

Official NARPM® Partner Agreement

2013

Yes! I would like to become the Official NARPM® Partner for the 2013 calendar year. Benefits of the sponsorship are outlined below in addition to other convention/advertising promotions agreed upon by the company noted here and NARPM®.

Company Name _____

Company Representative _____ Title _____

Address _____

City/ST/Zip _____

Phone _____ Fax _____ E-mail _____

PARTNER BENEFITS

CONVENTION: \$9,250 VALUE

- Opening session intro/presentation
- Two tickets to the President's Reception/Board cocktail party
- Two full convention registrations
- Two tickets to evening gala
- Premier exhibit space
- Pre-convention mailing labels
- Post-convention mailing labels
- Full page ad in on-site program
- Logo on podium sign
- Logo on all additional signage
- Logo on all promotional e-mails
- Logo on all convention mailings
- Logo/link on NARPM® convention sponsor webpage
- Company brochure in tote bags
- Logo displayed on convention GOBO

ADVERTISING/PROMOTIONS: \$14,400 VALUE

- Partner announcement in January issue of *Residential Resource*.
- 11 premium placements in the *Residential Resource* (includes three back cover placements, four inside front cover placements, and four inside back cover placements)
- Company logo/link prominently displayed on website
- Ad/link for 12 months on online membership directory
- Six advertising spots on NARPM® National Report e-mail campaigns for months of choice
- Logo on all new member packets
- Full page color ad on two education class booklets
- Assist and participate, when needed, in new chapter start-up meetings

The values that are placed on the items above are either the actual costs incurred by NARPM® or based on fees charged for the service rendered. Some items do not have hard costs as the value to be in front of a NARPM® member is invaluable.

Total \$20,000

Signature _____ Date _____



National Association of Residential Property Managers



EXHIBIT INFORMATION

The exhibits will be in the Aventine Ballroom at the Hyatt Regency Hotel. Please note that exhibit space at the Hyatt Regency is limited. As a NARPM® Official Partner you will be assigned premiere booth space at the entrance of the exhibit hall. The exact booth dimensions will be determined with the decorator and noted on an official floor plan. You are entitled to have up to four booth representatives. Your partnership comes with 2 full convention registrations however; you may purchase full convention registrations for booth representatives at a reduced rate of \$250 for NARPM® members and \$350 for non-members.

Note: Prior authorization from NARPM® headquarters must be obtained in order to distribute food or drink from your booth.

HOURS

Every effort has been made in the scheduling of exhibit times to give exhibitors the maximum amount of exposure to convention attendees in the shortest amount of time. Setup is conveniently scheduled for Tuesday afternoon and Wednesday morning and tear down is Friday afternoon. Prize drawings always create interest, and we encourage you to have a prize.

Decorator setup time:	October 15, 2013	8:00 a.m. – 4:30 p.m.
Exhibitor Move-in:	October 15, 2013	2:00 – 4:30 p.m. and
	October 16, 2013	8:00 a.m. – 3:00 p.m.
Exhibitor Move-out:	October 18, 2013	3:00 p.m.*

***Please note that there are events occurring in the Exhibit Hall until 3:00 p.m. Early tear down will not be allowed.**

Tentative Exhibit Hours:

Wednesday, October 16, 2013

Grand Opening & Reception	6:00 – 8:30 p.m.
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Thursday, October 17, 2013

Breakfast with Vendors	7:15 – 8:45 a.m.
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Coffee & Snack with Vendors	4:30 – 6:00 p.m.
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Friday, October 18, 2013

Breakfast with Vendors	7:15 – 9:15 a.m.
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Exhibitor Door Prizes, Affiliate of the Year Award and 50/50 raffle	Time to be Determined
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SPECIAL CONVENTION EVENTS and INFORMATION

Tuesday, October 15th – President's Celebration

Prior to the opening of the convention attendees are invited to join James E. Tungsvik, MPM® RMP®, NARPM® President for a “NARPM® The Keys to Excellence” Celebration aboard the USS Midway. This is a ticketed event and additional details and registration form will be provided in the Convention Brochure due to be mailed in the spring, or you may call NARPM® Headquarters for more information.

Wednesday, October 16th – Exhibit Hall Grand Opening and Reception

Our Grand Opening of the Exhibits and Opening Reception will be held on Wednesday, October 16th, from 6:00 – 8:30 p.m. The ribbon cutting for the Trade Show will be preformed by the 2013 NARPM® President, the 2013 Convention Chair and the 2012 Affiliate Member of the Year.

Friday, October 18th – NARPM® The Keys to Excellence Gala and Dinner (2 tickets are included in partnership agreement)

Friday evening convention attendees will gather at the hotel from 6:00 to 10:00 for a relaxing evening of fun and networking. There will be a cash bar reception and a dinner with special entertainment. Additional details will be in the Convention Brochure due to be mailed in the spring. There is an additional fee for this optional event.

Convention Dress

Appropriate dress for all parts of the NARPM® Convention (except the optional Gala which is casual to nice) is business casual. Remember that hotel room temperatures vary greatly, especially in an exhibit hall, so please dress accordingly.

TERMS, CONDITIONS, AND RULES FOR EXHIBITING AT A NARPM® EXHIBITION

For purposes below, “Management” shall mean the National Association of Residential Property Managers and “Exhibit Site” shall mean the Hyatt Regency La Jolla. It is stipulated that each exhibitor subscribe to the following rules and that their representatives will comply.

1. **PURPOSE OF EXHIBITION** – This Exhibition is an integral part of the 2013 NARPM® Annual Convention. To assure that the Exhibition will further the above purpose, admission to the display floor is limited to qualified persons. Since the primary purpose of the Association is to educate delegates on products and services of the Exhibitor, emphasis on all exhibits shall be to fully describe uses of products and services offered by the Exhibitor. This shall include display of all products and services offered. Exhibits must not be in violation of the Association’s policies and code of ethics. While acknowledging the value of explaining cost of products and services to delegates, the Association maintains the Exhibitor does not dispense or sell any services, products, or devices merely for profit.
2. **INDEMNITY AND LIMITATION OF LIABILITY** – Neither NARPM® nor any division of NARPM®, nor the Exhibit Site, nor any of their officers, agents, employees, or other representatives, shall be held liable for, and they are hereby released from liability for any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from water, accident, or any other cause.

The Exhibitor shall indemnify, defend, and protect Management and the Exhibit Site, and save Management and the Exhibit Site harmless from any and all claims, demands, suits, liability damages, losses, costs, attorney's fees, and expenses of part of the Exhibitor or its officers, agents, employees, or other representatives. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. It is understood that NARPM®, the Hyatt Regency Crystal City and all staff, agents, and representatives are harmless from any claims arising from the products given to the attendees during the Exhibition.

3. **ASSIGNMENT OF EXHIBIT SPACE** – Management shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit, provided the Exhibit Site is made available to Management, on a first priority receipt of the enclosed contract. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but Management's decision will be final. Management reserves the right to transfer assignment when such action is deemed to be in the best interest of the total Exhibition. Management reserves the right to withdraw its acceptance of this contract if it determines, in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product is not eligible to be displayed in this Exhibit.
4. **USE OF EXHIBIT SPACE** – An Exhibitor shall not assign to a third party its rights here-under to the Exhibit Space or any portion thereof without the written consent of the Management, which it may withhold at its sole discretion. If such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.
5. **INSTALLATION** – It is explicitly agreed by the Exhibitor that in the event they fail to install their products in assigned Exhibit Space or fail to remit payment for required space rental at the time specified, Management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.
6. **DISPLAYS, DECORATIONS, AND MUSIC** – Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No Exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to Exhibit Space. No signs or advertising devices shall be displayed outside Exhibit Space or project above or beyond limits of Exhibit Space. Advertising material or signs of firms other than those that have engaged space is prohibited. Exhibitors who play any form of copyrighted music in their exhibit or private meetings during this event, are required to be licensed by either or both the American Society of Composers, Authors and Publishers (ASCAP) and/or Broadcast Music, Inc. (BMI). Exhibition producers, the association sponsor and facility management independently and severally disclaim any licensing responsibility for public performance of unlicensed music by exhibitors during this event.
7. **FIRE REGULATIONS** – Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily flammable material. All cartons stored in the Exhibit Site shall be emptied of contents. Exhibitor shall use no flammable decorations or covering for display fixtures, and all fabrics or other material used for decoration or covering shall be flameproof, if required by local law or ordinances. All wiring devices and sockets shall be in good condition and meet the requirements of local law. Equipment with engines/motors or gas tanks shall be emptied and battery connections disconnected during display.
8. **BOOTH EQUIPMENT AND SERVICES** – Space rental includes: appropriate space – 8' x 10' booth with back wall and side rails; general hotel security; daily maintenance; and general lighting. One 6' table and two chairs are available upon request. Additional furniture and other décor can be ordered from the trade show decorator.
9. **STORAGE AND PACKING CRATES AND BOXES** – Exhibitor will not be permitted to store packing crates and boxes in the booth or the Exhibit Area during the Exhibit. It is the Exhibitor's responsibility to mark and identify all crates and boxes. Crates not properly marked or identified may be destroyed. No trunks, cases, or packing materials shall be brought into or out of Exhibit Spaces during Exhibit hours. Cartons containing valuables should not include contents on the outside.
10. **OBSERVANCE OF LAWS** – Exhibitor shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Exhibit Site.

11. **CANCELLATION OR TERMINATION OF EXHIBIT** – If, because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, the public enemy, or any other cause, the Exhibition of any part thereof is prevented from being held, is cancelled by the Management, or the Exhibit Space becomes unavailable, Management, in its sole discretion, shall determine and refund to the Exhibitor, its proportionate share of the aggregate Exhibit fees received that remains after deducting expenses incurred by Management and reasonable compensation to Management, but in no case shall the amount or refund to Exhibitor exceed the amount of the exhibit fee paid. **Cancellation by the Exhibitor after August 6, 2013, obligates the Exhibitor to full payment of the rental. No refunds will be made after this date. If written collation is received prior to August 6, 2013, a full refund will be issued minus a \$50 service charge.**
12. **EXHIBITOR CONDUCT** – Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of Management is required for the employment or use of any live model, demonstrator, solicitor, or device for the mechanical reproduction of sound. Such employment or use shall be confined to the Exhibit Space. Management, in its sole and absolute discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity forthwith. All promotional plans must be submitted to Management for approval. Distribution of pamphlets, brochures, or any advertising matter must be confined to the Exhibit Space. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor shall not lead attendees from one Exhibit Space to another or to elevators or escalators. Exhibitor shall not enter into another Exhibitor's space without invitation or when unattended. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.
13. **UNION LABOR** – Exhibitor must comply with all union regulations applicable to setup, dismantling, and display of its exhibits where applicable.
14. **ARBITRATION** – Any controversy or claim between the parties hereto arising out of or related to the provisions of the agreement or the breach thereof, shall be settled by arbitration in Chesapeake, Virginia in accordance with the Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.
15. **JURISDICTION** – Both Management and Exhibitor consent to the jurisdiction of the Virginia District and Appellate Courts and the U.S. District Court for the Hampton Roads District of Virginia, for all purposes in connection with this agreement. The parties agree that review of process may be obtained by registered mail, return receipt requested, within or without the state of Virginia.
16. **AGREEMENT TO TERMS, CONDITIONS, AND RULES** – Exhibitor agrees to observe and abide by the foregoing Terms, Conditions, and Rules and by such rules made by Management from time to time for the efficient or safe operation of the Exhibit, including but not limited to, those contained in this contract. In addition to Management's right to close an exhibit and withdraw its acceptance of the Application, Management, in its sole judgment, may refuse to consider for participation in future Exhibits any Exhibitor that violates or fails to abide by all such Terms, Conditions, and Rules.

The foregoing Rules have been formulated in the best interest of Exhibitors. The cooperation of our patrons is requested. All points not covered herein are subject to settlement by the Association.

NARPM® SPONSOR/EXHIBITOR CONTRACT

Company _____

Pre-Convention Contact Name _____

Email of Pre-Convention Contact _____

Please note that the exhibitor kit will be sent to the person listed as the Pre-Convention Contact.

Mailing Address _____

City/State/Zip _____

Phone _____ FAX _____

I, the undersigned, have read the Exhibitor Terms, Conditions, and Rules for Exhibiting and agree to abide by the same.

Signature _____

Date _____

Your company is limited to 8 personnel working your exhibit space. Included in the partnership agreement are 2 full convention registrations. Also included for all booth personnel are the reception on Wednesday evening, and breakfast on Thursday and Friday. Additional full convention registrations are available for booth personnel at the price of \$250 for NARPM® members and \$350 non-members.

Please provide BOOTH PERSONNEL name(s). Include fee for any booth worker desiring full Convention registration. After October 1st there will be a fee to change/add badges for booth personnel. **Changes or additions of booth personnel after October 1, 2013 will result in a service charge of \$25 per badge processed – this includes changes made onsite.** (President's celebration and Friday Gala are separate ticket items and not included in the convention registration fee or the booth fee. Contact headquarters for questions regarding these events.)

_____	\$ _____
_____	\$ _____
_____	\$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

You may purchase Lunch Tickets for booth personnel who are not attending the full convention as well as tickets to the Presidents Celebration and Friday Gala. (lunches are included in full convention registration)

Indicate number of tickets to be purchased and include charges with payment.

		Member	Non-member	
Thursday Lunch	____ Quantity x	\$45	\$65	\$ _____
Friday Lunch	____ Quantity x	\$50	\$70	\$ _____
Presidents Celebration	____ Quantity x	\$95	\$125	\$ _____
Friday Gala	____ Quantity x	\$75	\$95	\$ _____

TOTAL PAYMENT ENCLOSED \$ _____

Payment Information:

☐ Check

I have enclosed a check payable to NARPM® in the amount of \$ _____

Check # _____ Date _____

☐ MasterCard ☐ Visa ☐ AmEx ☐ Discover

Card Number _____

Expiration Date _____

Cardholder Name (Print) _____

Cardholder Address _____

City/State/Zip _____

Phone _____

I authorize NARPM® to charge my credit card in the amount of \$_____

Authorized Signature_____ Date_____

Cancellation Clause: Cancellation by the Exhibitor after August 6, 2013, obligates the Exhibitor to full payment of the rental. No refunds will be made after this date. If written cancellation is received prior to August 6, 2013, a full refund will be issued minus a \$50 service charge.

Please make a copy of this form for your records. Return this form with payment to:

NARPM® Headquarters

638 Independence Parkway, Suite 100 • Chesapeake, Virginia 23320

800-782-3452 Phone • 866-466-2776 FAX