



NPACE Primary Care Conference with Workshops Boston, MA



Exhibit Dates:

Sunday, November 10 – Monday, November 11, 2019

Hotel Location:

The Westin Boston Waterfront
425 Summer St
Boston, MA 02210

Reservations: 617-532-4600 (Mention NPACE when booking)

Room Reservation Cut Off Date: October 8, 2019

Single/Double: \$229

Conference Information:

Expected Number of Attendees: 500

Contact Person: Joshua Plotkin, Event Coordinator

774-279-4607 / jplotkin@npace.org



Nurse Practitioner Associates
for Continuing Education

NPACE Boston 2019 - Exhibitor Schedule

Exhibit Dates: November 10 - 11, 2019

The Westin Boston Waterfront

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

Exhibit Set-Up: Sunday, November 10, 2019

Exhibit Tear Down: Monday, November 11, 2019

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

Sunday, November 10th

Monday, November 11th

Start Time	End Time	Function	Start Time	End Time	Function
7:45 a.m.	8:30 a.m.	Exhibit Move In	7:00 a.m.	8:00 a.m.	Coffee/Exhibits
8:30 a.m.	9:00 a.m.	Exhibit Hall Grand Opening Breakfast	8:00 a.m.	9:00 a.m.	Session
9:00 a.m.	10:00 a.m.	Session	9:00 a.m.	9:30 a.m.	Break/Exhibits
10:00 a.m.	10:10 a.m.	Break/Exhibits	9:30 a.m.	10:30 a.m.	Session
10:10 a.m.	11:10 a.m.	Session	10:30 a.m.	10:40 a.m.	Break/Exhibits
11:10 a.m.	11:40 a.m.	Break/Exhibits/ Product Theater Sign-In	10:40 a.m.	11:40 a.m.	Session
11:40 a.m.	12:40 p.m.	Product Theater	11:40 a.m.	12:10 p.m.	Break/Exhibits/Product Theater Sign-In
12:40 p.m.	1:00 p.m.	Break/Exhibits	12:10 p.m.	1:10 p.m.	Product Theater
1:00 p.m.	2:00 p.m.	Session	1:10 p.m.	1:25 p.m.	Break/Exhibits
2:00 p.m.	2:20 p.m.	Break/Exhibits	1:25 p.m.	2:00 p.m.	Exhibit Move-Out
2:20 p.m.	3:20 p.m.	Session			
3:20 p.m.	3:45 p.m.	Break/Exhibits			

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.



The Westin Boston Waterfront Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of The Westin Boston Waterfront.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at . Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at The Westin Boston Waterfront
425 Summer St.
Boston, MA, 2210
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
The Westin Boston Waterfront
425 Summer St.
Boston, MA 02210
Phone: 857-338-2259
Email: usa1154@fedex.com

Operating Hours
Mon – Fri: 7:30am - 6:00pm
Saturday: 8:00am - 12:00pm
Sunday: Closed

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to The Westin Boston Waterfront with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of The Westin Boston Waterfront, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at The Westin Boston Waterfront, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



The Westin Boston Waterfront Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

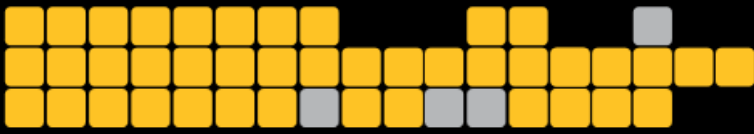
A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



AUDIOVISUAL EXHIBITOR SERVICES



Name of Conference:		Number of event days:
Company Name:	Onsite Contact Name:	Booth #/Room
Address	City & State	Zip Code:
Telephone Number:	Start Date:	Set by Time:
Email Address:	End Date:	Strike by Time:
Ordered by:		

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

If you have a special request of need additional equipment please call 617-849-9068.

Email Completed form to amarzec@psav.com

VIDEO/DISPLAY	QTY	RATE
PC Laptop		\$240
LCD Projector		\$505
8' Tripod Screen		\$95

ACCESSORIES	QTY	RATE
Computer Advancer		\$65
Flipchart		\$95

AUDIO EQUIPMENT	QTY	RATE
Audio Patch		\$70
Wired Mic, Mixer, Speaker		\$265
Wireless Mic, Mixer, Speaker		\$405

MONITORS	QTY	RATE
24" LCD Monitor and cables		\$240
32" LCD Monitor, Stand and Cables		\$400
46" LCD Monitor, Stand and Cables		\$675
55" LCD Monitor, Stand and Cables		\$865
Other size monitors available upon request		

Labor Pricing:
 Set/Strike --- \$90 per hour
 Event Operation --- \$105 per hour

To be completed by PSAV Representative:
 Subtotal Above Item(s)
 +24% Service Charge to be applied
 +6.25% Tax
 +1 hour minimum of Labor

ORDERING INSTRUCTIONS

To guarantee equipment availability this order should reach us 21 days prior to start date. Pricing is per day.

Operator Labor, if requested is subject to the hourly rate with a 5-hour minimum. \$105 per hour

24% service charge will be applied on the subtotal and 6.25% Tax.

Tax Exempt Status- If you are exempt from payment of sales tax, we require you to forward exemption certificates of ST-2 and ST-5.

CANCELLATIONS:

- Cancellations received within 48 hours of the scheduled start date are subject to a 50% fee applicable to equipment and tax
- Cancellations received on the start day or no-shows are subject to the full amount of the order to include installation, service and tax



AUDIOVISUAL EXHIBITOR SERVICES



PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. POWER SERVICE PRICING IS PER SHOW- 7 day max.

If you have a special request of need additional equipment please call 617-849-9068.
Email Completed form to amarzec@psav.com

Advanced Rate: requests that are submitted 14 day prior to the set day of the event

Standard Rate: requests that are submitted within 14 days prior to the set day of the event

POWER EQUIPMENT/SERVICE <i>pricing per show</i>	QTY	Adv Rate	Std Rate
Single Phase 20 amp w/power strip		\$240	\$345
100 amps Three Phase		\$1245	\$1785
200 amps Three Phase		\$1860	\$2320
<i>Additional Power Options Available- Please contact PSAV for further details</i>			

POWER EQUIPMENT <i>pricing per day</i>	QTY	# of days	Rate
Additional Power Strip <i>must order power service and per day charge</i>			\$40

Labor Pricing:
Power Technician --- \$105 per hour

To be completed by PSAV Representative:
Subtotal Above Item(s)
+24% Service Charge to be applied
+6.25% Tax
+1 hour minimum of Labor

ORDERING INSTRUCTIONS

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Operator Labor, if requested is subject to the hourly rate with a 5-hour minimum. \$105 per hour

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CANCELLATIONS:

- c) Cancellations received within 48 hours of the scheduled start date are subject to a 50% fee applicable to equipment and tax
- d) Cancellations received on the start day or no-shows are subject to the full amount of the order to include installation, service and tax

****Internet requests are arranged directly through the Westin Boston Waterfront.
Please reach out to your Meeting and Events Manager for details.****