



Hotel Room Drop Application

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

Closing date for payment for hotel room drops is **February 11, 2011**

<u>SIZE/SPECIFICATIONS</u>	<u>PRICING*</u>	
Page size up to 8 ½ " x 11"	One Piece	\$2,500
One unit piece, 4 pages maximum	Two Pieces	\$3,000
Quantity needed: 900	Over-sized	Please call

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

***Additional hotel fees will be assessed by the hotel for delivery. Contact hotels directly for exact fees.**

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 with payment to:
 Bridget Horgan Bell, Conference Coordinator
 NAPNAP
 20 Brace Rd., Suite 200, Cherry Hill, NJ 08034
 TEL: 856-857-9700/FAX: 856-857-1600
 E-mail: bhorganbell@napnap.org

PAYMENT-Submit with application

Total Amount: _____

Visa MasterCard AmEx
 Acct #: _____

Exp. Date: _____

Name as it appears on credit card:

Authorized Signature:

Check (Payable to NAPNAP) Tax ID # 23-7403934
 Invoice (Payment due within 15 days upon receipt)

STEP 2: After permission is received by NAPNAP, arrangements MUST be made directly with each hotel.

Hilton Baltimore, 401 W. Pratt Street
Contact: Stephen B. Edes - Senior Event Manager
 Tel: 443.573.8732 /main: 443.573.8700 /Fax: 443.573.8799
Stephen.Edes@hilton.com

Renaissance Baltimore Harborplace Hotel, 202 E. Pratt Street
Contact: Kristina M. Lute - Senior Event Manager
 Tel: 410-986-4869/ Fax: 410-986-4888
kristina.lute@renaissancehotels.com

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: 402-02-207

Sample Material rec'd: _____ NAPNAP Permission granted: _____

