Hello!!

We are now accepting requests for events for the 2017-2018 Maintenance Mania season! The first available date is September 15, 2017. All events must be held no later than April 30, 2018. As a reminder, March and April are typically the busiest months, and most difficult to schedule. If your schedule allows, consider holding your event earlier in the season. Please also take holidays into account when scheduling your event.

Due to the success and ease of last year’s scheduling we will be continuing with the online event requests. Please use this link to submit your date request. The Participation Agreement is attached to this email, and is also available on the last page of the online form. This agreement must be returned to Kyle Huie at khuie@naahq.org before your date will be considered. Please note that initials are required in several areas on the PDF.

Requests Received Monday, March 13th through Friday, April 7th
Requests received during this time period will be considered as received at the same time. The events will be scheduled on a priority basis:

- Top priority will go to affiliates who have contracted with a venue. You will be asked to upload a copy of your contract that shows the date.
- Next priority will go to affiliates that have their event in conjunction with another event for your affiliate.
- Next priority will go to affiliates that have their event on a regular schedule, such as “the third Tuesday of January.”
- Remaining requests will be considered as equal priority.

Requests received during this time period will be confirmed by Thursday, April 20th.

Requests Received after April 7th
Requests received after the initial scheduling period will be considered in the order they are received. You should expect to receive a confirmation within 5 business days. Please note if you submit your request April 8th through April 20th, your confirmation may be delayed while scheduling is finalized for the group above. We recommend that you schedule a date for your MM event by May 1st for the best chance of getting one of your preferred dates. Please note for April 24th to May 5th staff will be focused on finalizing competitors for the 2017 Maintenance Mania National Championship.

Requests Must Be Received No Later Than November 1, 2017
Please plan ahead! Typically, there are very few opportunities available to affiliates that wait until after the season has begun to request their date. We urge you to submit your requests as early as possible.

** If the HD Supply National Sales Conference conflicts with an affiliate’s scheduled event, the Maintenance Mania Executive Committee will alert the impacted affiliate as soon as possible and provide the affiliate with alternative options to best ensure a successful event. These options may include hosting the event on the originally confirmed date without HDS sales support or moving the event to an alternate date based on equipment availability. **
FAQs

Q: Why must I enter more than one date?
A: Scheduling the events involves determining shipping time from the previous event, as well as to the next event. We are unable to provide an answer to “What dates are available?” since shipping is such a large component of the scheduling.

Q: What if we don’t have a venue contracted yet?
A: While we realize you may not have an event venue, in order to best determine shipping availability, we will need to provide a zip code. Since availability of the games rests on shipping times, it is important to know where the equipment is going. Please note that if you don’t have a venue contracted within 75 days of the event, NAA will contact you about canceling your event. It is imperative that a venue is contracted in order for the schedule to stay on track, and not impact other events.

Q: What should I consider when booking an event?
A: In addition to the information provided in the host handbook, please be sure the event will be held indoors. It should be on the first level of a venue, with easy access to the loading dock. Remember, the equipment arrives in containers that weigh close to 1000 pounds! It must be possible to get the containers to the space for the event, at 39” Long, 48” Wide, and 80” High, they may not fit through many doorways. Please also refer to the 2017-2018 Event Venue Requirements document for more specific requirements.

We’re looking forward to a successful 2017-2018 Maintenance Mania season! Please let me know if you have questions.

Kyle Huie
Membership Specialist

National Apartment Association
4300 Wilson Blvd., Ste. 400, Arlington, VA 22203
t: 703-797-0695 | f: 703-979-0670
khuie@naahq.org | www.naahq.org