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[www.CleanYourPlateRX.org](http://www.CleanYourPlateRX.org)

## Golden Isles Wellness Weekend

**February 21-23, 2020**

Clean your Plate Inc.  
P.O. Box 20484  
St Simons Island, Ga. 31522

Dear Exhibitors & Sponsors,

Thank you for participating in the 2020 Annual Golden Isles Wellness Weekend at The King and Prince Beach & Golf Resort. We appreciate your support and look forward to a great event. Please send your completed AV form to the hotel if Audio Visual is needed. If you are shipping boxes, the hotel will collect your shipping fees on property.

### **EXHIBITOR AND SPONSOR INFORMATION: Sponsorships available are:**

Exhibitor Tabletop: \$250    Lanyards-website printed: \$600  
Totes including logo: \$750    Pens General Session: \$400    Breaks Beverage: \$400  
Banner at Entrance: \$400    Key Cards with Logo and Company information: \$1,100  
Reception Sponsor (Presentation Opportunity): \$2,500    Wi-Fi Sponsorship: \$500

**EXHIBITOR INFORMATION: Location: Solarium Lobby** - Each Tabletop exhibit area includes: One Chair, Identification sign, One 6' table, One wastebasket- Carpeting is multicolored in the Solarium Foyer.

**SHIPPING INFORMATION** -Important shipping dates are as follows: Exhibitor items to be shipped to the hotel must arrive between **February 17-21, 2020**. We will place items on your table unless it is larger freight. Freight will be delivered to your area by the hotel staff. See applicable fees which will be charged to your guest room.

**SHIPPING LABEL-** A shipping label is attached for your use. Fees for delivery of boxes to your tabletop are \$5.00 per box, up to \$20.00 for containers (cylinders for pop-up booths) and \$100.00 for pallets. We will hold your boxes and containers at the hotel. See the attached detailed shipping and receiving information.

### **EXHIBITOR SETUP DATES AND TIMES**

**Set Up:** February 21, Noon - 4:30 pm **Tear Down:** February 23, Noon – 2:00 pm.

### **REGISTRATION FORMS**

If you have not registered for the event please go to [www.cleanyourplateRx.org](http://www.cleanyourplateRx.org) to register.

**HOTEL ROOM RESERVATIONS** - Standard guest room: \$176.00 plus tax and \$5.00 hotel fee. If the rooms are sold out of our group rate, contact Denise Groza at Groza Meetings to check for any cancellations. Office is 678-475-6965, or cell 770-337-9695.

**POWER STRIPS** You most likely only need a power strip for your tabletop. The Audio Visual Order form is attached. Return to the hotel via fax.

### **MEETING PLANNER**

Contact Denise Groza at Groza Meetings Corporation for assistance.  
Phone: 678-475-6965, Cell: 770-337-9695 or Email: [Info@grozameetings.com](mailto:Info@grozameetings.com)

We look forward to seeing you in February!  
Danielle Shelton, M.D. Executive Director



FAX TO: 1-912-638-7699

Audio Visual Order Form-Per Day Fees

Golden Isles Wellness Weekend - February 21-23, 2020

Presenters Package:		Quantity
Skirted Tripod Screen or In-House Screen		
Skirted Cart, A/C Power	\$180.00	_____

**Essentials:**

A/C Extension Cord	\$ 15.00	_____
A/C Power Strip	\$ 15.00	_____
Laser Pointer	\$ 30.00	_____
Tripod Easel	\$ 20.00	_____
Flipchart with Pad & Markers	\$ 65.00	_____
Blue Ray / CD Player	\$ 50.00	_____
65" LED HD Monitor	\$ 350.00	_____
iPod / MP3 Audio Connection	\$ 50.00	_____

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Name as it appears on Card:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Your signature on this form authorizes The King and Prince Beach & Golf Resort to charge your card any and all amounts related to Individual Vendor needs at the Resort.**

### Shipping and Receiving Information

Materials and Displays may be sent to the hotel within five days prior to a scheduled event. All parcels should be addressed to:

The King and Prince Beach and Golf Resort  
201 Arnold Rd  
St. Simons Island, GA 31522

Attention: *(Name of person who will be picking up parcel and identification of scheduled event)*

The hotel will place a notification on check-in advising of deliveries received. All parcels may be picked up at the Front Desk.

The hotel will not assume any liability for damaged parcels or contents and we recommend that valuable contents are insured. Parcels over 40 lbs. should be labeled as such to prevent injury to staff when moving.

#### **The following charges will be added to your guest bill:**

<b>Package</b>	<b>Processing Fee</b>
Parcels less than 10 lbs.	Complimentary
Parcels 10 lbs. – 20 lbs.	\$10.00
Parcels over 20 lbs.	\$20.00
Pallets and Crates *see below	\$100.00

#### **Pallets and crates:**

Please remember that The King and Prince is a historic hotel and NOT a convention center. As such, we do not have a traditional loading dock, back of house storage, and in some cases, large crates for exhibits will not fit through the doors. Because of this, any pallets and crates require advance notification to the Security Department, as well as additional requirements below:

\* If a pallet/crate is heavier than a pallet jack can handle, we do not have access to a forklift, so all moving of equipment must be handled by vendor.

\*Exhibit materials cannot be larger than 500 lbs. in weight and 6'x3'x3' feet in size (exceptions may be made on a case by case basis, please ask your CSM for details).

\*K&P does not have storage space for large crates. Storage of crates while vendor is exhibiting must be planned for by vendor.

\* If we do not receive advance notice of a pallet or crate, there will be an additional \$300 charge added to the master bill to cover additional costs and processing.

- Any parcels sent more than five days prior to your event will incur an additional \$10 storage fee.
- Pallets or crates sent more than five days prior to your event will incur an additional \$100 storage fee.

The hotel also provides blank UPS and FedEx labels for outbound materials. UPS makes daily pickups at the hotel for your convenience. You may drop off your pre-labeled package at the Front Desk for shipment or you can make arrangements at the Front Desk for shipment and the shipping fees may be added to your guest bill or any major credit card.

Any other shipping inquiries, please contact the Security Department for information at (912)638-3631.

Company  
Address  
City, State ZIP

Box # \_\_\_\_\_ of \_\_\_\_\_

Attention Hold For: Terri Merritt, CSM  
Denise Groza, Convention Planner - Guest  
**Golden Isles Wellness Weekend**

## King & Prince Resort

201 Arnold Road

St. Simons Island, GA 31522

Phone: 912-638-3631

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