> <p>ALL INCIDENTALS <input type="checkbox"/></p> <p>MOVIES <input type="checkbox"/></p> <p>TELEPHONES <input type="checkbox"/></p> <p>VALET PARKING <input type="checkbox"/></p> <p>FOOD &amp; BEVERAGE <input type="checkbox"/></p> <p>DRYCLEANING / LAUNDRY <input type="checkbox"/></p>
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INFORMATION AS IT APPEARS ON AND REGISTERED TO THE CREDIT CARD

COMPANY NAME

FIRST NAME  MIDDLE  LAST

ADDRESS 1  ADDRESS 2

CITY  STATE  ZIP

AREA CODE  PHONE NUMBER  CARD TYPE

CREDIT CARD #  1  2018

Authorization forms for estimated charges exceeding \$1000 require photo identification to be confirmed by hotel or must be notarized.

The undersigned hereby authorizes the \_\_\_\_\_ to charge the above credit card for charges indicated above, and as indicated on any executed contract, event orders, for the above referenced name/group/function. I understand that I am responsible for safe delivery of this form to the hotel.

NAME OF PERSON COMPLETING THIS FORM	POSITION / RELATIONSHIP
AUTHORIZING SIGNATURE <small>Cardholder Signature Required</small>	DATE

Internal Use Only
Pre-Auth Amount Verified



GROUP: \_\_\_\_\_  
 EVENT: \_\_\_\_\_  
 ROOM: \_\_\_\_\_  
 DATES: \_\_\_\_\_



Wyndham Grand Clearwater Beach

Video Equipment				DAILY RATE		Customer Information	
	Qty	Days		Total			
19" LCD Flatscreen Monitor w/ cables			\$135.00		Company Name:		
55" Monitor w/Stand and cables			\$525.00		Address:		
Tripod Screen			\$90.00		City:		
LCD Projector			\$455.00		State:	Zip:	
Blu-Ray/DVD Player			\$125.00		Ordered By:		
AV Cart/Projection Stand			\$30.00				
Computer Equipment				DAILY RATE			
	Qty	Event		Total			
Laptop w/ Windows, Office			\$225.00				
Wireless Remote Slide Advancer			\$60.00				
Audio Equipment				DAILY RATE			
	Qty	Days		Total			
Wired Microphone			\$65.00				
Wireless Microphone			\$190.00				
MP3 Player hook-up			\$65.00				
Misc Equipment				DAILY RATE			
	Qty	Days		Total			
Flipchart			\$65.00				
Power Cable with Power Strip			\$40.00				
Packages				DAILY RATE			
	Qty	Days		Total			
Meeting Room Projector Package: Screen, power cord, and projector			\$640.00				
Support Package: Screen with power cord, client's own projector			\$185.00				
Laptop Audio to use with Projector package: 1 speaker/stand, mixer, DI box			\$321.00				
Internet Access: (Wired or Wireless)				DAILY RATE			
	Qty	Days		Total			
Basic Wired Internet line (per day) - 1.5Mbps			\$180.00				
Basic Wireless Internet connection (per day) - 1.5Mbps			\$18.00				
Communications				DAILY RATE			
	Qty	Days		Total			
Polycom Speakerphone			\$170.00				
Rental Totals						Delivery Information	
SUBTOTAL						On-Site Contact:	
						Cell #	
						Booth #:	
						Delivery Date:	Time: 8a-12p <input type="checkbox"/> 1p-5p <input type="checkbox"/>
						Pickup Date:	Time:
				Notes/ Additional Requirements:			
Method of Payment						Return for Processing	
Please complete this form and email, and we will create an event order for you. PSAV can charge to a credit card. PSAV accepts credit card information over the phone when the order is confirmed. <b>Please do not put Credit Card information on this form.</b>						If you have any questions, please do not hesitate to call us. Thank you for your business.	
						<a href="mailto:rbrasch@psav.com">rbrasch@psav.com</a> PHONE: 727.281.9592	