Cooperatives - Come Walk With Us On The Paseo Del Rio
About the Conference

The NAHC Annual Conference is a nationally recognized training event for leaders in the housing cooperative industry. It helps foster the Association’s goal of supporting housing cooperatives and professionals who believe in the principles of cooperation. Historically, our conference has attracted more than 400 cooperative board members, site managers and individual professionals like attorneys, consultants, CPA’s, developers and property managers who seek to learn from and share information with each other. Our client base is interested in expanding their knowledge on available products that will assist them in managing a more effective cooperative.

Exhibitor Schedule

Wednesday, October 25, 2017
2:00 p.m. – 5:00 p.m.
Exhibit Hall Setup

Thursday, October 26, 2017
8:30 a.m. – 5:00 p.m.
Exhibit Hall Open

Friday, October 27, 2017
8:30 a.m. – 2:00 p.m.
Exhibit Hall Open
2:00 p.m. – 5:00 p.m.
Exhibit Hall Dismantle

A full conference schedule is available at www.nahc.coop

Exhibitor & Sponsor Profile

Coop Operations
- Accessibility Products
- Architectural Services
- Attorney Services
- Computers/Software
- Developers, General Contractors and other Planning Individuals
- Personal Security, including Smoke and Carbon Monoxide Alarms, and Personal Alarm Systems
- Physical Needs Assessment/Reserve Studies
- Property Management
- Resident Screening
- Security Services
- Strategic Planning
- Website Services/Development of Property Website

Finance
- Bookkeeping and Accounting Services
- Fraud Detection Services
- Finance Planning
- Insurance
- Refinancing Opportunities
- Retirement Services
- Revolving Mortgages

Physical Services
- Bed Bugs & other Exterminating Services
- Capital Improvements
- Doors, Windows, Exterior Accessories
- Energy Services
- Engineering Services
- Environmental Services
- HVAC Services
- Interior Design including Floor Coverings, Appliances, Home Furnishings
- Landscaping
- Laundry Facilities
- Lead Based Paint
- Mold and Mildew Services
- Plumbing Accessories
- Replacement Reserve Planning Assistance
Exhibitor & Sponsorship Opportunities

**Gold Level Sponsorship ($5,000)**
- Co-sponsorship of one event at annual conference, to include verbal/podium acknowledgement, signage, and program recognition (please choose)
  - Opening evening reception
  - Cooperative Pride luncheon
  - Awards luncheon
- One free annual conference registration
- Complimentary exhibit space at annual conference*
- Complimentary mailing list of attendees at the conference

**Conference Recognition**
- Recognition as Gold Sponsor on conference signage
- Verbal/podium recognition
- Half page, color ad in onsite conference program guide
- Recognition/sponsor Thank You in conference promotional materials
- Recognition of sponsorship on PowerPoint at Opening General Session
- Sponsor Ribbon

**Advertising**
- Half page, color ad in four issues of quarterly Cooperative Housing Bulletin newsletter
- Logo on NAHC website with link
- Listing in online Professional Directory, including link to company website

**Silver Level Sponsorship ($3,500)**
- Co-sponsorship of one refreshment break at annual conference, to include signage and program recognition
- One free annual conference registration

**Conference Recognition**
- Recognition as Silver Sponsor on conference signage
- Verbal/podium recognition
- Quarter page, color ad in onsite conference program guide
- Recognition/sponsor Thank You in conference promotional materials
- Recognition of sponsorship on PowerPoint at Opening General Session
- Sponsor Ribbon

**Advertising**
- Quarter page, color ad in four issues of quarterly Cooperative Housing Bulletin newsletter
- Logo on NAHC website with link
- Listing in online Professional Directory

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**Exhibitor ($600)**
- One exhibit space at annual conference*
- Complimentary mailing list of attendees at the conference
- One free annual conference registration

**Conference Recognition**
- Company listing in onsite conference program guide
- Verbal/podium recognition
- Exhibitor ribbon

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**Onsite Conference Program Guide ($1,500) (Limited to one sponsor only)**
Increase your exposure by being the sponsor of the onsite conference program guide which provides detailed information on all education sessions as well as networking events and tours. You will receive recognition on each page of the conference program book as well as receive a half page ad.

**Hotel Key Cards ($1,250) plus cost of keys (Limited to one sponsor only)**
Sponsor the hotel room key cards at the host hotel and have your company name and logo in the hands of all registered attendees in the NAHC room block. **NAHC will coordinate the logistics of ordering the keys and the cost of the keys is at the expense of the sponsor. (Artwork must be approved by NAHC.)**

**Conference Bags ($1,000) plus cost of the bag (Limited to one sponsor only)**
Customize the conference bags with your company logo and the NAHC Conference logo. All registered conference participants will receive a bag including the conference material, such as the final printed program and other information relative to the conference. **NAHC will coordinate ordering the bag and the cost of the bag is at the expense of the sponsor.**

**Conference Lanyards ($1,000) plus cost of the lanyard (Limited to one sponsor only)**
Benefit from prime visibility on placing your company logo on the conference lanyards provided to every participant registered at the conference. The lanyards will be customized with the sponsor’s logo as well as NAHC’s logo. **NAHC will coordinate ordering the lanyards and the cost of the lanyard is at the expense of the sponsor.**

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*Exhibit booth includes one standard 6’ table with two chairs and a waste basket.*
Onsite Conference Program Guide
Advertising Opportunities

The onsite conference program guide provides detailed information on all the educational sessions as well as the networking events and tours at the conference. Increase your exposure by keeping your company’s name in front of NAHC attendees at the conference as well as throughout the year. Ad space is limited and available on a first come first serve basis.

Program Guide Advertising is 5.5” x 8.5” (guide size is subject to change) Ads due by September 21, 2017
Back Cover @ $800 • Inside Front Cover @ $750 • Full Page Ad @ $650 • Half Page Ad @ $400.00 • Quarter Page Ad @ $250

Payment

Payment is due with Exhibitor, Sponsorship & Advertising Application

Sponsorship opportunities and table area assignments will be made on a first-paid basis. To be included in the Conference Program, payment must be received in full by September 14, 2017. Confirmation of sponsorship and your booth space location and a finalized schedule will be emailed. Cancellation must be made in writing on or before September 14, 2017.

Reserve your Sponsorship and Booth Space by completing the enclosed Exhibitor, Sponsorship & Advertising Application and send checks or credit card payment made payable to:

National Association of Housing Cooperatives
ATTN: Julie Elfand, Director of Meetings
1444 I Street, NW • Suite 700 • Washington, DC 20005
Phone: (202) 737-0797 • Fax: (202) 216-9646 • jelfand@bostrom.com
EXHIBIT DATES AND HOURS – At the time of this writing, it is anticipated show hours will be as follows: Thursday, October 26, 8:30 a.m. – 5:00 p.m., and Friday, October 27, 8:30 a.m. – 2:00 p.m. (Schedule subject to change)

INSTALLATION OF EXHIBITS – Installation of exhibits will take place from 2:00 p.m. to 5:00 p.m. on Wednesday, October 25.

DISMANTLING OF EXHIBITS – All exhibits must remain intact and manned until the official closing of the Exhibition at 2:00 p.m. on Friday, October 27. The Exhibitor will complete arrangements for prompt pick up of all outbound shipments and remove the exhibit no later than 5:00 p.m. Friday, October 27.

ASSOCIATION – The word “Association” means the National Association of Housing Cooperatives, acting through its officers, directors, members, committees, agents, or employees.

CONTRACT FOR SPACE – Applications for sponsorship and exhibit space are to be received on the official National Association of Housing Cooperatives, Exhibitor & Sponsorship Application Contract, and must include full payment. Sponsorships and space assignments will be based on the date of receipt of payment.

CANCELLATIONS OF EXHIBITS AND SPONSORSHIPS
Cancellations of booth space or sponsorship commitments must be made in writing to NAHC by September 14, 2017. Contracts for booths cancelled on or before this date will forfeit $200 per booth for processing and handling. All other funds will be returned. If an exhibitor cancels after September 14, 2017, all funds will be retained by NAHC.

Contracts for sponsorship cancelled on or before September 14, 2017 will forfeit 25% of the sponsorship cost for processing and handling. All other funds will be returned. If a sponsor cancels after September 14, 2017, all funds will be retained by NAHC.

These rules and regulations are to be construed as part of all space and sponsorship contracts. All interpretations as well as answers to questions and matters not specifically covered by these rules and regulations will be decided by NAHC. These rules and regulations may be amended at any time by NAHC and will be equally binding on all parties affected. Written notification of any such amendments will be forwarded to exhibiting companies.

PERMISSIBLE EXHIBITS – The Association reserves the sole and absolute right to determine which firms and products are appropriate in its judgment for inclusion in the Exhibition and to refuse, cancel, or restrict any applicant, Exhibitor, or exhibit that the Association considers undesirable for any reason. This provision applies to Exhibitor's conduct, articles, printed matter, samples, questionnaires, celebrities or any other item the Association deems objectionable or unacceptable. If the Association decides that any of these do not meet its standards or is not suitable, the Exhibitor must at once comply with the Association's demands or can withdraw, and if appropriate, receive back the rental fee paid, prorated for the unused time.

SPACE RELOCATION – All or any part of the space herein above designated is subject to reassignment and rearrangement by the Association for the purpose of consolidation or for any reason. The judgment of the Association with respect to such reassignment or rearrangement of space shall be final, although the total square footage occupied by the Exhibitor shall not be reduced or increased without consent of the Exhibitor. If space is reduced or increased, the amount of the rent payable shall be appropriately adjusted.
**SUBLETTING OF SPACE** – No Exhibitor shall, without the written consent of the Association, assign, sublet or apportion the space assigned to any other Exhibitor or person, except a parent, subsidiary or affiliated corporation or business. If permission to sublet is granted, the Exhibitor remains fully responsible and liable under its contract for all activities of any person to occupy or use its space.

**LIABILITY** – Exhibitor assumes responsibility and agrees to indemnify and defend the National Association of Housing Cooperatives and the Westin Riverwalk and the Hotel’s Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the National Association of Housing Cooperatives nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.
Application for Exhibits, Sponsorships & Advertising

**Step 1: COMPANY INFORMATION**

Name of Contact: __________________________________________________

Company Name: ______________________________________________________________

(As it will appear in the Onsite Guide.)

Address: __________________________________________________________________________________________________

City: _______________________________________________________________ State: __________ Zip: _________________

Phone: ________________________________________________ Fax: _______________________________________________

Email: ____________________________ Company Web Site: ____________________________

**Step 2: EXHIBITS AND SPONSORSHIP** Please select your sponsorship choice

- Gold Sponsor  Choose One:  □ Opening Evening Reception  □ Cooperative Pride Luncheon  □ Awards Luncheon $5,000
- Silver Sponsor $3,500
- Exhibitor $600
- Onsite Conference Program Guide $1,500
- Hotel Key Cards $1,250
- Conference Bags $1,000
- Conference Lanyards $1,000
- Coffee Breaks  Choose One: □ Thursday AM Break □ Thursday PM Break □ Friday AM Break □ Friday PM Break □ Saturday AM Break □ Friday PM Break □ Saturday AM Break $750
- Guest Room Amenity & Room Drop  Choose One: □ Wednesday night □ Thursday night □ Friday night $500

**Total Exhibits & Sponsorship** $________

**Step 3: ONSITE CONFERENCE PROGRAM GUIDE ADVERTISING**

If you are a Gold or Silver sponsor you can skip Step 3 since advertising in the onsite conference program guide is included in your sponsorship.

*Program Guide is 5.5” x 8.5”* (guide size is subject to change) Ads due by September 21, 2017

- Back Cover $800
- Inside Front Cover $750
- Full Page Ad $650
- Half Page Ad $400
- Quarter Page Ad $250

**Total Program Guide Advertising** $_____

**Step 4: BOOTH SELECTION** Please see floor plan of exhibit space on page: 5. Please indicate choices in order of preference. NAHC has the right to assign space if your choices are not available.

1st Choice: ________________________ 2nd Choice: ________________________ 3rd Choice: ________________________

**Step 5: BOOTH PERSONNEL REGISTRATION** The registration fee for the first exhibitor/sponsor is included, each additional exhibitor/sponsor registration is $200.00/each.

First Exhibitor: __________________________________________ Email: __________________________________________

Additional Exhibitor: __________________________________________ Email: __________________________________________

Additional Exhibitor: __________________________________________ Email: __________________________________________

**Total Registration Fees:** $_____

Mail or fax this form with payment to: NAHC
1444 I Street NW • Suite 700 • Washington, DC 20005 • Tel: (202) 737-0797 • Fax: (202) 216-9646
Application for Exhibits, Sponsorships & Advertising (continued)

**Step 6: TOTAL**

**CANCELLATION POLICY**
Cancellations of booth space, sponsorship or advertising commitments must be made in writing to NAHC by **September 14, 2017**. Contracts for booths cancelled on or before this date will forfeit $200 per booth for processing and handling. All other funds will be returned. If an exhibitor cancels after **September 14, 2017**, all funds will be retained by NAHC.

Contracts for sponsorship or advertising cancelled on or before **September 14, 2017** will forfeit 25% of the sponsorship or advertising cost for processing and handling. All other funds will be returned. If a sponsor or advertiser cancels after **September 14, 2017**, all funds will be retained by NAHC.

**TOTAL EXHIBIT AND SPONSORSHIP FEES** Step 2, Page 1  $_________

**TOTAL PROGRAM GUIDE ADVERTISING FEES** Step 3, Page 1  $_________

**TOTAL BOOTH PERSONNEL REGISTRATION FEES** Step 5, Page 1  $_________

**GRAND TOTAL**  $_________

**Step 7: PAYMENT** *(NAHC requires pre-payment with Exhibitor, Sponsorship & Advertising Application in order to process.)*

Check # __________  ☐ Mastercard  ☐ Mastercard Debit Card  ☐ Visa  ☐ Visa Debit Card  ☐ American Express  ☐ Discover

Card No. ___________________________________________ Security Code ___________ Exp. Date _____________

Name on Card ______________________________________________________________________________________________

Billing Address (including city, state and zip) ____________________________________________________________________________

Exactly as it appears on the credit card statement

Signature ______________________________________________________________________________________________________

Send completed application and payment to:
Mail: NAHC  
ATTN: Julie Elfand, Director of Meetings  
1444 1 Street, NW  
Suite 700  
Washington, DC 20005  
Fax: (202) 216-9646  
Email: jelfand@bostrom.com

57th Annual Conference • October 25 – 28, 2017
The Westin Riverwalk