



Henderson Beach & Spa Resort Vendor and Exhibitor Information

Electrical Needs

Extension Cord & Power Strip - \$10.00 Per-Day

- Exhibitor Name_____
- Exhibitor Table Number_____
- Number Requested_____
- Number Of Days Required_____
- Install Day_____

Dedicated Hard Wire Ethernet Connection

\$150.00 Per-Line Per-Day

- Exhibitor Name_____
- Exhibitor Table Number_____
- Number Of Connections Requested_____
- Number Of Days Required_____
- Install Day_____

Dedicated Phone Line

\$150.00 Per-Line Per-Day

- Exhibitor Name_____
- Exhibitor Table Number_____
- Number Of Connections Requested_____
- Number Of Days Required_____
- Install Day_____

Shipping And Receiving

Any vendor or exhibitor boxes received will be subject to a \$10 handling/storage fee per box.

This amount is subject to review and will be confirmed no later than 6 weeks prior to the group's arrival. This handling fee will cover the following services:

- Receiving shipment
- Secured storage for up to three days prior to event
- Distribution of event and/or wedding materials to and from event location(s)
- Shipping (freight charges not included)

All shipping charges are additional. The resort will not accept C.O.D. shipments and all arrangements with regards to shipping are to be prepaid. The event master account (if available and approved) can be designated to cover payments for return shipments only.

All shipments should be routed directly to the Resort and addressed in the following manner:

**The Henderson Beach & Spa Resort
200 Henderson Resort Way
Destin, FL 32541**

Attention: Your Service Manager
Your Event Name / Event Date

1. All packages will be accepted through the Shipping and Receiving Department.
2. The Shipping and Receiving Department will log and secure all packages received.
3. Once logged, Shipping and Receiving will advise Catering and Conference Services of any packages identified for an incoming group and or conference.
4. Once notified, the Catering and of Conference Service Manager assigned to the incoming group and or conference will notify the client that the resort is in receipt of the package.

For all exhibitor or vendor needs not being covered by the group master account, the exhibitor or vendor will provide the following credit card authorization form no later than three days prior to desired services.



CREDIT CARD AUTHORIZATION BILLING FORM

THIS FORM MUST BE FILLED OUT COMPLETELY.

THE HENDERSON BEACH & SPA RESORT ACCEPTS THE FOLLOWING CREDIT CARDS:
AMERICAN EXPRESS, DINERS CLUB, DISCOVER,
MASTERCARD AND VISA

I AUTHORIZE THE HENDERSON BEACH AND SPA RESORT TO IMMEDIATELY BILL MY CREDIT CARD

NAME OF CREDIT CARD _____

EXPIRATION DATE

CREDIT CARD NUMBER

SIGNATURE OF CARDHOLDER

PRINT NAME OF CARDHOLDER

CARDHOLDER'S PHONE NUMBER

GROUP NAME _____

EVENT DATE _____

TODAY'S DATE _____

THE FOLLOWING CHARGES ARE AUTHORIZED TO BE BILLED TO THE ABOVE CREDIT CARD:

Exhibitor or Vendor Services

RETURN TO Ami Anker, Convention Services Manager