



The Naples Beach Hotel
& Golf Club

Where Hospitality Is A Family Tradition

Event Production Guide



Event Production Manual

Dressing Rooms

The Hotel does not have designated dressing rooms for entertainment and/or events. If facilities are required for the purposes of filming, photo shoots, fashion shows, etc. please make sure to communicate those needs in advance. We will quote options and pricing based on availability.

Exhibit Services

Please refer to the Exhibit Services Price Sheet for selections and pricing. The Client may use an outside drayage company for exhibit services, noting that some items, such as Internet connections, rigging, etc. are only permitted through the Hotel or its designated partner.

Loading in and/or out may only take place through the loading dock. Hand trucks, wheelie carts, or any other equipment transporting heavy loads that can bump, dent, scratch or otherwise deface the facility, are not permitted through the guest entrances to preserve the integrity of our facility and the guest experience. The Hotel does not provide hand trucks, carts or other equipment for moving in and out unless hired at the hourly labor rate shown on the price sheet. Bell carts are for servicing our guests and may not be used for loading in and/or out unless managed by a bell man.

Filming & Photo Shoots

The Hotel requires all commercial filming and/or photo shoots taking place on property to be reserved in advance through the Director of Sales & Marketing. A scouting visit prior to the film/shoot date is required to walk and outline the schedule and discuss possible assistance and/or equipment needed from the Hotel. The Hotel reserves the right to alter and/or decline filming and/or photo shoots that we feel may interfere with our guests' experience, do not meet our business values and/or in any way may affect our reputation. Venue fees, labor and equipment fees may apply.

Requests for filming and/or photo shoots should be sent to m.marsee@naplesbeachhotel.com and include: company name, purpose of film/shoot, dates requesting to film/shoot, estimated times or agenda, specific areas of interest, any special requests, whether overnight accommodations will be required (including talent/entertainment, wardrobe rooms, etc.), expected crew size, and any other special equipment being brought on property. The Hotel does not allow craft food service on property.

The following notes will answer most questions and assist with planning a commercial film or shoot. Should you require additional information or assistance, please use the Email address above.

- Venue Fees
 - Venue fees may be reduced or waived under special considerations, such as:
 - Providing the Hotel with final products (photos and/or b-roll) which may be used in its marketing efforts
 - Print or verbal acknowledgments in final product of film/photo shoot location, including name and logo of Hotel
 - Based on committed revenue spend at the Hotel during the film/photo shoot (for example: accommodations, catered food/beverage, etc.)
- Facilities
 - The following are some special notes to consider when planning a project at our Hotel:
 - Public restrooms, the spa or other public areas utilized by our guests may not be used for make-up, changing, etc. Accommodations may be reserved for these purposes.
 - Special arrangements are required in advance for non-traditional vehicles, including but not limited to, equipment trailers. The Hotel does not provide manned security and will not assume any responsibility for these vehicles or their contents.
 - We take pride in and protect our environment. Crews are expected to return facilities to the condition in which they received them. Most importantly, when utilizing the beach, crews are expected to discard trash appropriately and abide by all wildlife or vegetation signs. Special restrictions will apply from May to October as it relates to light after sunset due to the Turtle hatching season.

Internet Service

The Hotel has the ability to provide both hard line and wireless Internet service. Please refer to the Internet Service Price Sheet for pricing options.

Terms & Conditions:

Disclaimer of Warranties: All materials, information, software, products, and/or services included in or available by the Hotel are provided "as is." The Hotel, its subsidiaries, affiliates, owner, and its representatives accept no liability for any problems associated with your use of the services,

including, but not limited to, damage to your software, hardware, or other equipment; any delay in operation or transmission of the services; any communications line failure, theft, or destruction; any problems or technical malfunction of any telephone network or lines, computer online systems, servers, providers, or computer equipment; or any traffic congestion or failure of the Internet or any website. The services are provided without warranties of any kind, either express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, title, or non-infringement. The Hotel, its subsidiaries, affiliates, owner, and its representatives do not warrant that the services are accurate, reliable or correct; that the services will be uninterrupted or available at any particular time or location; that the services are secure or that any wireless or wired connection will not be accessed, intercepted, altered or destroyed in whole or in part by any unauthorized third party; that any data files, programs, procedures or information (including your personally identifiable information) downloaded, recorded, transmitted or input through the services will be secure or protected from unauthorized access to, alteration, deletion, defect or destruction; that any defects or errors will be corrected; or that the content or services are free of viruses or other harmful components.

Limitation of Liability: Under no circumstances shall the Hotel, its subsidiaries, affiliates, owner or its representatives be liable for any direct, indirect, punitive, incidental, special or consequential damages that result from the use of, or inability to use, the services. This limitation applies even if the Hotel has been advised of the possibility of such damage.

Indemnification: The client/group shall defend, indemnify and hold the Hotel and its owners, subsidiaries and other affiliated companies, and their employees, contractors, officers, and director harmless from all liabilities, claims, and expenses, including attorney's fees resulting from your use or misuse of the services.

Third Party Sites: The use of services may link you to other sites on the Internet. These sites may contain information or material that some people may find inappropriate or offensive. These other sites are not under the control of the Hotel, and you acknowledge that the Hotel is not responsible for the accuracy, legality, decency, or any other aspect of the content of such sites. The inclusion of such a link does not imply endorsement of the site by the Hotel.

Rules of Conduct: It is agreed that these services will not be used for unlawful purposes or in an offensive manner, including, without limitation, usage that (i) is threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortuous, or (ii) contains language (sexual or otherwise) of a violent or threatening nature directed at another individual or group of individuals, or victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age or disability. You shall also be prohibitive from usage that infringes any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party (collectively "Intellectual Property"). You shall not introduce any software viruses or any other computer code, files, or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware or telecommunications equipment or to damage or obtain unauthorized access to any data or other information of any third party. You further agree that you will not knowingly solicit or collect personal information from a minor (anyone under 18 years old) without appropriate prior verifiable parental consent. The Hotel makes no representation that materials accessed through the service are appropriate or available for use in locations outside the United States, and accessing them from territories where their contents are illegal is prohibited.

Production Office

In the event a production office is needed for an event, the Client will need to check availability in advance. The Hotel cannot guarantee availability of space if not confirmed in advance. Also consider what will be needed for the office space such as phone lines, fax machine, copier, computer, etc. to make arrangements for equipment rental in advance.

Parking

Valet parking is available. (Please take care of the valet attendants as it relates to parking and unloading/loading assistance.) Gated parking is provided for in-house guests only. Designated open parking may be used by guests visiting the Hotel. For any over-sized vehicles, prior arrangements are to be made with your on-site contact. Guests may not park or load/unload in emergency lanes or undefined parking spaces. The Hotel will not be responsible for any parking violations incurred.

Press Conferences

Prior to scheduling any press conferences from the Hotel, the Director of Sales & Marketing must be notified with the following information: company making address; purpose of press conference; anticipated number of press; anticipated number of guests; and requested setup. The Hotel reserves the right to select the location of the press conference and have properly branded equipment.

Rigging

All rigging, whether inside or outside, is required to use in-house labor. Depending on location and materials, actual labor cost may vary and may be serviced by Hotel staff or AVI.

Any device used for affixing object to windows, wall, floors or ceilings must be approved by the Hotel. Banners may only be hung by Hotel staff. See labor charges for banners below.

Banners 5' and under:	\$25.00 per banner	Banners 10' to 6':	\$50.00 per banner
Banners 15' to 11':	\$75.00 per banner	Banners over 15'	\$100.00 per banner

Signage is permitted within the Clubhouse or outside assigned function rooms and requires advance Hotel approval. Signage is not permitted in the Hotel's common areas, the lobby, in the guest room hallways, outside of elevators on any floors, or outside (except at the entrance of the assigned outdoor function space). Displayed signs must be professionally printed and displayed on easels.

Security

The Hotel does not require security for most events however some circumstances may require security. The assigned Catering/CS Manager will advise in those cases where security is mandatory. All security costs will be the responsibility of the group/organization/event. Upon request, a list of approved security companies will be provided.

Shipping

All packages sent to the Hotel for a group or event must be labeled as follows:

ADDRESS PACKAGES:	Guest Name and/or Group/Event Name c/o The Naples Beach Hotel & Golf Club 851 Gulf Shore Boulevard North Naples, FL 34102
INCLUDE:	Group Event Name Group Event Contact Date of Event Catering/CS Manager's Name

The Hotel reserves the right to refuse receipt of any package.

Special Services

If specialty items are required for an event (examples, but not limited to: red carpet, stanchions, spot lights, etc.) prior arrangements are required in advance. Rental charges will apply.

Stage/Risers/Dance Floor

The Hotel may provide some staging, riser and/or dance floors based on specifications and availability. In the event that we are unable to provide the specified equipment, the Hotel can secure equipment through an outside vendor. All rental fees, labor, delivery charges, etc. for rented equipment is the responsibility of the Client.

Theme Décor

The Hotel does not maintain an inventory of theme décor, linens, specialty chairs, etc. We are delighted to make arrangements with vendors that can provide these products and services. All arrangements and billing with third party vendors is the responsibility of the Client. Should you make any outside arrangements for these items, communicate them to your assigned Catering/Conference Service Manager in advance so that we can anticipate their arrival at the Hotel. Unknown deliveries may be turned away from the loading dock.



Exhibit Services & Order Form

All completed forms are to be faxed to 239.435.4366 with cover page indicating Group Name

Contact Information (All fields are required)

Exhibiting Company		Exhibiting Attendee	
Address		City/State/Zip Code	
Telephone		Fax	
Email Address		In-House Guest (Y/N)	

Billing Information

The Hotel requires all products and services within to be prepaid prior to arrival. The Hotel reserves the right to withhold products and/or services until payment is received and/or processed. Within seven (7) days of arrival or on-site all payments for products and/or services may be in the form of cashier's check, credit card authorization, or cash. If a company check is provided prior to seven (7) days of arrival, it should be made payable to: The Naples Beach Hotel & Golf Club. For credit cards, a completed authorization form is required. Credit cards are processed at time of receipt for the entire amount. **Select method of payment below.**

<input type="checkbox"/>	Credit card Authorization (Attachment)	<input type="checkbox"/>	Company Check (must be received no later than 7 days prior to arrival)
<input type="checkbox"/>	Cash	<input type="checkbox"/>	Cashier's Check
<input type="checkbox"/>	Wire Transfer (Inquire for details)	<input type="checkbox"/>	Other:

Audio-Visual

Our in-house partner is AVI-SPL for all audio-visual needs. To request equipment and/or quote call 239.435.2486.

Exhibit Set-up

Refer to the information provided by your event coordinator to know what has been included in your exhibit set up. The products listed below are for requests made beyond the arrangements confirmed by the event coordinator.

Food & Beverage

All food and/or beverage items are required to be purchased through the Hotel.

Security

The Hotel does not provide security service during events and/or overnight. Security services are available through an outside company at an hourly rate. Discuss particulars with the Catering/Conference Service Manager assigned to your event for more details.

Shipping & Receiving

The Hotel will accept shipments up to one (1) week prior to arrival/event date. To ensure proper delivery of all packages, the shipment must contain the following information: Event Name • On-site Contact • Date of Event • Catering/CS Manager

See order form for handling charges that will apply to delivery and/or pick up of all packages. Exhibiting attendee is responsible for packing and affixing all labels for return shipments. All return shipping costs are the responsibility of the exhibiting attendee.

Products & Services

Description	Ordered 7 Days Prior to Arrival or More	Ordered Within 6 Days of Arrival or On-Site	Quantity	Extended Price
Electrical Outlet	\$25.00/each	\$40.00/each		
Internet (per individual)	\$100.00/per computer	\$150.00/per computer		
Package Handling (each way):				
- Under 74 lbs.	\$5.00/each	\$5.00/each		
- 5-150 lbs.	\$20.00/each	\$20.00/each		
- 51 lbs. and greater	\$40.00/each	\$40.00/each		
- Exhibit/Packing Labor service (1 hour minimum)	\$55.00 per hr/worker	\$55.00 per hr/worker		
Phone Line	\$45.00/daily	\$60.00/daily		

Table (8'x30")	\$25.00/ea ch	\$40.00/ea ch		
Table Linen (Hotel choice color. 8'x30". Call for custom colors quote.)	\$15.00/ea ch	\$30.00/ea ch		
Set-up Labor	\$25.00/h our	\$40.00/h our		
Special Order Item (audio-visual, security, rental items, etc)				
			Sub-Total	\$
			6% Sales Tax	\$
			Total	\$

I, the undersigned, have read and agree to all terms and conditions noted above and authorize order for products and/or services as noted.

Name/Title

Date



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Contact Information (All fields are required)

Company	Contact
Address	City/State/Zip Code
Telephone	Fax
Email Address	In-House Guest (Y/N)

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Credit card Authorization (Attachment)	Company Check (must be received no later than 7 days prior to arrival)
Cash	Cashier's Check
Wire Transfer (Inquire for details)	Direct Bill (pre-approval required)

Description	Ordered 7 Days Prior to Arrival or More	Ordered Within 6 Days of Arrival or On-Site	Quantity	Extended Price
Meeting Room (per divisible section)*	\$175.00 per section, per day	\$250.00 per section, per day		
Boardroom*	\$125.00 per room, per day	\$200.00 per room, per day		

*The number of users will be limited to the maximum number set per section, per meeting room.

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a violent or threatening nature directed at another individual or group of individuals, or victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age or disability. You shall also be prohibitive from usage that infringes any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party (collectively "Intellectual Property"). You shall not introduce any software viruses or any other computer code, files, or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware or telecommunications equipment or to damage or obtain unauthorized access to any data or other information of any third party. You further agree that you will not knowingly solicit or collect personal information from a minor (anyone under 18 years old) without appropriate prior verifiable parental consent. The Hotel makes no representation that materials accessed through the service are appropriate or available for use in locations outside the United States, and accessing them from territories where there contents are illegal is prohibited.

I, the undersigned, have read and agree to all terms and conditions noted above and authorize order for products and/or services as noted.

Name/Title **Date**



CREDIT CARD AUTHORIZATION

All completed forms are to be faxed to 239.435.4366 with cover page indicating Group Name

Card Holder Information

Date		Cardholders Name	
		Billing Address	
		City/State/Zip Code	
		Billing Phone Number	

Credit Card Information

Credit Card Number*		Expiration Date	
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****Do not include the three-digit security number from the back of your card.***

Authorized Charges

Specify charges authorized for the above card (write authorized amount in applicable box):

	Exhibitor Services		Internet Services		Other:
	Other:		Other:		Other:

____ Exhibitor Services Order Form Attached

____ Internet Services Order Form Attached

Authorized Signature

CARDHOLDER

SIGNATURE: _____

Signature is required

This credit card authorization may only be used for exhibitor services, internet services or other services outlined in production manual when a group contract exists.