



VENDOR/EXHIBITOR - REQUEST FORM

Please return to your Group Contact

***Group Must Pay for Vendor Power**

TYPE OF SERVICE

○ HANDLING FEES

- **Box Moving/Handling fee**
 - \$100 per pallet
 - Up to 50 lbs - \$5.00 per box or item
 - 50 lbs.-75 lbs - \$10.00 per box or item
 - Over 75 lbs – 150 lbs - \$25.00 (Case)

○ ADDITIONAL AUDIO VISUAL NEEDS

- Prices Do Not Include Service Charge & Tax
- 27" Monitors – \$150 per Monitor, Per Day
- Laptop - \$300 per Laptop, Per Day
- Easels- \$20 per Easel, Per Day
- High Speed Wired Internet \$250.00 per day, per line, Per Day

PLEASE FILL OUT:

CONFERENCE ATTENDING: _____

INDIVIDUAL FIRST & LAST NAME: _____

COMPANY NAME: _____

ONLY FILL OUT BELOW IF AUDIO VISUAL IS NEEDED:

DATE(S) OF SERVICE: _____

CONNECT DAY/DATE: _____

DISCONNECT DAY/DATE: _____

TYPE OF SERVICE: _____

BILLING METHOD:

Room Charge – Charged to Room If Exhibitor Has a Room at the Hotel

FIRST AND LAST NAME FOR RESERVATION: _____

CONFIRMATION NUMBER: _____

EMAIL: _____

PHONE NUMBER: _____

SIGNATURE: _____



Credit Card- Only Applicable If Exhibitor Does Not Have Room at Hotel

VENDOR FIRST & LAST NAME:

EMAIL:

PHONE NUMBER:

LAST 4 DIGITS of CC (WILL RECEIVE AN ONLINE LINK VIA CERTIFI TO EMAIL PROVIDED):

SIGNATURE:

SHIPPING INSTRUCTIONS:

DELIVERIES & STORAGE

Boxes will be received no earlier than four (4) days prior to your function. To ensure proper delivery, the following information must be included on all boxes shipped to the Hotel:

- Name of Event Manager
- Title of Function
- Date of Function
- Hotel guest name/arrival date if applicable

Boxes delivered to Meeting Space will incur a box handling fee. Any materials shipped upon the conclusion of the Function are the responsibility of the client. These materials must be properly packaged and labeled appropriately and include all proper destination information including shipping account numbers. The Hotel is not responsible for any damage or loss of any items left on premise prior to, during or following a Function.

Shipping Address:

Opal Sands Resort
430 S Gulfview Blvd
Clearwater Beach, FL 33767

Outbound Shipping

Concluding the exhibits, each exhibitor will place all outgoing packages on top of exhibit table. Boxes to be sealed by exhibitors.

Pre Printed Label: If shipping labels have been printed by the client and placed on the boxes, no further action required. The hotel will pickup all packages and ship out.

Shipping Label Needed: If you require the hotel to print the label for you, a shipping form will be provided from the hotel. Must be completed in its entirety including payment information (choice of room charge, credit card or fedex account number). One shipping form per outgoing destination required. The hotel will pickup all packages including shipping forms and ship out.