

# 2024 NARPM® ANNUAL CONVENTION AND TRADE SHOW

**October 21-24, 2024**

**EXHIBITOR PROSPECTUS & SPONSORSHIP**



**DALLAS, TEXAS**



**[WWW.NARPMCONVENTION.COM](http://WWW.NARPMCONVENTION.COM)**



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# Event Location

Our 2024 Annual Convention and Trade Show will be at the Hilton Anatole.

The address of the property is 2021 Stemmons Freeway, Dallas, TX 75207.

## RESERVATIONS

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The special NARPM® room rate is \$264 per night single/double occupancy, plus applicable taxes.

***There is a limited number of rooms available in the Exhibitor hotel room block.***

At the time the exhibitor is processed, you will receive a link for the room block discounts.

The **reservations cut-off date is Monday, September 29, 2024**, or until the contracted room block is sold out, whichever comes first. After the cut-off date, any reservations will be accepted based on hotel availability at their current published room rate.

## CONVENTION DRESS

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Appropriate dress for all parts of the NARPM® Convention is business casual. Remember that hotel meeting room temperatures vary greatly, especially in an exhibit hall, so please dress accordingly.

## FOR ADDITIONAL INFORMATION, CONTACT:

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National Association of Residential Property Managers

1403 Greenbrier Parkway, Suite 150

Chesapeake, Virginia 23320

Phone: 800-782-3452

Email: [conventioninfo@narpm.org](mailto:conventioninfo@narpm.org)

Website: [www.narpmconvention.com](http://www.narpmconvention.com)



# Exhibitor Services

**Freeman** is the decorator for the Trade Show. You can contact their office at [freeman.com](http://freeman.com) with questions or to check their products and services. A full Exhibitor Services Manual will be emailed to you after we have received your **registration**. 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.** You should also make sure you add Freeman to your address book to ensure you receive their emails.

## EXHIBIT INFORMATION

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The exhibits will be in the Grand Ballroom at the Hilton Anatole. Booth size is 10' deep x 10' wide and the booths package includes pipe & drape, a 6' table and 2 chairs. Each exhibit booth may have up to **four** booth representatives who are allowed to attend events in the exhibit hall and luncheons on Wednesday and Thursday only (booth purchase does not include ticketed events). **A full Convention registration for booth representatives is available at a reduced rate of \$500 for NARPM® Members and \$600 for Non-Members. Vendors who do not exhibit at the Convention will not be permitted to attend any part of 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 page 5. Please consult the exhibit floorplan diagram on page 11 and note your three top choices of booth location in your registration.

*Note: Prior authorization from NARPM® headquarters must be obtained in order to distribute food or drink from your booth.*

## EXHIBIT BOOTH FEES -

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Exhibitors are permitted **one booth space per company**. See pages 6-8 for sponsorship levels.

	<b><u>Standard Booth</u></b>	<b><u>End Booth</u></b>
NARPM® Affiliate Member	\$2,600	\$2,900
NARPM® Local Affiliate Member*	\$2,850	\$3,150
Non-Member**	\$3,150	\$3,400

Booth fees include all events in the exhibit hall, lunches on Wednesday and Thursday for up to 4 booth personnel at space during event.

\* Local Affiliate Members are companies who are members of a NARPM® Chapter but not NARPM® 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.





## SETUP

Please do not break down before 1 pm.

***\*\*Please note that the Exhibit Hall is open until 1 pm. Early tear down will not be allowed. If early tear down occurs, vendor can not participate in future NARPM® events.***

## TENTATIVE EXHIBIT HOURS

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

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# 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. **Also, only sponsors will be permitted to host additional events during the off-hours of the Convention.** For additional details, email [conventioninfo@narpm.org](mailto:conventioninfo@narpm.org). **To be eligible to sponsor the event, your company must have a booth at the Trade Show.**

## CONVENTION PATRON LEVEL – \$15,000 (Limit one sponsorship)

### General Benefits

4 Tickets to the Welcome Reception  
4 Full Convention Registrations  
1st choice Exhibit Booth space (Corner Booth)  
Luncheon introduction/presentation  
Two hours of meeting space on one day  
Pre- & post-Convention mailing lists

### Print & Web Media

Full-page color ad in Event Program  
Logo on all promotional emails  
Logo & link on NARPM® website

### Promotional & Marketing

Logo on badge lanyards  
Pre-Convention email ad  
Convention website banner ad

## PLATINUM SPONSOR LEVEL – \$10,000 (Limit one sponsorship)

### General Benefits

2 Tickets to the Welcome Reception  
2 Full Convention Registrations  
1st choice Exhibit Booth space (Corner Booth)  
Luncheon introduction/presentation  
Two hours of meeting space on one day  
Pre- & post-Convention mailing lists

### Print & Web Media

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

### Promotional & Marketing

Pre-Convention email ad  
Convention website banner ad

## GOLD SPONSOR LEVEL – \$7,500 (Limit two sponsorships)

### General Benefits

2 Full Convention Registrations  
1st choice Exhibit Booth space  
Luncheon introduction/presentation  
Pre- & post-Convention mailing lists

### Print & Web Media

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

### Promotional & Marketing

Pre-Convention email ad  
Convention website banner ad

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



## SILVER SPONSOR LEVEL – \$5,000 (Limit two sponsorships)

### General Benefits

1 Full Convention Registration  
1st choice Exhibit Booth space  
Pre- & post-Convention mailing lists

### Print & Web Media

Half-page b&w ad in Event Program  
Logo on all promotional emails  
Logo & link on NARPM® website

### Promotional & Marketing

Pre-Convention email ad

## WELCOME RECEPTION SPONSOR | \$5,000 (Limit four sponsorships)

On Monday, October 21, Convention attendees will join NARPM® President Melissa Sharone, MPM® RMP®, in the east Atrium Lobby for the Welcome Reception. 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:

- 4 tickets to the Welcome Reception
- Company logo on all signage and promotional emails; special recognition in the Convention Event Program
- An opportunity to distribute a promotional piece or giveaway to the attendees at the event

## BRONZE SPONSOR LEVEL – \$3,000 (Limit two sponsorships)

### General Benefits

1 Full Convention Registration  
1st choice Exhibit Booth space

### Print & Web Media

Business card size b&w ad  
in Event Program  
Logo on all promotional emails  
Logo & link on NARPM® website

### Promotional & Marketing

Pre-Convention email ad

# Additional Sponsorship Opportunities

## HOTEL KEY CARD SPONSORSHIP - \$6,000 (Limit one)

- Feature your organization to attendees when they check into their hotel room with the official room key card. Logo and website can be placed directly on the key cards.

*\*To be eligible to sponsor the event, your company must have a booth at the Trade Show.*

## FIRST-TIME ATTENDEES COFFEE SPONSORSHIP - \$3,000 (Limit one)

- Your company's logo displayed on-screen, tickets and signage
- The opportunity to welcome attendees with a 1-minute video provided by sponsor, and a 1-minute speaking opportunity.

*\*To be eligible to sponsor the event, your company must have a booth at the Trade Show.*

## EXHIBITOR SPOTLIGHT - \$2,500 (Unlimited)

- Interested in getting your name and brand information out to attendees before the Convention? With our spotlight on exhibitors social media posts, we offer a one-one-one NARPM® to exhibitor Q&A session highlighting your company.

*\*To be eligible to sponsor the event, your company must have a booth at the Trade Show.*

## WI-FI SPONSORSHIP - \$2,000 (Limit one)

- Company logo on signage and in program displaying password.

*\*To be eligible to sponsor the event, your company must have a booth at the Trade Show.*

## COFFEE BREAK SPONSORSHIP - \$1,500 (Limit 8)

- Your company logo featured on signage and beverage napkins.

*\*To be eligible to sponsor the event, your company must have a booth at the Trade Show.*



# Additional Marketing

Get your message in front of hundreds of property management professionals!

## PRE-CONVENTION ATTENDEE MAILING LIST

To assist in your marketing efforts, you may purchase attendee mailing lists for pre-Convention marketing mailings. Note that lists include names and addresses only, and **DOES NOT** include all emails. The pre-Convention mailing list will be sent after the early bird registration deadline, approximately 30 days prior to the Convention. The price for the pre-Convention list is \$100 for NARPM® Members and \$200 for Non-Members and **is only available to companies exhibiting at the Trade Show.**

*Post-Convention mailing list will be sent to all exhibitors.*

## ADDITIONAL INFORMATION AND ADVERTISING IN EVENT PROGRAM

For additional information regarding mailing lists, contact NARPM® at 800-782-3452 or email [conventioninfo@narpm.org](mailto:conventioninfo@narpm.org). For information about advertising opportunities in the Event Convention Program, contact [advertising@narpm.org](mailto:advertising@narpm.org).





### **SPONSOR 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.



### **EVENT 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 (with no bleed).

### **Full-Color Ad Upgrade Available**

**Only Platinum and Gold Sponsors** 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 **FRIDAY, SEPTEMBER 27, 2024.**

**Contact [publications@narpm.org](mailto:publications@narpm.org) with questions about logo or ad specifications.**

**MAIN  
ENTRANCE**