



26th Annual Convention and Trade Show

October 22 - 24, 2014
Hyatt Regency
Minneapolis, MN

EXHIBITOR PROSPECTUS
SPONSORSHIP BROCHURE



THE
FOUNDATION
OF PROPERTY
MANAGEMENT



MALL OF AMERICA

WELCOME

THE
FOUNDATION
OF PROPERTY MANAGEMENT

We hope you will join us in Minneapolis, Minnesota, at the 26th Annual National Association of Residential Property Managers Convention and Trade Show, October 22-24, 2014.

This is a great opportunity to meet and introduce your company to more than 700 residential property managers throughout the United States who are the primary decision-makers in their companies. Sign up early to ensure you will be able to showcase your products and services – booth space is limited this year and assigned on a first-come, first-served basis.



Connect with NARPM® members
on Facebook at
www.facebook.com/narpmnational.



*Photos courtesy of the Mall of America.
Front cover background photo provided by Greg Benz.*



EVENT LOCATION

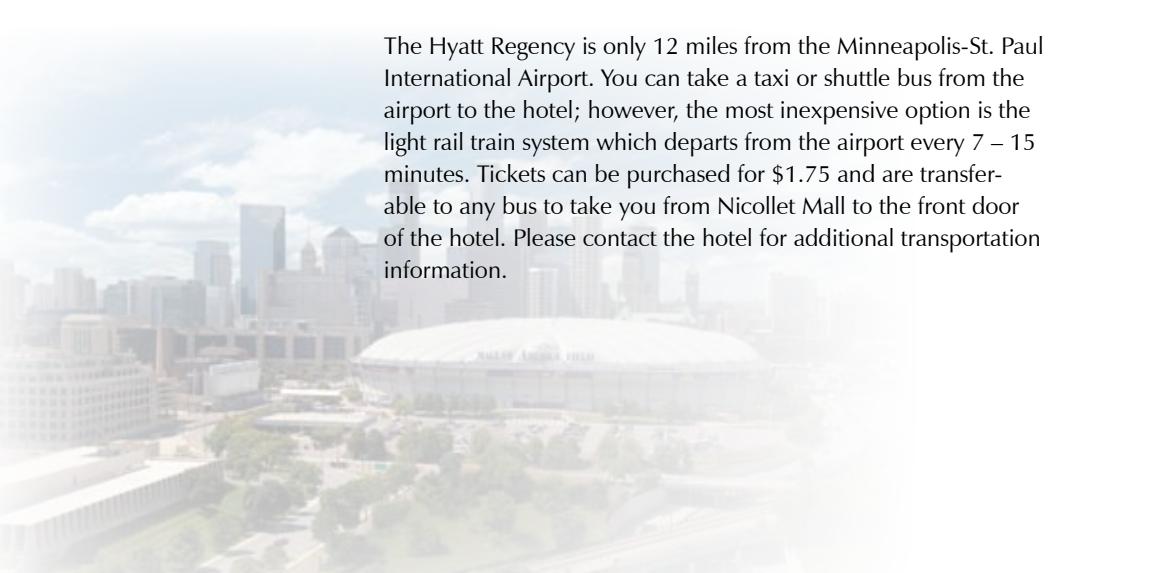
Our 2014 Annual Convention and Trade Show will be at the Hyatt Regency Minneapolis.

The address of the hotel is 1300 Nicollet Mall, Minneapolis, MN 55403.

ABOUT THE HOTEL

The hotel is a 4-Diamond winner, full service hotel that boasts a world class Health Club and five on-site dining options. It is located on Nicollet Mall and the city has a shuttle service to take you from the hotel doors up and down the mall for free. In addition to the signature Grand Beds and Hyatt's hypo-allergenic rooms, if you book within the NARPM® room block, you will receive complimentary Internet access in your sleep room.

The Hyatt Regency is only 12 miles from the Minneapolis-St. Paul International Airport. You can take a taxi or shuttle bus from the airport to the hotel; however, the most inexpensive option is the light rail train system which departs from the airport every 7 – 15 minutes. Tickets can be purchased for \$1.75 and are transferable to any bus to take you from Nicollet Mall to the front door of the hotel. Please contact the hotel for additional transportation information.





Photos courtesy of The Hyatt Regency Minneapolis

RESERVATIONS

Convention attendees will enjoy the special NARPM® rate of \$209.00 per night single/double, plus tax. This special rate is available for up to three days before the start of the convention and three days after, on a space-available basis. Plan now to stay a few extra days and experience “The FOUNDATION of Property Management” in Minneapolis, the “Hippest” city of the upper Midwest!

To make your reservation, call **888-421-1442** and tell the reservation agent you are with the National Association of Residential Property Managers (NARPM). To get this great rate **you must make your reservation by September 24, 2014**, so call now! Rooms are sold on a first-come basis. While the room block is active until September 24th, **rooms at this rate will not be available when the room block is filled**. Be sure to check with the hotel when you make your reservation regarding deposits, cancellation policy, and the current check-in and check-out time.

CONVENTION DRESS

Appropriate dress for all parts of the NARPM® Convention is business casual. Remember that hotel room temperatures vary greatly, especially in an exhibit hall, so please dress accordingly.

FOR ADDITIONAL INFORMATION CONTACT:

National Association of Residential Property Managers – Carla Earnest, cearnest@narpm.org
638 Independence Parkway, Suite 100
Chesapeake, Virginia 23320
Phone: 800-782-3452
FAX: 866-466-2776 Website: www.NARPM.org



EXHIBITOR SERVICES

GES (GLOBAL EXPERIENCE SPECIALISTS) is the decorator for the Trade Show. You can call them at 800-424-6224 for information or check on their products and services at www.ges.com. A full Exhibitor Services Manual will be **emailed** to you after we have received your signed and **paid** booth contract. Using the information in the manual, you can order materials, arrange for electrical, and get all the information you need to have a successful show. Please note that the hotel will not receive freight sent to individuals. **It is very important that you list the appropriate person and their email address as the pre-convention contact – this is the person who will receive the exhibitor kit.** Please read the following information carefully as it pertains to the exhibitor services:

GES LABOR JURISDICTIONS: MINNEAPOLIS Show management and all exhibitors are expected to comply with the fire and safety requirements in effect.

In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by GES: material handling, receipt/unloading of inbound Federal Express and UPS shipments, audio visual, rigging, electrical, plumbing and custom cleaning. Should the facility provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones, their work rules and union jurisdictional issues would apply for these services.

GES EXHIBIT LABOR Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor, qualified display houses or personnel from their own companies to install and dismantle displays.

GES FREIGHT HANDLING All work involved in the loading and unloading of all trucks, trailers and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of GES Exposition Services.

Exhibitors who arrive at the loading dock in their own Personally Owned Vehicle (POV) may be allowed to load and unload under the following conditions. A POV is described as an automobile, station wagon, minivan, SUV, non-commercially registered 4-wheel pick-up truck or van. These exhibitors may use assigned doors and ramps during assigned hours and will be allowed to use their own non-mechanical equipment, including but not limited to, carts, dollies, luggage carriers, and 2-wheel hand trucks.

All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor Kit.

GES GRATUITIES Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

GES ALWAYS HONEST HOTLINE GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at 866-225-8230 to report fraudulent or unethical behavior.

Union	Responsibilities
Teamsters	Responsibility of receiving and handling all exhibit materials and empty crates at the docks. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Members of this Union claim jurisdiction on the operation of material handling equipment, including the unloading and reloading and handling of empty containers.
Carpenters	Handle drape and cloth installation and tacked fabric panels. Handle the uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tiles and carpet and recrating of exhibits and machinery, and hanging of signs up to 50 lbs.
Riggers	Handle the rigging, hanging and removal of all hanging signs in excess of 50 lbs.

EXHIBIT INFORMATION

The exhibits will be in the Exhibit Hall at the Hyatt Regency Hotel. Please note that the booth size is 10' x 10' and they are piped and draped. Booths come with one 6' table and two (2) chairs per booth. Additional furniture is available from the exhibit hall decorator and information will be in the Exhibitor Kit that GES will email to the pre-convention contact. Each exhibit booth is entitled to have up to four booth representatives, who are allowed to attend events in the exhibit hall only (booth purchase does not include lunches or ticketed events). A full convention registration for booth representatives is available at a reduced rate of \$275 for NARPM® members and \$375 for non-members. **Affiliate members and Affiliate non-members who do not exhibit at the convention will not be permitted to attend the convention.**

All booths will be assigned on a first-contracted with payment in full, first-served basis. A full listing of exhibit hours is on the next page. Please consult the exhibit diagram (on page 14) and note your three top choices of booth location on your contract. (See pages 15-17.)

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

EXHIBIT BOOTH FEES

	<u>One Booth</u>	<u>Additional Booths (each)</u>
NARPM® Affiliate Member	\$ 950	\$ 600
NARPM® Local Affiliate Members*	\$1,200	\$ Not Available
Non-Member**	\$ 1,600	\$ Not Available

* Local Affiliate Members are companies who are members of a NARPM® Chapter, but not National.

** Call the NARPM® office for information and an application to become a NARPM® Affiliate Member and get cost savings immediately for this Trade Show.

If this convention is cancelled for any reason, the liability of NARPM® to the exhibitor is limited to the return of the exhibit fee.



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 Wednesday morning/early afternoon and tear down is Friday afternoon.

EXHIBITOR DOOR PRIZES AND AWARDS

Prize drawings always create interest, and we encourage you to have a prize. Exhibitor Prize Drawings will take place at each session with exhibitors. The Affiliate of the Year Award will be presented at the luncheon on Friday. The trade show does not technically close during the convention since there are “trade show only” tickets sold for each day of the convention.

SETUP

GES Decorator Setup Time:	Tuesday, October 21, 2014	8:00 am – 4:30 pm
Exhibitor Move-in:	Wednesday, October 22, 2014	8:00 am – 3:00 pm
Exhibitor Move-out:	Friday, October 24, 2014	1:30 pm*

**Please note that events occur in the Exhibit Hall until 1:30 pm. Early tear down will not be allowed.*

TENTATIVE EXHIBIT HOURS

Wednesday, October 22, 2014

Grand Opening & Reception 5:30 pm – 8:30 pm

Thursday, October 23, 2014

Breakfast with Exhibitors 7:00 am – 9:30 am
 Coffee & Snack with Exhibitors 4:15 pm – 5:45 pm

Friday, October 24, 2014

Breakfast with Exhibitors 7:30 am – 9:30 am
 Coffee with Exhibitors (Final Set of Exhibitor Prize Drawings) 11:00 am – Noon



SPECIAL EVENTS

TUESDAY, OCTOBER 21, 2014

President's Celebration (6:00 pm – 10:00 pm)

Prior to the opening of the convention, attendees are invited to join Stephen D. Foster, MPM® RMP®, 2014 NARPM® President for the "NARPM® The FOUNDATION of Property Management" Celebration at the iconic Mall of America. 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® at 800-782-3452 for more information.

WEDNESDAY, OCTOBER 22, 2014

Exhibit Hall Grand Opening and Reception (5:30 pm – 8:30 pm)

Our Grand Opening of the Exhibits and Opening Reception will be held on Wednesday, October 22, 2014, from 5:30 – 8:30 pm. The ribbon cutting for the Trade Show will be performed by the 2014 NARPM® President, the 2014 Convention Chair, and the 2013 Affiliate Member of the Year.

FRIDAY, OCTOBER 24, 2014

NARPM® The FOUNDATION of Property Management Dinner and NARPM® Designation Ceremony (6:00 pm – 10:00 pm)

Friday evening, convention attendees will gather at the hotel from 6:00 – 10:00 pm 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.

SPONSORSHIP OPPORTUNITIES

When your company becomes a NARPM® sponsor, you get your message and product information in front of the decision-makers of our membership – your potential customers. Keep in mind, as you review the various sponsorship levels, just how important this exposure could be to your business. For additional details, email conventioninfo@narpm.org.

CONVENTION PATRON LEVEL – \$15,000 (Limit one sponsorship)

General Benefits

2 Tickets to the President’s Celebration
 2 Full Convention Registrations
 2 Tickets to and sponsor recognition of the Business Development Session
 Premier Exhibit Booth space
 Luncheon introduction/presentation
 Two hours of meeting space on one day
 Pre- & post-convention mailing labels

Print and Web Media

Full-page ad in on-site program
 Logo on all promotional emails
 Logo & link on NARPM® website

Promotional & Marketing

Logo on badge lanyards
 Logo on convention badges
 Logo on tote bags
 Company brochure in welcome bags
 Company banner placement on-site

PLATINUM SPONSOR LEVEL – \$10,000 (Limit one sponsorship)

General Benefits

2 Full Convention Registrations
 Premier Exhibit Booth space
 Luncheon introduction/presentation
 Two hours of meeting space on one day
 Pre- & post-convention mailing labels

Print and Web Media

Full-page ad in on-site program
 Logo on all promotional emails
 Logo & link on NARPM® website

Promotional & Marketing

Logo on badge lanyards
 Logo on tote bags
 Company brochure in welcome bags
 Company banner placement on-site

GOLD SPONSOR LEVEL – \$7,500

General Benefits

2 Full Convention Registrations
 2 Exhibit Booth spaces
 Luncheon introduction/presentation
 Two hours of meeting space on one day
 Pre- & post-convention mailing labels

Print and Web Media

Full-page ad in on-site program
 Logo on all promotional emails
 Logo & link on NARPM® website

Promotional & Marketing

Logo on tote bags
 Company brochure in welcome bags
 Company banner placement on-site



PRESIDENT'S CELEBRATION SPONSOR | \$3,500 (Only TWO sponsorships left)

On Tuesday, October 21, 2014, convention attendees will join NARPM® President Steven D. Foster, MPM® RMP®, for a fun-filled event at an American Icon – The Mall of America! Sponsoring this very well-attended event is a great chance to showcase your company information and get to know your customers in a relaxed, fun atmosphere. To be eligible to sponsor this event, your company must have a booth at the trade show.



- Benefits of sponsorship include:
- Two tickets to the President's Celebration
 - Company logo on the event tickets
 - Company logo on all signage and promotional emails; special recognition in the convention on-site program
 - An opportunity to distribute a promotional piece or giveaway to the attendees on the buses going to the event

Current Sponsor



SILVER SPONSOR LEVEL – \$5,000

<p>General Benefits 2 Full Convention Registrations 1 Exhibit Booth space</p>	<p>Print and Web Media Half-page ad in on-site program Logo on all promotional emails Logo & link on NARPM® website</p>	<p>Promotional & Marketing Company brochure in welcome bags Company banner placement on-site</p>
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BRONZE SPONSOR LEVEL – \$3,000

<p>General Benefits 1 Full Convention Registration 1 Exhibit Booth space</p>	<p>Print and Web Media Business card size ad in on-site program Logo on all promotional emails Logo & link on NARPM® website</p>	<p>Promotional & Marketing Company brochure in welcome bags</p>
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ADDITIONAL MARKETING

Get your message in front of hundreds of property management professionals!

ATTENDEE MAILING LIST

To assist in your marketing efforts, you may purchase attendee mailing label lists for pre-convention and/or post-convention marketing mailings. The pre-convention mailing list will be sent after the early bird registration deadline, approximately 30 days prior to the convention. The post-convention mailing list is sent 30 days after the convention. The price for either is \$80 for NARPM® members and \$160 for non-members and **is only available to companies exhibiting at the trade show.**

BANNERS

Renting space for a banner is an additional advertising opportunity available to you. The rate is \$300 for NARPM® members and \$400 for non-members. The hotel will hang your company banner in a space designated by NARPM® for the duration of the convention. Size is limited to 3' x 6' long and is allocated on a first-come first-served basis. Space is limited so don't miss this great opportunity to get your name in front of all convention attendees. **You will be responsible** for retrieving the banner from the hotel after the trade show ends on Friday, October 24, 2014.

WELCOME BAGS

You may also purchase the opportunity to insert your promotional piece into the NARPM® convention welcome bags. You are limited to one piece of collateral that is no bigger than 8 ½" wide x 11" high. The fee for this is \$175 for NARPM® Members and \$350 for non-members. The number of inserts needed is 700 and the collateral must be shipped directly to Carla Earnest at NARPM® Headquarters **no later than September 24, 2014.**

ADDITIONAL INFORMATION

Additional information regarding mailing lists, banners and advertising opportunities in the Pre-Convention Brochure and On-Site Convention Program is available by contacting NARPM® at 800.782.3452 or visiting our website at www.NARPM.org.



LOGO SPECIFICATIONS

Logos should be submitted as soon as sponsorship has been processed and approved. Please send a full color, 300 dpi or better image, preferably in EPS format. TIF and JPG logos will also be accepted, if an EPS is unavailable.

THE FOUNDATION OF PROPERTY MANAGEMENT

ON-SITE PROGRAM AD SPECIFICATIONS

All ads should be at least 300 dpi, and submitted as an EPS, TIF or PDF file attachment. Fonts should be converted to outlines to correctly display. Please note the color specifications below. Ads DO NOT bleed.

Full-page size	4.5" W x 7.5" H
Half-page size	4.5" W x 3.75" H
One eighth-page (business card) size	3.5" W x 2" H

Premium Position Ads - Full Color

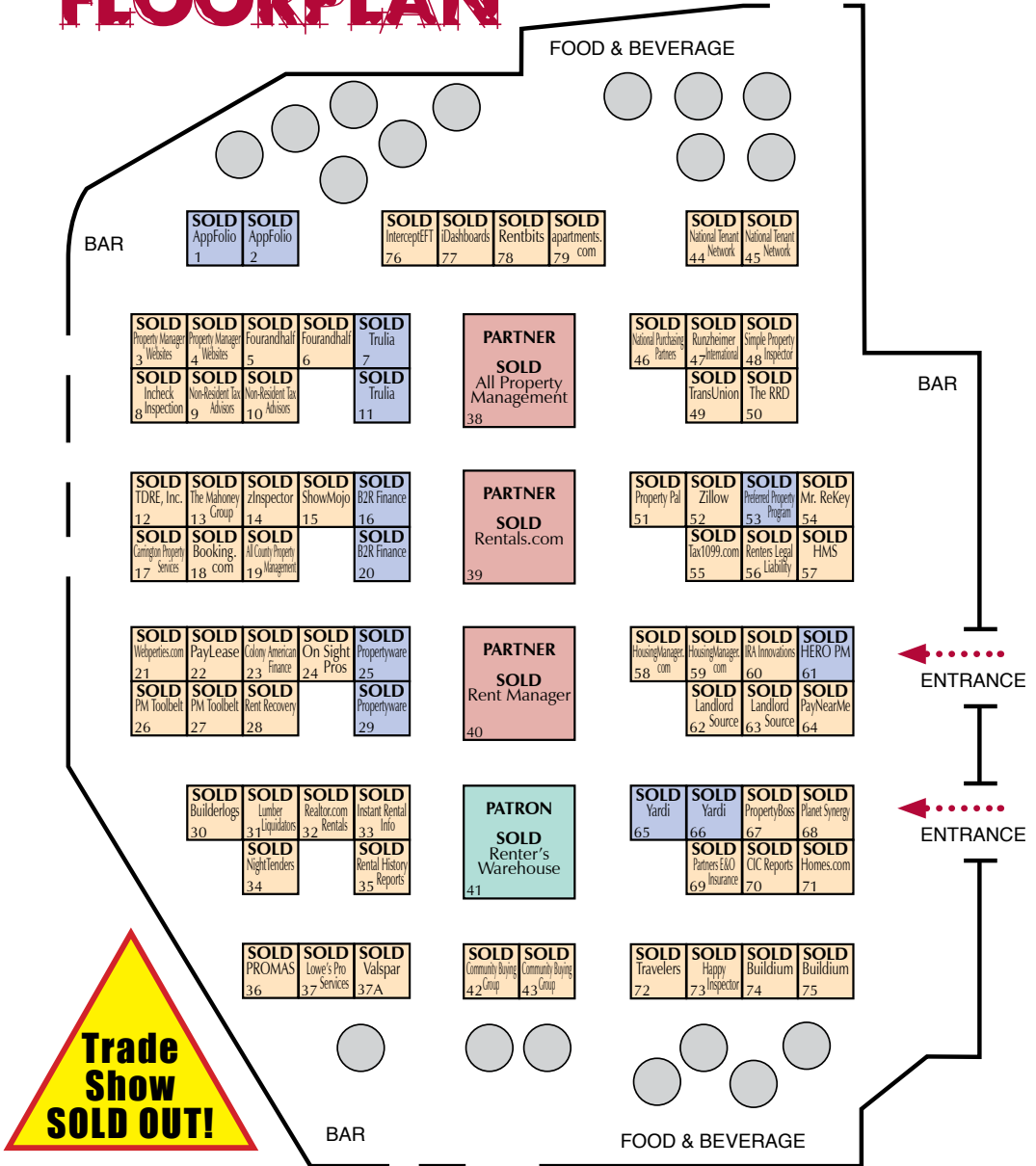
Premium position ads include the back cover, the inside front cover and the inside back cover. These positions are **full color (CMYK)**. Ads should be the same dimensions as a full-page ad. **NARPM® Official Partners, Convention Patron, and Platinum Sponsor get first choice of these positions.** These positions are only available if not chosen by partners, patron, or sponsors.

Full, 1/2, or 1/8 Page Ads - Black & White

Non-premium position ads should be **black and white only** at the dimensions specified above.

Contact publications@narpm.org with questions about logo / ad specifications.

EXHIBIT HALL FLOORPLAN



**26th Annual
Convention & Trade Show**
October 22–24, 2014
Hyatt Regency, Minneapolis, MN

- = Partner
- = Patron
- = Sponsor
- = Exhibitor

EXHIBITOR CONTRACT 2014

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 (on pages 18-19) and agree to abide by the same.

Signature _____

Date _____

Sponsor Registration – Please check the appropriate level requested and then complete the company information section. You may purchase additional booth spaces by completing the Exhibitor section.

- Convention Patron (Limit one sponsorship) \$15,000
- Platinum Level Sponsorship (Limit one sponsorship) \$10,000
- Gold Level Sponsorship \$7,500
- Silver Level Sponsorship \$5,000
- Bronze Level Sponsorship \$3,000
- President’s Celebration Sponsor (Limit three sponsorships) \$3,500

Additional Marketing – Please check any additional marketing opportunities of interest (see page 12) and then complete the company information section.

- | | | |
|------------------------------|---|---|
| Banner Rental | <input type="checkbox"/> \$300 – Member | <input type="checkbox"/> \$400 – Non-member |
| Pre-convention Mailing List | <input type="checkbox"/> \$80 – Member | <input type="checkbox"/> \$160 – Non-member |
| Post-convention Mailing List | <input type="checkbox"/> \$80 – Member | <input type="checkbox"/> \$160 – Non-member |
| Welcome Bag Insert | <input type="checkbox"/> \$175 – Member | <input type="checkbox"/> \$350 – Non-member |

(Continued next page)

(SPONSOR/EXHIBITOR CONTRACT 2014 CONT.)

Exhibitor Registration

Space will be provided on a first-contracted with payment in full, first-served basis and you will be notified of your booth assignment. Signed contract must be received by **August 15, 2014**, in order to be listed in the Convention On-Site Program. **Exhibitor understands there will be a charge for electrical power, Internet, telephone, drayage, booth furniture, special decorations, shipping, and storage handling with either the hotel or the decorating company.**

	One Booth	Additional Booth (each)
<input type="checkbox"/> NARPM® Affiliate Member	\$ 950	\$ 600
<input type="checkbox"/> NARPM® Local Affiliate Member*	\$1,200	\$ Not Available
<input type="checkbox"/> Non-member	\$1,600	\$ Not Available

Booth Quantity _____ \$ _____

* Local Affiliate Members are companies who are members of a NARPM® Chapter, but not National.

Company Information – Booth Selection – Additional Tickets

Refer to the floorplan (on page 14) and list your top 3 choices for Booth Location (booth assignment is on a first-paid, first-assigned basis)

(1) _____ (2) _____ (3) _____

Company Products/Service description and indicate any competing companies you prefer not to be next to: _____

Exhibitor to give Door Prize Yes No

Prize _____

Booth Personnel (There is a limit of four (4) Booth Personnel per booth.)
The booth price includes the reception on Wednesday evening, and breakfast and coffee breaks on Thursday and Friday. 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. **Changes or additions of booth personnel after October 1, 2014 will result in a service charge of \$25 per badge processed – this includes changes made onsite.** (President’s Celebration and Friday Dinner are separate ticket items and are not included in the convention registration fee or the booth fee. Contact headquarters for questions regarding these events.)

PLEASE MAKE A COPY OF THIS CONTRACT FOR YOUR RECORDS.

Booth Personnel: **(Add appropriate fee if they are attending the full convention.)**

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____

You may purchase Lunch Tickets for booth personnel who are not attending the full convention, as well as tickets to the President's Celebration and Friday Dinner. (Lunches are included in full convention registration.) Indicate number of tickets to be purchased and include charges with payment. **Affiliate members and Affiliate non-members who do not exhibit at the convention will not be permitted to attend the convention.**

		Member	Non-member	
Thursday Lunch	_____ Quantity x	\$45	\$65	\$ _____
Friday Lunch	_____ Quantity x	\$50	\$70	\$ _____
President's Celebration	_____ Quantity x	\$95	\$125	\$ _____
Friday Dinner	_____ 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

Cardholder Name (Print) _____

Cardholder Address _____

City/State/Zip _____

Phone _____

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

Authorized Signature _____ Date _____

----- All information below this line will be shredded. -----

Card Number _____ Expiration Date _____

Cancellation Clause: Cancellation by the Exhibitor after August 15, 2014 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 15, 2014, 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

Phone 800-782-3452 • FAX 866-466-2776

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 Minneapolis. 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 2014 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 Minneapolis 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 Manage-

ment’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. Affiliate members and Affiliate non-members who are not exhibiting are not allowed to attend any NARPM® event.

4. USE OF EXHIBIT SPACE

An Exhibitor shall not assign to a third party its rights hereunder 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 – 10' x 10' booth with back wall and side rails; general hotel security; daily maintenance; general lighting; and one 6' table and two chairs per booth. Additional furniture and other décor can be ordered from the trade show decorator, GES.

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 15, 2014, 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 15, 2014, 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.

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National Association of Residential Property Managers

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