

2010 NAA EDUCATION CONFERENCE & EXPOSITION AFFILIATE & EXHIBITOR MEETING/EVENT REQUEST FORM

RULES & REGULATIONS for Affiliate/Exhibitor Events at the 2010 Education Conference & Exposition:

- **Headquarters Hotel:** Hilton New Orleans Riverside is the NAA headquarters hotel.
- **No Suit Casing Policy:** The NAA Education Conference & Exposition is a noncommercial forum. Under no circumstances may any hosted event be used as a place for direct promotion of a presenter or company's product, service, or monetary self-interest. Sales pitches are not allowed. Vendors/Companies who are not exhibitors or sponsors or affiliate attendees will be prohibited from having events in conjunction with NAA.
- **Availability:** Event space at ALL NAA hotels is assigned on a first-come, first-served basis and is subject to availability.
- **Meeting Request Confirmation:** NAA will review and approve the request within two (2) weeks. The respective hotel will contact the meeting request contact directly. Based on availability, requests will be taken on a first-come, first-served basis.
- **Sleeping Rooms** at the hotel are not provided. Affiliate/Exhibitor must direct attendees and its staff to reserve rooms via the NAA Housing Bureau. Reservations may be made at www.naahq.org/educonf
- **Affiliate/Exhibitor Responsibilities:**
 - Affiliate/Exhibitor must provide NAA a copy of the invitation, event program, or formal meeting agenda 21 days prior to the event date.
 - Affiliate/Exhibitor is responsible for all expenses related to the event, and is responsible for arranging billing with the designated hotel.
 - Affiliate/Exhibitor is responsible for arranging all logistics with the designated hotel.
 - Affiliate/Exhibitor is prohibited from charging a fee for attendance at the event.
 - Affiliate/Exhibitor is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit or display any copyrighted works (including without limitation, music, audio or video recording, art, etc.) which affiliate may use or request to be used at the Hotel.
- **Approved Affiliate/Exhibitor Function Dates/Hours:** In the interest and success of the entire convention, functions are not permitted to extend invitations to meetings, receptions, or other social events, or otherwise encourage attendee absence from the convention or Exhibit Hall during official show hours. Approved hours are limited on all days and are noted above.



NATIONAL APARTMENT ASSOCIATION
EDUCATION CONFERENCE & EXPOSITION
June 24-26, 2010 | New Orleans, LA

BUILDING THE FUTURE

COMPANY INFORMATION

TODAY'S DATE _____ COMPANY NAME _____

NAA SPONSOR? PLATINUM GOLD SILVER BRONZE

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLANNING CONTACT NAME _____

PHONE _____ E-MAIL _____ CELL _____

ONSITE CONTACT NAME _____

PHONE _____ E-MAIL _____ CELL _____

EVENT INFORMATION

Event Location: Hilton New Orleans Riverside Other _____

Event Day & Date _____ Start Time: _____ End Time: _____

Event Type: Hospitality Suite Meeting Dinner
 Reception Other _____

Event Purpose: _____

Number of Attendees: _____ Attendee Type: Staff Client Other

Room Set-up:

- | | |
|---|---|
| <input type="checkbox"/> Cocktail Reception # _____ ppl | <input type="checkbox"/> Rounds/Banquet # _____ ppl |
| <input type="checkbox"/> Hollow Square # _____ ppl | <input type="checkbox"/> Conference # _____ ppl |
| <input type="checkbox"/> Theater # _____ ppl | <input type="checkbox"/> Classroom # _____ ppl |
| <input type="checkbox"/> Perimeter Seating # _____ ppl | <input type="checkbox"/> Riser |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> U-Shaped # _____ ppl |

Food & Beverage:

- | | |
|--|--|
| <input type="checkbox"/> Continental Breakfast # _____ ppl | <input type="checkbox"/> Plated Breakfast # _____ ppl |
| <input type="checkbox"/> Coffee Break # _____ ppl | <input type="checkbox"/> Light hors d' oeuvres # _____ ppl |
| <input type="checkbox"/> Plated Lunch # _____ ppl | <input type="checkbox"/> Plated Dinner # _____ ppl |
| <input type="checkbox"/> Buffet Lunch # _____ ppl | <input type="checkbox"/> Buffet Dinner # _____ ppl |
| <input type="checkbox"/> Other: _____ | |

Client Events	Internal Company Meetings
Tues 6/22 ALL DAY	ALL DAY
Wed 6/23 ALL DAY	ALL DAY
Thurs 6/24 NOT PERMITTED	7 A.M. – 11:15 A.M.
Fri 6/25 AFTER 6 P.M.	7 A.M. – 10 A.M. / 1 P.M. – 2 P.M.
Sat 6/26 AFTER 1 P.M.	7 A.M. – 8:45 A.M. / AFTER 1 P.M.

Authorized Signature*

Date

*I agree to the rules and regulations stated above. Any infractions to the rules or regulations authorizes NAA to cancel the function.

Please complete one request form per meeting/event request. The approved company is responsible for all expenses, planning and logistics of the event and will work directly with the hotel.

NAA Meetings & Expositions Department Approval

Date

PLEASE FAX YOUR COMPLETED FORM TO MEGAN SHANNON AT 703/797-0659 OR MEGAN@NAAHQ.ORG

Your request will be reviewed and if approved, you will be contacted within two (2) weeks of your request date by the hotel directly. For additional questions regarding your request, please call Megan Shannon, 703/518-6141, ext. 136 or megan@naahq.org.