



After Hour Event Order Form

Exhibiting Company: _____ Date of Event: _____

Exhibitor Space Number: _____ Time of Event: _____

On Site Event Phone #: _____ E-Mail: _____

ALL catering orders for the event must be placed through Proof of the Pudding, the exclusive catering provider for The Palm Beach International Boat Show. No other catering services will be permitted. Please ensure that all catering arrangements are made directly with them to comply with event regulations and ensure a seamless experience.

*ALL cocktail parties or receptions must be scheduled and approved in advance. To ensure compliance with City regulations, event organizers must notify Informa - Yachting Promotions Inc. of their intended event details no later than **March 14, 2025**. Any requests submitted after this deadline will not be considered or authorized by the City of West Palm Beach Police and Fire Departments. It is essential that this deadline be adhered to, as late submissions will not receive approval.*

Please select the appropriate box below that corresponds to your event. The all-inclusive packages cover a range of services to ensure the smooth operation of your event. These services include garbage removal, the provisions of off-duty police officers for security, security officers for additional event safety, and attendants to manage restrooms that will remain open after hours. Please ensure you select the correct number of guests. In accordance with regulations set by The City of West Palm Beach Police and Fire Department, they have the authority to immediately terminate an event if the number of attendees exceeds the approved guest count.

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

_____	40-60 Guests - \$750.00
_____	61-100 Guests \$1,050.00
_____	101-150 Guests \$1,300.00
_____	151 Guest and over \$1,500.00

Sub Total Due: \$

7% Sales Tax: \$

TOTAL DUE: \$

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

Signature of Authorized Exhibit Representative: _____

Printed Name: _____ Account #: _____

Return Form and Payment To:
Amanda Kaaa at Amanda.Kaaa@informa.com Informa
Exhibitions
1650 SE 17th 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 Informa - Yachting Promotions Inc., The City of West Palm Beach Police and Fire Department have the authority to immediately terminate the event.
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 (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). All companies must deliver equipment and/or supplies at least one hour prior to show opening. Equipment cannot be removed from the premises until ½ hour after show closing. Absolutely no equipment can be removed during the published show hours.
5. **No vehicles** will be allowed on the show property during show hours.
6. The pick-up and drop-off rules during the SHOW HOURS for vendors are as follows:
Datura and Narcissus 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 deliveries a representative of the company receiving the delivery be present at the gate to meet with the delivery company.
7. Equipment must be rolled through on a dolly or handcart provided by the exhibitor, delivering company, supplier, or must be hand carried.
8. 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.
9. 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.
10. All guests entering after closing must enter through the designated gate at each show site with their invitation.
11. **Five (5) copies of the invitation must be sent to Yachting Promotions prior to March 14, 2025 (copies needed for security purposes).**