

OPAL GRAND

OCEANFRONT RESORT & SPA

DELRAY BEACH FL

10 North Ocean Boulevard, Delray Beach, Florida 33483

561-274-3200 (main line)

561-274-3210 (Sales and Catering)

We are so pleased to have you here at Opal Grand Oceanfront Resort & Spa participating as a vendor for your upcoming program! The next page will specifically line out all shipping and receiving details along with the pricing. Please fill out this page and return back to katy.hill@ophotels.com. You will receive a credit card link from our Secure Opal Grand System. Please fill out your information in our opal Grand Secured Link at that time. We will then utilize that information to charge you accordingly for the boxes/pallets that are outgoing from the hotel. After payment has been processed you will receive a receipt.

If you have any questions in regards to the process please do not hesitate to contact the Sales and Catering Office. We look forward to hosting you at Opal Grand.

Warm Regards,

Sales and Catering Team

10 North Ocean Boulevard
Delray Beach, FL 33483
Phone: 561-274-3210
Fax: 561-274-3201
EMAIL

EXHIBITOR SERVICE ORDER FORM

Convention Name	
Exhibitor Company Name	
Name of Exhibitor On-Site	
Function Dates	
Are you staying at the hotel or drive in?	

*****Please note that fully completed, signed Order Forms must be returned two weeks prior to event*****

FRIEGHT/SHIPPING:

PLEASE READ Trucks/Commercial Vehicles are <u>not permitted</u> to enter prior to 8:00 am or after 5:00 pm. Please schedule deliveries accordingly unless special arrangements have been agreed upon by the hotel. All pallet or large boxes over 75 lbs must be delivered to the garage at the Engineering Department Entrance, accessed from Andrews Avenue. Event managers must receive the time and date of scheduled delivery and pick up. Bill of lading forms for delivery and pick up must be properly attached for the hotel to receive shipments as well as allow for shipment pick up. All deliveries are required to load/unload from the <u>non-emergency</u> kitchen & banquet entrance. DBM does not have a standard loading dock.	Address box as follows: Name and Date of Conference 10 North Ocean Boulevard Delray Beach, FL 33483 <u>Hold For:</u> "Exhibitor Company Name & Company Name" <table border="1"> <tr> <td>There is a \$7 per box handling fee.</td> <td># Boxes going out:</td> <td></td> </tr> </table> Exhibits and larger boxes/pallets exceeding 50 pounds will incur an additional fee. <table border="1"> <tr> <td>51-200lbs - \$25/box</td> <td># Boxes going out:</td> <td></td> </tr> <tr> <td>201-500lbs - \$75 box / pallet</td> <td># Boxes going out:</td> <td></td> </tr> <tr> <td>501-1000lbs - \$125 box/pallet</td> <td># Boxes going out</td> <td></td> </tr> </table> The Client is responsible for shipping materials, merchandise, exhibits or any other item to and from the Hotel. The client is also responsible for any construction or striking of their exhibits. Boxes will be received no earlier than 4 (four) days prior to your event. Approximate number of packages must be given 3 days prior to first arrival. If no information is given in the above section, the boxes will be charged accordingly upon their delivery to the hotel. <table border="1"> <tr> <td>Delivery Date:</td> <td></td> <td>Delivery Time:</td> <td></td> </tr> <tr> <td>Strike Date:</td> <td></td> <td>Strike Time:</td> <td></td> </tr> </table>	There is a \$7 per box handling fee.	# Boxes going out:		51-200lbs - \$25/box	# Boxes going out:		201-500lbs - \$75 box / pallet	# Boxes going out:		501-1000lbs - \$125 box/pallet	# Boxes going out		Delivery Date:		Delivery Time:		Strike Date:		Strike Time:	
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Electrical:

All extension cords or power strips to be ordered through Encore

All extension cords, bulbs, furniture and linens are property of the Opal Grand Oceanfront Resort & Spa and may not be taken from the premises. Encore can be contacted at: 561-274-3269.

Internet Lines:

The Opal Grand Oceanfront Resort & Spa has wireless (WiFi) capability and is complimentary.

☐ Hard Line internet access is available for \$500.00 per line for exhibitors

Other: (please specify)	
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