

EAU PALM BEACH Resort & Spa

National Association of Police Organizations Annual Convention

July 24 – 27, 2016

Exhibitor Requests and Charge Form

Exhibitor: _____ On Site Contact: _____

Install Date and Time: _____ Removal Date & Time: _____

All charges are per day – There will be a 50% surcharge for same day orders

Please Note Quantities

Electrical Requirements

Qty	Item	Cost Per Day
_____	Standard 20amp Circuit	\$ 30.00/ea
_____	Spider Box, 10, 20amp circuits	\$250.00/ea
Totals		_____

Please include 23% service charge and 6.0% state tax

Equipment Rental

Qty	Item	Cost Per Day
_____	Extension Cords/Strip	\$30.00/ea
_____	6' Skirted Tables	\$25.00/ea
_____	Easels	\$ 8.00/ea
_____	DID Line	\$150.00/ea + calls
_____	Hi-Speed Data Line	\$200.00/ea + install
_____	21" Data Monitor	\$200.00/ea
_____	42" Plasma/LCD Monitor	\$500.00/ea
_____	65" Plasma Monitor	\$800.00/ea
_____	Laptop	\$250.00/ea
_____	DVD/VHS	\$125.00/ea
_____	Flip Chart	\$ 75.00/ea
Totals		_____

Labor Charges

As performed by Eau Palm Beach

_____	Booth Attendant (4 hour minimum)	\$25.00/per hour
_____	Electrician or Carpenter	\$50.00/per hour
_____	Banner Hanging	\$150.00/per banner

Special Requests: Please contact Conference Services at 561-533-6000

Method of Payment

Total Estimated Charges: \$ _____

Room #: _____ Credit Card #: _____ Exp. date _____

Exhibitor's Name: _____ Company: _____

Address: _____

City, State, Zip Code: _____

Signature of Credit Card Holder: _____

6/10/2015

EAU PALM BEACH RESORT & SPA

PACKAGES AND SHIPPING

- All packages and shipments must have information on the package label located on page 2.
- PLEASE bring your tracking numbers with you to assist our staff in locating your boxes in our package room or to track any boxes that might not have arrived by exhibit set up time.
- Incoming packages will not be accepted any earlier than 72 business hours prior to the start of your meeting.
- Please number all boxes.
- All outgoing packages must be packed and clearly labeled prior to shipping.

HOTEL ADDRESS

The Eau Palm Beach Resort & Spa
100 South Ocean Boulevard
Manalapan, FL 33462

HOTEL PHONE NUMBER

(561)533-6000
(561)588-4555 Fax

HOTEL CONTACT

Michael Angelov, Senior Conference Service Manager

PRICING

\$5.00 per box received less than 50 lbs.
\$15.00 per box received more than 50 lbs.

Meeting Package Label

Dates of Meeting

JULY 23 - July 27, 2016

Meeting Name

NAPO ANNUAL CONVENTION

Company Name

Guest Name

Hotel Service Contact

Total # of Boxes

MICHAEL ANGELLOV

***Box* _____ *of* _____**