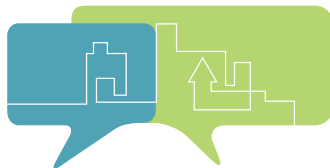


2010 NAA EDUCATION CONFERENCE & EXPOSITION CORPORATE CO-LOCATED EVENT MEETING/EVENT REQUEST FORM

RULES & REGULATIONS for Corporate Events Co-located with 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.
- **Online Group Housing** will open November 16, and room blocks are available for groups of 10 or more. Group blocks must be utilized by April 23, 2010. Rooms without an individual's name assigned to it by April 23, will be released back into the hotel inventory.
- **Company Responsibilities:**
 - Company must provide NAA a copy of the invitation, event program, or formal meeting agenda 21 days prior to the event date.
 - Company is responsible for all expenses related to the event, and is responsible for arranging billing with the designated hotel.
 - Company is responsible for arranging all logistics with the designated hotel.
 - Company is prohibited from charging a fee for attendance at the event.
 - Company 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 Corporate 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 to June 22 and 23, between 7 a.m. and 5 p.m.



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

BUILDING THE FUTURE

COMPANY INFORMATION

TODAY'S DATE _____ COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLANNING CONTACT NAME _____

PHONE _____ E-MAIL _____ CELL _____

ONSITE CONTACT NAME _____

PHONE _____ E-MAIL _____ CELL _____

EVENT REQUEST INFORMATION

Event Location: Hilton New Orleans Riverside Other _____

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

Co-location Event Name _____

Event Includes: Hospitality Suite Meal
 Reception Other _____

Event Purpose: Management Meeting Training Other _____

Number of Attendees: _____ Attendee Type: Staff Client Other

Room Set-up:

Cocktail Reception # _____ ppl Rounds/Banquet # _____ ppl
 Hollow Square # _____ ppl Conference # _____ ppl
 Theater # _____ ppl Classroom # _____ ppl
 Perimeter Seating # _____ ppl Riser
 Other: _____ U-Shaped # _____ ppl

Food & Beverage:

Continental Breakfast # _____ ppl Plated Breakfast # _____ ppl
 Coffee Break # _____ ppl Light hors d' oeuvres # _____ ppl
 Plated Lunch # _____ ppl Plated Dinner # _____ ppl
 Buffet Lunch # _____ ppl Buffet Dinner # _____ ppl
 Other: _____

Check here if you would like assistance in contacting any of the NAA Education Conference & Exposition speakers to present at your event.

Check here if you will need a hotel room block (room blocks require 10 or more sleeping rooms).
Number of rooms in your block _____

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.

CORPORATE CO-LOCATED EVENTS PERMITTED

Tuesday, June 22

7 a.m. – 5 p.m.

Wednesday, June 23

7 a.m. – 5 p.m.

Check here if your company's CEO will be attending your meeting. Please provide CEO's contact information so we can invite them to a special CEO program to be held Thursday, June 24.

CEO Name _____

E-mail _____

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.

NAA Meetings & Expositions Department Approval

Date

PLEASE FAX YOUR COMPLETED FORM TO ELIZABETH AMBACHER AT 703/248-9440 OR ELIZABETH@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 Elizabeth Ambacher, 703/518-6141, ext. 253 or elizabeth@naahq.org.