

55th Annual NAEPC Advanced Estate Planning Strategies Conference November 6 – 9, 2018 **EXHIBITOR INFORMATION**

Exhibit Space

Your booth number is included within the email that contained this document. The Exhibit Hall will be located in Grand Ballroom sections E – K at Marriott Harbor Beach Resort & Spa.

All exhibitors must limit their displays to that of table-top size (exceptions noted below). Retractable signage is acceptable as long as it fits within the exhibit space. Standard exhibition space includes one 6 ft. table, 2 chairs, a wastebasket, and an identification sign. As NAEPC utilizes a casual exhibit hall style, the ballroom is not set in 10 x 10 booths.

Premier sponsors receive up to approximately 20 ft. of space with two 6 ft. tables, partner sponsors receive two 6 ft. tables, and principal sponsors and “Your Way” sponsors that have chosen expanded space will receive 10 ft. of space with one 6 ft. table.

Audio-Visual (AV) Equipment, Internet & Electricity

AV equipment and electricity should be ordered prior to arrival using the attached “Exhibitor Service Order Form”, which should be sent directly to Marriott Harbor Beach Resort & Spa. Questions about AV and electrical services can be directed to PSAV-MarriottHarborBeachSales@psav.com. For additional equipment needs not shown on the form, please contact the email above. On-site orders are subject to an additional 15% fee.

>NAEPC will place orders for sponsors that receive standard electrical service as one of their benefits.

Shipping Booth Materials

Receiving of booth materials will be handled by the resort’s in-house business center; **handling fees apply as shown below and will be collected on-site**. To ensure timely delivery of your materials to your booth, ensure that the boxes are labeled as follows (this information should appear in addition to your airbill). Shipments will not be accepted more than three days prior to the start of the conference. Please bring a copy of the tracking number(s) / airbill as this will enable tracking of shipments, should the need arise.

To: **Name of the primary on-site contact / Company Name**
NAEPC – Exhibits – Grand Ballroom / **Booth # _____**
c/o Shawn LeCates
Harbor Beach Marriott
3030 Holiday Drive
Fort Lauderdale, FL 33316
Box # ____ of # ____

Incoming and Outgoing Handling Fees*

Boxes · \$10.00 each

Pallet (limit 10 boxes per) · \$50.00 each

Display Case / Crate · \$20.00 - \$100.00 each

The size of each item will be determined by the shipping and receiving agent. Outgoing fees are based on the exhibitor using their own carrier account or a credit card.

*Handling fee includes receiving, securing, and storage for up to 3 business days prior to exhibit hall set-up. A storage fee applies for any shipments received more than three days prior to exhibit hall set-up.

Outbound shipping services will be available through the resort’s business center.

Please contact the NAEPC office for questions. 904-624-7646 · conference@naepc.org

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Delivery of Booth Materials & Set-Up

Exhibitor set-up will take place between 10:00 am and 4:30 pm on Tuesday, November 6, 2018. **Sponsors and exhibitors that have properly labeled their shipment can come directly to NAEPC registration.** Others should stop at the business center to make delivery arrangements.

Any exhibitor that is not completely set-up by 4:30 pm on Tuesday, November 6th will be asked to finish between 5:30 and 6:15 am on Wednesday, November 7th. Please note that booth set-up is not available on Monday, November 5th.

Show Hours, Set-Up, and Tear-Down

The exhibit hall is open during all receptions, meal periods, and breaks beginning after set-up on Tuesday, November 6, 2018 through tear-down. The area will be open during the remainder of the time that sessions are in progress during which traffic is extremely light and booths are not required to be staffed.

Specific timing follows*:

<i>Tuesday, November 6, 2018</i>	<i>Wednesday, November 7, 2018</i>	<i>Thursday, November 8, 2018</i>
SET-UP · 10:00 am – 4:30 pm	6:30 am – 8:00 am (breakfast)	6:30 am – 7:45 am (breakfast)
5:00 pm – 6:00 pm (reception)	10:30 am – 11:00 am (break)	10:00 am – 10:30 am (break)
	12:00 pm – 1:30 pm (lunch)	12:35 pm – 1:35 pm (lunch)
	3:30 pm – 4:00 pm (break)	2:35 pm – 3:05 pm (break)
	5:00 pm – 6:30 pm (reception)	TEAR-DOWN · 3:05 pm

All exhibitors must remain open through the published tear-down time.

**Although changes are not anticipated, exhibit hall hours are subject to adjustment.*

Resort Reservations

NAEPC is delighted to host the 55th Annual NAEPC Advanced Estate Planning Strategies Conference at [Marriott Harbor Beach Resort & Spa](#). The NAEPC room rate is \$245 for a standard room with an optional Resort Amenity Package of \$25/night (single/double occupancy, exclusive of taxes and fees). Additional room and suite options are available. Complimentary guestroom internet is available to Marriott Rewards members and all guests receive complimentary access to the fitness center. Reservations may be made [online](#) or by calling 1-954-525-4000 and referencing group code "NAEPC." **We recommend making your reservations by Friday, September 28, 2018** and the reservation cut-off date is Friday, October 12, 2018.

>Any sponsor that receives complimentary room nights as a part of their support package must make resort reservations for their attendees by Friday, September 28, 2018 and to communicate the names of those who are to receive the complimentary nights to NAEPC, after which they will be moved to the conference master account.