



Hotel Room Drop Application

As an additional service to our exhibitors, we are offering a limited number of room drops of approved promotional materials, sales brochures, event invitations, etc. to the attendees' hotel rooms.

Closing date for reserving hotel room drops is March 15, 2010

Table with 2 columns: SIZE/SPECIFICATIONS and PRICING*. Contains details on page size, unit pieces, quantity, and pricing for one piece, two pieces, and over-sized items.

[] One Piece (\$2,500) [] Two Pieces (\$3,000)

*Hyatt information regarding additional fees on the attached form.

Exhibiting Company:
Contracting Company (if different):
Contact Person: Title:
Address:
City: State: Zip:
Phone: Fax: E-Mail:

STEP 1: Submit this completed application and one sample piece and payment to the following address:

Bridget Horgan Bell
Conference Coordinator
NAPNAP
20 Brace Rd., Suite 200
Cherry Hill, NJ 08034
FAX: 856-857-1600
TEL: 856-857-9700

e-mail: bhorganbell@napnap.org

MAKE PAYMENT-Submit with application

Visa MasterCard AmEx

Acct #: _____

Exp. Date: _____

Name as it appears on credit card:

Authorized Signature:

Check (Payable to NAPNAP)

Tax identification # 23-7403934

Invoice (Payment due within 15 days upon receipt)

STEP 2: After permission is received, arrangements can be made directly at the hotel. (See attached instructions)

Hyatt Regency Chicago
151 East Wacker Avenue
Chicago, IL 60601
Attn: Bell Desk, NAPNAP Room Drop

Room Drop form (attached) must be received at the hotel 10 days before the drop is to take place. Payment can be made up until the day before the drop, as long as the form has already been received.

FOR OFFICE USE ONLY

Ancillary Symposium: Date rec'd:

Total Amount Due: Date payment rec'd:

Payment Type: ck # cc authorization:

Deposit to Revenue Account Code: 4020-02-207-000

Sample Material rec'd:

NAPNAP Permission granted:



Room Drop Request

Fax or e-mail to Guest Services Department: **Antonio Bedolla**
 151 East Wacker Drive Fax: 312-239-4516
 Chicago, IL 60601 Phone: 312-239-4520

NOTE: ALL SECTIONS MUST BE COMPLETE

Section A Client Information	
Group Organization	
Event:	
On Site Contact:	Phone:
E-mail:	
Address:	

Section B Specifications		
<u>Delivery Type</u>	<u>Specifications</u> <i>(exact placement, specific item)</i>	<u>Time of delivery</u>
<input type="checkbox"/> In room deliveries are \$3.50 a gift and card or a single piece. <ul style="list-style-type: none"> A gift is considered to be a box, one loose item, a bottle of water or a small gift bag. Poly Bag prices will apply to all convention bags stuffed with promotional materials. 		
<input type="checkbox"/> One (1) book or flyer under the door - \$2.50 per item per room. <ul style="list-style-type: none"> Each additional piece will be charged separately if they are not bagged or bound together in some way and need to be collated by the staff For items that are bound or bagged together poly bag pricing will apply 		
Poly-bag Pricing <ul style="list-style-type: none"> <input type="checkbox"/> A poly-bag with 5 or less items will be a base price of \$3.00 <input type="checkbox"/> A poly-bag of 6-10 items will be \$3.50 <input type="checkbox"/> A poly-bag of 11-15 items will be \$4.00 <input type="checkbox"/> A poly-bag of 16-20 items will be \$4.50 <ul style="list-style-type: none"> Any poly-bag with more than 20 single pieces will need to be evaluated and priced on a case-by-case basis. Any poly-bag with more than two magazines included in it needs to be evaluated on a case-by-case basis. 		
<input type="checkbox"/> There is a .50 up charge for all labeling of, and belly band placement on delivery items		
<input type="checkbox"/> Other		



ON CHICAGO'S RIVER WALK

Room Drop Request

Fax or e-mail to Guest Services Department: Antonio Bedolla
151 East Wacker Drive Fax: 312-239-4516
Chicago, IL 60601 Phone: 312-239-4520

Section C Arrangements

Billing

MA Number:

Credit Card:

Expiration:

Cardholder:

*Copy of card (Front & Back) Must accompany all CC payments)

Cardholder's Signature

Date

* I hereby authorize Hyatt Regency Chicago to utilize my credit card for charges listed below.

Section D (office use only)

Number of rooms	
Price per delivery	
Extras	
Total	

