



## Room Drop

Have your branded gift or flyer delivered to all attendees with a room at the Gaylord National Harbor & Convention Center. All room drop materials must be shipped to arrive at APA Headquarters by April 25, 2018.

Please fill in the following information:

Exhibitor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name for this Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**COST:** \$8,000 per room drop

**Day:**  Wednesday, May 16

Thursday, May 17

**Item:**

\_\_\_\_\_

**Payment: ALL ITEMS WILL BE INVOICED. INVOICED BALANCE IS DUE UPON RECEIPT OF INVOICE.**

*Please provide contact information for billing:*

**Contact Name:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Agreed to in good faith by:**

**Accepted and Assigned by:**

\_\_\_\_\_  
Printed name of Authorized Sponsor Representative

\_\_\_\_\_  
Printed name of APA Representative

\_\_\_\_\_  
Signature of Authorized Sponsor Representative      Date

\_\_\_\_\_  
Signature of Authorized APA Representative      Date

| For Accounting Use Only |  |
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| C                       |  |
| P                       |  |

Inquiries about the show may be directed to Show Management at:  
[ExpoTeam@americanpayroll.org](mailto:ExpoTeam@americanpayroll.org)