



FPMA EXHIBITOR SHIPPING & BOX INFORMATION

As storage space is extremely limited, small packages will be accepted five (5) days prior to the meeting date and **must** be properly labeled as below. Ship to arrive to Hyatt Regency Coconut Point no sooner than Friday, May 31.

Boxes received will be charged at a rate of \$10.00 handling fee per box. Pallets/crates are charged at \$150.00 each. These charges will be billed to the guest room of a registered hotel guest.

All properly labeled packages will be delivered to your booth in the Exhibit Hall prior to Exhibitor Setup on Thursday, June 6. Ensure that you have tracking information onsite for all expected packages. The hotel will not accept freight without proper paperwork. The hotel will not unload freight from a truck.

Outgoing shipments must be arranged with the Business Center prior to departure. There is a handling fee of \$10.00 per box for all outgoing shipments, plus the cost of shipping. Shipping forms will be provided at the booths on teardown day. You must complete the form & provide a label for anything to be shipped out.

Current sales tax of 6.5% applies.

When shipping materials to the Hotel, include the following information on ALL packages to ensure proper storage & delivery:

Hyatt Regency Coconut Point Resort & Spa

5001 Coconut Road

Bonita Springs, FL 34134

Conference: FPMA, 6/6/19-6/9/19

Name of the registered hotel guest/exhibitor

Exhibitor Company Name & Booth # (if known)

Box # _____ of _____

SHIPPING REQUEST

THIS FORM IS REQUIRED TO BE COMPLETED FOR ALL OUTGOING SHIPMENTS THROUGH THE BUSINESS CENTER

1 - SHIPPING INFORMATION

NUMBER OF PACKAGES TO SHIP: _____

TRACKING NUMBERS: _____

2 - SHIPPING CHARGES

FEDEX OR UPS ACCOUNT MUST BE USED TO SHIP ANY PACKAGE.
CREDIT CARDS ARE NO LONGER ACCEPTED.

3 - HANDLING FEE OF 20.00 PER PACKAGE

PLEASE CHOOSE ONE:

ROOM NUMBER: _____

CREDIT CARD: _____

(PLEASE COMPLETE SECTION BELOW –A PSAV REPRESENTATIVE WILL CONTACT YOU FOR PAYMENT)

4 - CONTACT INFORMATION

GUEST NAME: _____

CELL PHONE: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____

PSAV and Hyatt are not liable for damages or loses incurred during shipment. For questions regarding charges call 1-800-FEDEX/1-800-PICKUPS. Pickup times are Mon-Fri at 5PM: packages received after pickup will be shipped out the next business



GROUP: _____
 EVENT: _____
 ROOM: _____
 DATES: _____

Hyatt Regency Coconut Point, Bonita Springs, FL



**HYATT
REGENCY**
 COCONUT POINT
 RESORT & SPA

Video/Computer Display Equipment				Qty	Days	DAILY RATE	Total	Customer Information	
24" LCD Flatscreen Monitor						\$225.00		Company Name:	
46" LCD Display *						\$555.00			
55" LCD Display *						\$765.00		Address:	
70" LCD Display						\$1,175.00		City:	
USB Media Player						\$95.00		State: Zip:	
								Ordered By:	
								Telephone #:	
* Monitors come on a floor stand. Please circle if you would prefer a tabletop stand:						Tabletop Stand		Fax #:	
								Email:	
Computer Equipment				Qty	Event	DAILY RATE	Total	Ordering Instructions	
Laptop w/Windows						\$255.00		⇒ The total charge per item is determined by multiplying the quantity by the daily rate.	
Wireless Mouse/Laser Pointer						\$65.00		⇒ 25% surcharge on orders added onsite	
Computer Speakers						\$45.00		⇒ Please include applicable Sales Tax on equipment rental. 6.5%	
Color Laser Printer						\$245.00		⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Florida	
Audio Equipment				Qty	Days	DAILY RATE	Total	⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.	
Powered Speaker Package						\$354.00			
Electrical				Qty	Days	DAILY RATE	Total		
5AMP Circuit						\$100.00			
20AMP Circuit						\$187.00		⇒ Items ordered after deadline date are subject to applicable freight charges.	
High Amp and 3 Phase Power Available - Please Call								⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.	
Misc Services				Qty	Event	EVENT RATE	Total	⇒ CANCELLATIONS:	
Banner Hanging						\$110.00		A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
Internet Access: (Wired or Wireless)				Qty	Days		Total	B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.	
Wired Internet Access Per User (1st Day) 10Mbps shared						\$400.00			
Wired Internet Access Per User (Additional days)						\$200.00			
Wireless Internet Per User (Daily) (Passwords given on site.)						\$75.00			
Communications				Qty	Days		Total		
DID Phone						\$210.00			
Polycom Speakerphone						\$355.00			
Rental Totals								Delivery Information	
Subtotal: Rental Equipment and Services						Subtotal		On-Site Contact:	
Add Delivery/Setup/Pickup Labor Time (except banner hanging)						Add	\$95.00	Cell #	
Subtotal: Rental and Labor						Equals		Booth #:	
Times 25% Service Charge (order entry, processing & consumables)						Times 25%		Delivery Date: Time: 8a-12p <input type="checkbox"/> 1p-5p <input type="checkbox"/>	
Subtotal: Rental, Labor, Service Charge						Equals		Pickup Date: Time:	
SALES TAX (6.5% of Subtotal)						Times 6.5%		Notes/ Additional Requirements:	
TOTAL DUE						Total			

Method of Payment - PAYMENT IS DUE WHEN ORDER IS PLACED	Return for Processing
<p>*** Please Call with your Credit Card Information ***</p>	<p><i>If you have any questions, please do not hesitate to call me.</i></p> <p>Thank you for your business.</p> <p><i>Sarah Bleiveiss</i></p>
	<p><i>Please email or fax to my attention.</i></p> <p>PHONE: 239-390-4376</p> <p>FAX: 239-390-4266</p> <p>sbleiweiss@psav.com</p>