



**27th Annual
NARPM® Convention
and Trade Show**

October 14–16, 2015
Hyatt Regency
Atlanta, GA

Exhibitor Prospectus / Sponsorship Brochure





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Welcome

We hope you
will join us in
Atlanta, Georgia



at the 27th Annual National Association of
Residential Property Managers Convention
and Trade Show, October 14-16, 2015.

This is a great opportunity to meet and introduce your company to more than 800 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 www.atlantaphotos.com
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Event Location

Our 2015 Annual Convention and Trade Show will be at the Hyatt Regency Atlanta.

The address of the hotel is 265 Peachtree St., NE, Atlanta, GA 30303.

ABOUT THE HOTEL

The hotel is a full service hotel that boasts a 24-hour Stay Fit™ gym, outdoor pool with sundeck, and Hyatt Grand Beds™. The Hyatt Regency Atlanta is an architectural landmark located on Atlanta's famous Peachtree Street. It is the first contemporary atrium hotel in the world and boasts a magnificent 22-story lobby. Nearby attractions include the Georgia Aquarium, World of Coca-Cola, CNN Center, and the High Museum of Art. And, if you book within the NARPM® room block, you will receive complimentary internet access in your sleep room.

The Hyatt Regency is only 11 miles from Hartsfield-Jackson Atlanta International Airport. You can take a taxi or shuttle bus from the airport to the hotel, however, the most inexpensive option is the MARTA rail train system. MARTA's airport station is attached to the airport, right off baggage claim. Tickets can be purchased for \$2.50 per ride. Please contact the hotel for additional transportation information.



Photos courtesy of The Hyatt Regency Atlanta

RESERVATIONS

Convention attendees will enjoy the special NARPM® rate of \$210.00 per night single/double plus tax. The special rate is available for up to three days before the start of the Convention and three days after, on a space available basis – so plan now to stay a few extra days and experience “MASTERS of Property Management” in Atlanta, Georgia, the “Jewel of the South.”

To make your reservation, call the hotel reservation system at **888-421-1442** and tell the reservation agent you are with the National Association of Residential Property Managers. To get this great rate **you must make your reservation by September 17, 2015**, so call now! Rooms are sold on a first-come basis. While the room block is active until September 17, **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

SHEPARD EXPOSITION SERVICES is the decorator for the Trade Show. You can call them at 404-720-8600 for information or check on their products and services at www.Shepardes.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, schedule shipping 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.**

EXHIBIT INFORMATION

The exhibits will be in the Grand Hall West at the Hyatt Regency Atlanta Hotel. Please note that the booth size is 10' x 10' and they are piped and draped. They come with one six (6) foot 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 Shepard will email to the Pre-Convention Contact. Each exhibit booth is entitled to have up to four (4) 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 tentative listing of exhibit hours is on the next page. Please consult the exhibit floor plan diagram (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.

SETUP

Shepard Exposition Services Setup Time:	Tuesday, October 13, 2015	8:00 am – 4:30 pm
Exhibitor Move-in:	Wednesday, October 14, 2015	8:00 am – 3:00 pm
Exhibitor Move-out:	Friday, October 16, 2015	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

(Final show hours will be published in the Registration Brochure)

Wednesday, October 14, 2015

Grand Opening & Reception	5:30 pm – 8:30 pm
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Thursday, October 15, 2015

Breakfast with Exhibitors	7:00 am – 9:00 am
Coffee & Snack with Exhibitors	10:00 am – 10:30 am
Coffee & Snack with Exhibitors	4:15 pm – 5:45 pm

Friday, October 16, 2015

Breakfast with Exhibitors	7:30 am – 9:00 am
Coffee with Exhibitors (Final Set of Exhibitor Prize Drawings)	10:00 am – 10:30 am

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 on Thursday and Friday. The Affiliate of the Year Award will be presented at one of the luncheons. The trade show does not close during the day since there are “trade show only” tickets sold for each day of the Convention.



The NARPM® Convention is a great place to meet its Members and a fantastic advertising vehicle for your products.





Special Events

TUESDAY, OCTOBER 13, 2015

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

Prior to the opening of the Convention, attendees are invited to join NARPM® President Andrew Propst, MPM® RMP®, for a “NARPM® MASTERS of Property Management” Celebration at the world renowned Georgia Aquarium. This is a ticketed event and additional details and registration form will be provided in the Convention Registration Brochure, due to be mailed in the spring, or you may call NARPM® at 800-782-3452 for more information.

WEDNESDAY, OCTOBER 14, 2015

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

Our Grand Opening of the Exhibits and Opening Reception will be held on Wednesday, October 14, 2015, from 5:30 – 8:30 pm. The ribbon cutting for the Trade Show will be performed by the 2015 NARPM® President, the 2015 Convention Chair, and the 2014 Affiliate Member of the Year.

FRIDAY, OCTOBER 16, 2015

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

Friday evening, Convention attendees will gather at the hotel from 6:00 – 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 Registration 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 at 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 b&w ad in Onsite Program
 (You may upgrade to full color for \$300)*
 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

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 b&w ad in Onsite Program
 (You may upgrade to full color for \$300)*
 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 b&w ad in Onsite Program
 (You may upgrade to full color for \$300)*
 Logo on all promotional emails
 Logo & link on NARPM® website

Promotional & Marketing

Logo on tote bags
 Company brochure in welcome bags

*Non-members may upgrade to full color for \$500.



PRESIDENT'S CELEBRATION SPONSOR | \$3,500 (Only THREE available)

On Tuesday, October 13, 2015, Convention attendees will join NARPM® President Andrew Propst, MPM® RMP®, for an awe inspiring event at the world renowned Georgia Aquarium! 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 all signage and promotional emails; special recognition in the Convention Onsite Program
- An opportunity to distribute a promotional piece or giveaway to the attendees at the event

SILVER SPONSOR LEVEL – \$5,000

<p>General Benefits</p>	<p>Print and Web Media</p>	<p>Promotional & Marketing</p>
<p>2 Full Convention Registrations 1 Exhibit Booth space</p>	<p>Half-page b&w ad in Onsite Program Logo on all promotional emails Logo & link on NARPM® website</p>	<p>Company brochure in welcome bags</p>

BRONZE SPONSOR LEVEL – \$3,000

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

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 16, 2015.

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 800 and the collateral must be shipped directly to Carla Earnest at NARPM® Headquarters **no later than September 18, 2015.**

ADDITIONAL INFORMATION

Additional information regarding mailing lists, banners and advertising opportunities in the Onsite 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. High resolution TIF and JPG logos will also be accepted, if an EPS is unavailable.



ONSITE 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 and the page trim size is 5.5" W x 8.5"H. Do not confuse the page size with the ad size.**

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

Premium Position Ads for Partners - Full Color

These positions are **full color (CMYK)** and are reserved for **NARPM® Official Partners**. Premium position ads include the back cover, the inside front cover, inside back cover, or as far front as possible. Ads should be the same dimensions as a full-page ad.

Full Color Ad Upgrade Available

Patron, Platinum, and Gold Sponsors only may upgrade to a full color ad for an additional fee of \$300. These ads are **full color (CMYK)** and should be the same dimensions as a full-page ad.

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

If a full page/full color ad has not been purchased, ads should be **black and white only** at the dimensions specified above.

Ad Receipt Deadline

ALL ads must be received no later than **TUESDAY, AUGUST 4, 2015**.

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

EXHIBIT HALL

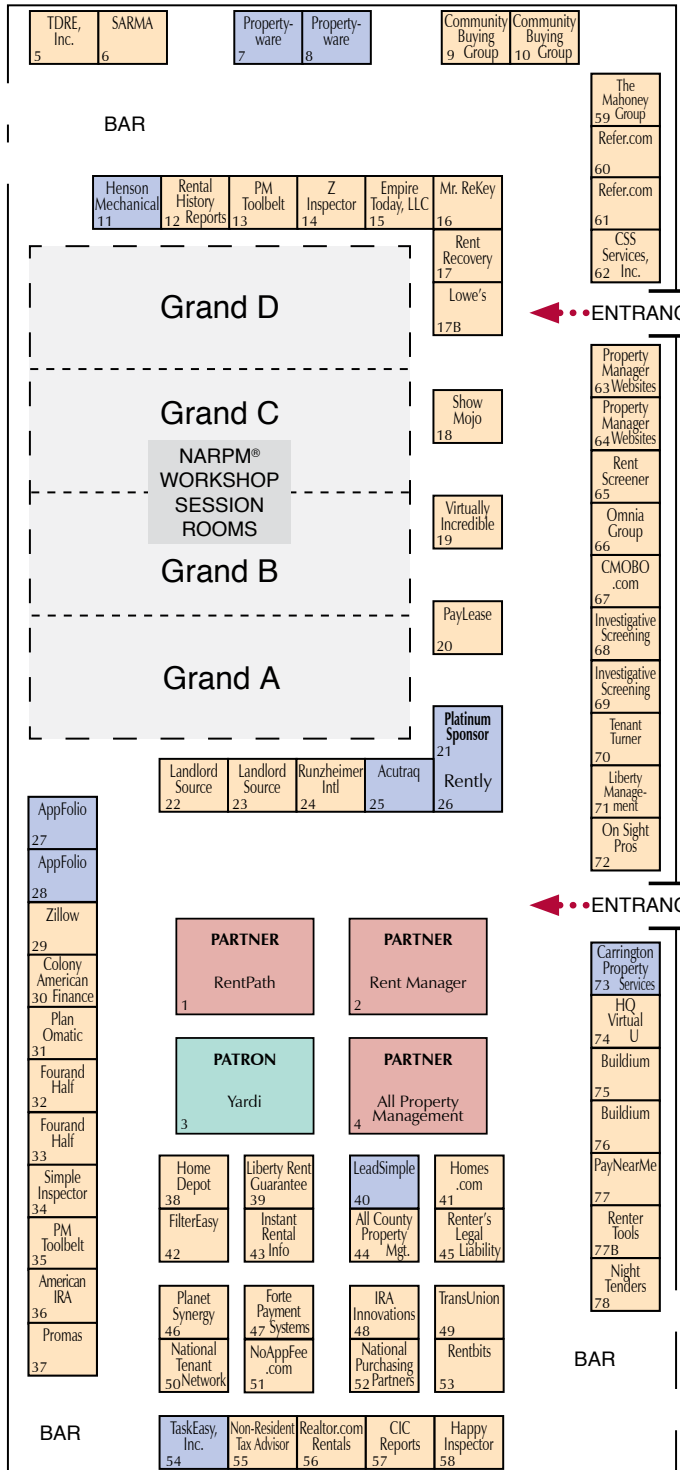
FLOORPLAN

**27th Annual
Convention &
Trade Show**
October 14-16, 2015
Hyatt Regency, Atlanta, GA



Note: Booths 5 thru 78 are 10'x10'.

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



Exhibitor Contract 2015

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 _____

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

Additional Marketing – Please check any additional marketing opportunities of interest (see pages 10 & 12) and then complete the company information section.

- | | | |
|-----------------------------------|---|---|
| Patron, Platinum, or Gold Sponsor | <input type="checkbox"/> \$300 – Member | <input type="checkbox"/> \$500 – Non-member |
| Full Page Color Ad upgrade | <input type="checkbox"/> \$300 – Member | <input type="checkbox"/> \$400 – Non-member |
| Banner Rental | <input type="checkbox"/> \$80 – Member | <input type="checkbox"/> \$160 – Non-member |
| Pre-Convention Mailing List | <input type="checkbox"/> \$80 – Member | <input type="checkbox"/> \$160 – Non-member |
| Post-Convention Mailing List | <input type="checkbox"/> \$175 – Member | <input type="checkbox"/> \$350 – Non-member |
| Welcome Bag Insert | | |

(Continued next page)

(SPONSOR/EXHIBITOR CONTRACT 2015 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 14, 2015**, in order to be listed in the Convention Onsite 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 Phone to be listed in Onsite Program _____

Website URL to be listed in Onsite Program _____

Company Products/Service description and indicate any competing companies you prefer not to be located 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 \$275 for NARPM® members and \$375 non-members.

Please provide BOOTH PERSONNEL name(s) on next page. Include fee for any booth worker desiring full Convention registration. **Changes or additions of booth personnel after September 25, 2015 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	\$50	\$70	\$ _____
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 _____ Exp. Date _____ Sec. Code _____

Cancellation Clause: Cancellation by the Exhibitor after August 14, 2015, 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 14, 2015, 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 Atlanta. 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 2015 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 Atlanta 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. 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 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 – 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, Shepard Exposition Services.

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 or 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 14, 2015, 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 14, 2015, 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® ANTITRUST STATEMENT It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers

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