

### After Hour Events Order Form

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

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

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

*ALL catering orders must be placed through PROOF OF THE PUDDING, the EXCLUSIVE caterer for The Discover Boating Miami International Boat Show.*

*All cocktail parties or receptions must be scheduled in advance and notification must be provided to Informa prior to February 2, 2024.*

*ALL PARTIES MUST END BY 10:00 P.M. AS PER THE CITY OF MIAMI (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

**Sub Total Due: \$** \_\_\_\_\_

**7% Sales Tax: \$** \_\_\_\_\_

**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 #: \_\_\_\_\_

**Return Form and Payment To:**  
**Jackie Deffler at Jacqueline.deffler@informa.com**  
**Informa Exhibitions**  
**1650 SE 17<sup>th</sup> St., Suite 412, Fort Lauderdale, FL 33316**  
**Phone: (954) 676-1858**



## 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. The pick-up and drop-off rules during the SHOW HOURS for vendor, caterers etc are as follows: Herald Plaza and 15th street {venetian causeway} intersection security entrance is the gate to be used by all vendors for pick up and drop off. There will be a small parking area for vehicles to stage for a few minutes at the gate entrance to deliver and pick up. **THIS AREA IS NOT A PARKING LOT. THIS IS A PICK UP AND DROP OFF LOCATION ONLY.** We ask that for caterer deliveries a representative of the company receiving the delivery be present at the gate to meet with the delivery company.
8. Equipment must be rolled through on a dolly or handcart provided by the caterer or supplier, or hand carried.
9. 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.
10. 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.
11. All guests entering after closing must enter through the designated gate at each showsite with their invitation.
12. Five (5) copies of the invitation must be sent to Yachting Promotions prior to February 2<sup>nd</sup>, 2024.