



## After Hour Events Order Form

Exhibiting Company: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Exhibitor Space Number: \_\_\_\_\_ Time of Event: \_\_\_\_\_

On Site Event Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Billing Address: \_\_\_\_\_

*ALL catering orders must be placed through Proof of the Pudding, the EXCLUSIVE caterer for The Palm Beach International Boat Show.*

*All cocktail parties or receptions must be scheduled in advance and notification must be provided to Informa prior to **March 15, 2024**.*

**ALL PARTIES MUST END BY 10:00 P.M. AS PER THE CITY OF WEST PALM BEACH (NO EXCEPTIONS)**

*Please check the box that applies to your event. All-inclusive packages include; Garbage Removal an Off-Duty Police Officer/Security and an attendant for both the men and women restrooms which will be open after hours.*

\_\_\_\_\_ 40-60 Guests - \$450.00

\_\_\_\_\_ 61-100 Guests \$550.00

\_\_\_\_\_ 101-150 Guests \$650.00

\_\_\_\_\_ 151 Guest and over \$750.00

**TOTAL DUE: \$** \_\_\_\_\_

Payment will be accepted by Wire or Check to be made payable to Yachting Promotions, Inc.

**Note: 30% surcharge will be applied on any order received after published deadline date.**

Signature of Authorized Exhibit Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Account #: \_\_\_\_\_

**Bill To:**

***Return Form and Payment To:***

Jackie Deffler at [Jacqueline.deffler@informa.com](mailto:Jacqueline.deffler@informa.com)

**Informa Exhibitions**

**1650 SE 17th St., Suite 412, Fort Lauderdale, FL 33316**

**Phone: (954) 676-1858**

Representative Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_



## Reception Rules and Regulations

1. Informa must be notified in writing of date(s) and time(s) of any party or reception.
2. All exhibiting companies that have a cocktail party or reception are responsible for the charges incurred for the clean-up of debris from the activity. In the event any exhibiting company schedules a cocktail party or reception without notification to Yachting Promotions, Inc., the rates listed on the front sheet plus a 30% surcharge will be applied.
3. **All** cocktail parties and receptions are limited to 10:00 P.M.
4. It is the sole responsibility of the exhibiting company to notify delivering companies (catering companies, musicians, florists, etc.) to the Rules and Regulations and the drop off points at the Show. (Please refer to the rules and regulations located in the Exhibitor Manual and on the Contract for Exhibit Space).
5. **No vehicles** will be allowed on the show property during show hours.
6. All catering companies must deliver equipment and/or supplies at least one hour prior to show opening. Catering equipment cannot be removed from the premises until ½ hour **after** show closing. Absolutely no equipment can be removed during the published show hours.
7. Any musicians, bands, and/or other talents and any equipment to be used by them must abide by the same rules for the delivery of their equipment.
8. You must provide one of your personnel to be at the gate to check in your guests 30 minutes prior to the show closing the guest do not need an admission ticket. If your guest come to the show earlier they do need a ticket an **Invitation alone, does** not admit any guest onto the show property during show hours.
9. All guests entering after closing must enter through the designated gate at each show site with their invitation.
10. Five (5) copies of the invitation must be sent to Yachting Promotions prior to March 1st, 2024.