



2022 TRADE SHOW VENDOR KIT

ACOP Meeting

May 19- 22, 2022

FORMS SUBMITTED AFTER 5/7/22 ARE SUBJECT TO A 20% LATE SERVICE FEE

VENDOR POLICIES

Outside Food and Beverage is not permitted. Food and beverage 'give-a-ways' are restricted to small individual 'bite-sized' items. Anything larger is not permitted inside the facilities. Food and Beverage items are available for purchase within this vendor kit.

Exhibit items are restricted to defined exhibit spaces. No items may be attached, pinned, taped or by any means attached to conference center walls, elevators, floors or any surface. **A minimum fee of \$100 will be charged to the vendor for each occurrence, regardless of damages.**

Vendor assumes all responsibility for their exhibit display and items before, during and after the trade show. Sandestin Golf and Beach Resort (SGBR) & Hotel Effie (HE) assume no responsibility for any lost or forgotten items.

On the special occasion, where cooking is part of an event, any cooking must be done off the trade show floor and with advanced consent from SGBR & HE Catering and Conference Services Team. If product storage is necessary, arrangements can be made, subject to availability. Additional fees may apply.

Use of the conference center's kitchen facility can be made with advanced notice and consent from SGBR & HE Catering and Conference Services Team. Additional rental and labor fees may apply.

Protective carpet protection must be ordered whenever a booth and/or exhibit has items that can be spilled, dropped, splashed or in any way damage the conference facilities. Protective carpet is available thru the trade show provider, VEAL Convention Services. Additionally, vendors assume all responsibility for any trade show items brought into the conference facilities.

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Electrical and Internet Services

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Standard Power Service

Quantity	Description	Rate	Total
	Standard Power run directly to vendor booth. 110 Volt supply - up to 20 amps with a Multi - Plug Power Strip to connect multiple devices.	\$ 175.00	

Quantity	Description	Rate	Total
	110 Volt - up to 20 amps (one plug)	\$ 125.00	
	Power Strip (supports multiple devices)	\$ 50.00	
	208 Single Volt - Up to 20 Amps (one plug)	\$ 175.00	
	208 Single Volt - Up to 50 Amps (one plug)	\$ 225.00	
	3 Phase - 20-50 Amps (one plug)	\$ 200.00	
	3 Phase - 50-100 Amps (one plug)	\$ 225.00	
	110 Volt Panel (Over 10 Circuits)	\$ 875.00	
	208 Single Volt Panel (Over 10 Circuits)	\$ 1,225.00	
	200 Amp 3 Phase Panel (10 Circuits)	\$ 1,400.00	

Request for Internet & Telephone Service

Quantity	Description	Rate	Total
	Telephone Line	\$ 120.00	
	Wired Internet (per computer)	\$ 250.00	
	Number of Days (\$50/Day/Computer)	\$ 50.00	

Special Instructions:

Electrical Subtotal:	
Fees (if applicable):	
Service Charge (24%):	
Sales Tax (7%):	
Total:	

Complimentary standard Wi-Fi is available in the conference facilities. On-site requests for services will be subject to availability. A 2% Arts and Entertainment Fee is applicable to all events held at the Baytowne Conference Center.

Audio Visual Services

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Audio Visual Services

Quantity	Days	Description	1st Day	Additional Days	Total
		Projector Package with 6' Screen	\$ 600.00	\$ 350.00	
		21" Monitor	\$ 115.00	\$ 80.00	
		32" HD LED Monitor	\$ 150.00	\$ 100.00	
		43" HD LED Monitor	\$ 250.00	\$ 200.00	
		55" UHD LED Monitor on Stand	\$ 350.00	\$ 300.00	
		70" HD LED Monitor on Stand	\$ 495.00	\$ 400.00	
		70" HD Touch Monitor on Stand <i>(additional internet charges may apply)</i>	\$ 695.00	\$ 500.00	
		Laptop	\$ 150.00	\$ 100.00	
		DVD / BlueRay Player	\$ 50.00	\$ 35.00	
		Rolling Cart with Skirt (42" or 54")	\$ 30.00	\$ 10.00	
		Fostex Speaker with Computer Audio	\$ 75.00	\$ 45.00	
		Mackie SRM450 with Computer Audio	\$ 116.00	\$ 75.00	
		Personus ULT12 with Computer Audio	\$ 165.00	\$ 135.00	
		Wireless Lavalier or Handheld Microphone	\$ 165.00	\$ 100.00	
		Uplight with Colored Gel	\$ 50.00	\$ 30.00	
		LED Uplight	\$ 65.00	\$ 50.00	
		Flipchart Easel w/Pad and 4 Markers	\$ 60.00	\$ 35.00	
		Black Velour Pipe & Drape 10' Section	\$ 150.00	\$ 100.00	

Special Instructions:

AV Subtotal:	
Fees (if applicable):	
Service Charge (24%):	
Sales Tax (7%):	
Total:	

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Food & Beverage Order Form

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OUTSIDE FOOD AND BEVERAGE IS NOT PERMITTED

Request for Beverage Service

Quantity	Description	Rate	Total
	Local Craft Beers (6 pack)	\$ 48.00	
	Domestic Beers (6 pack)	\$ 39.00	
	Imported Beers (6 pack)	\$ 45.00	
	Premium Bottle Red Wine	\$ 38.00	
	Premium Bottle White Wine	\$ 38.00	

Request for Food Service

Quantity	Description	Rate	Total
	Chef's Tropical Trail Mix Blend <i>Almonds + Kiwi + Papaya + Pineapples + Bananas + Coconut + Passion Fruit + Cashews</i> (per pound)	\$ 39.00	
	Chef's Dark Choco and PB <i>Dark Chocolate Chunks + Mini Peanut Butter Cups + Peanut Butter Chips + Honey Roasted Peanuts + Pretzels</i> (per pound)	\$ 36.00	
	Caramel Corn Crunch <i>Caramel Corn + Peanut Brittle + Dried Peaches + Yogurt Covered Craisins</i> (per pound)	\$ 38.00	
	Bayou Blend <i>Cajun Corn Sticks + Pork Rinds + Tiny Slim Jim + Cheddar Crackers</i> (per pound)	\$ 37.00	
	Assorted Jumbo Cookies (per dozen)	\$ 60.00	
	Pastry Bars (per dozen)	\$ 60.00	
	Fresh Individual Popped Popcorn (per dozen)	\$ 48.00	

To place a F&B order, please reach out to the Catering and Conference Services team directly at 850-267-7791.

Food Subtotal:	
Fees (if applicable)	
Service Charge (24%)	
Sales Tax (7%)	
Total:	

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Payment Form

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Method of Payment

Paying by Check

Send checks payable to Sandestin Investments, LLC to:
Sandestin Golf and Beach Resort
ATTN: Terri Sumerford
9300 Emerald Coast Pkwy West
Destin, FL 32550

Paying by Credit Card

Type of Card: _____

Card Number: _____

Exp: ____ / ____

CCV: _____

Name on Card: _____

Authorized Signature: _____

Email (receipts): _____

Tax Exempt (Must provide FL tax exemption)

Electrical, Internet & Phone orders will be processed upon receipt.

COMPLETED VENDOR FORMS CAN BE SENT TO:

SECURE FAX LINE: 850-267-5514

ACCOUNTING QUESTIONS: 850-267-6836

GENERAL QUESTIONS: 850-267-7791

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