**  *National Leadership Training Symposium & Exposition***

***MARRIOTT MARQUIS, houston, tx***

***Exhibitor Application – Page 1***

***August 7- August 11, 2022***

*This is an application for exhibit space at the National Asian Peace Officers’ Association’s (NAPOA) Leadership Training Symposium & Exposition. We encourage you to submit your reservation form as soon as possible. Spaces are available on a first-come first-serve basis. Please complete this application in its entirety and submit it along with your full payment of the exhibit space rental and/or advertisement fee. NAPOA reserves the right to decline, prohibit, or expel the exhibit which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, etc.*

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| ***EXHIBITOR APPLICATION*** |

*PLEASE PRINT:*

*Organization*

*Mailing Address*

*City State Zip*

*Org Phone ( ) Ext Fax ( )*

*E-Mail Website*

*Contact Name Daytime Phone ( )*

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| ***EXHIBITORS****(Please check appropriate boxes)* |
| *□* ***Exhibitor (2 days)*** | ***$1,000*** |  |  |
| *□* ***Vendor (2 days)*** | ***$1,000*** |  |  |
|  |  |  |  |
| ***ADVERTISING OPPORTUNITIES*** |
| *□* ***Sponsor Event*** | ***$2500*** |  |  |
| *□* ***Website Signage / Link, 1 Year*** | ***$500*** |  |  |
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| ***SELECT METHOD OF PAYMENT*** |
|  *CREDIT CARD* *VISA Internet Merchant Accounts - MerchantPlus.com MASTERCARD MasterCard - MerchantPlus.com**Name on Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Expiration date:\_\_ / \_\_* *NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Security Code*** *- \_\_\_\_\_****Billing Zip Code for the card****:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *□ CHECK / Money Order Enclosed**(payable to National Asian Peace Officers Assn)* |
| *□ CASH (on-site payment only)* |
| *PLEASE SIGN (Registration will not be accepted without a signature) DATE: / /* |
| *Exhibitor name badges are needed for the following (2) individuals who will be staffing your exhibit* |
| ***CONFERENCE USE ONLY*** |
| *PAYMENT BY (Check one) □ Individual □ Organization* | *DATE RECEIVED: / /* | *AMOUNT: $* |
| *CHECK OR MONEY ORDER NO.:* | *PO/AUTH. NO.:* | *INVOICE NO.:* |
| *RECEIPT NO.: ITEMS RECEIVED (Check each box) □ Name Tag □ Registration Packet* |

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 ***Exhibitor Application – Page 2***

***AGREEMENT OF CONDITIONS***

***LOCATION OF EXHIBITS:*** *Marriott Marquis Houston*

*1777 Walker Street*

*Houston, Texas 77010*

*(713) 654-1777*

***EXHIBITOR SET-UP:*** *Sunday, August 7th, 2022, 1200 – 1700 hrs.*

 *Monday, August 8th, 2022, 0700 – 0800 hrs.*

***EXHIBIT HOURS: Monday, August 8th, 2022, 0800-1600 hrs.***

 ***Tuesday, August 9th, 2022, 0800-1600 hrs.***

 ***Wednesday, August 10th, 2022, 0800-1200 hrs (Optional)***

***EXHIBIT TEAR-DOWN:*** *Tuesday, August 9th, 2022, 1600-1700 hrs (\*\*Unless staying till Weds)*

***CONFERENCE HOURS:*** *Sunday, August 7, 2022, 1200-1800 hrs. – REGISTRATION*

 *Monday, August 8, 2022, 0800-1200 hrs. – TOWN HALL MEETINGS*

 *Monday, August 8, 2022, 1300-1430 hrs. - OPENING CEREMONIES*

 *Monday, August 8, 2022, 1300-1700 hrs. – KEYNOTE SPEAKER/SESSIONS*

 *Tuesday, August 9, 2022, 0800-1700 hrs. – CONFERENCE SESSIONS*

 *Wednesday, August 10, 2022, 0800-1700 hrs. – CONFERENCE SESSIONS*

 *Thursday August 11, 2022, 0800-1600 hrs. – CONFERENCE SESSIONS*

 *Thursday, August 12, 2022, 1800-2100 hrs. – AWARDS BANQUET*

***\*\*\*ALL TIMES, DATES AND EVENTS ARE SUBJECT TO CHANGE\*\*\****

***EXHIBIT TABLE-TOPS:*** *Tabletops are approximately 3’ x 6’ is size****,*** *includes (2) chairs -Upon Availability*

***EXHIBIT COST:*** *$1,000.00 per tabletop**(excluding ad space)*

***EXHIBIT DELIVERIES OR PARTS THEREOF:*** *Please check and re-check your shipping tracking numbers of your carrier so you may be assured that your exhibits and materials will arrive before the conference dates. Please target Friday, August 5, 2022, as your date of delivery.* ***NAPOA assumes no liability and/or responsibility for late deliveries from third party carriers****. All deliveries to the hotel should be addressed as follows:*

 *National Asian Peace Officers Association/Arrival – August 5, 2022*

*Hold for Guest: YOUR FIRST NAME/YOUR LAST NAME*

 *YOUR AGENCY or ASSOCIATION*

 *Marriott Marquis Houston*

*1777 Walker Street*

 *Houston, Texas 77010*

 *YOUR CELLULAR TELEPHONE NUMBER*

*\*\*All packages received for the group (individual attendees/vendors) will be subject to the following shipping/handling charges:*

*Receiving/Handling Fees (Inbound) Shipping and Handling Fees (Outbound)*

*Letters / 0-5 lbs $5.00 Overnight Letters $5.00*

*Packages 0-9 lbs $10.00 Letters 0-14 lbs $6.00*

*Packages 10-19 lbs $15.00 Packages 15-29 lbs $10.00*

*Packages 20-29 lbs $20.00 Packages 30-49 lbs $15.00*

*Packages 30-39 lbs $30.00 Packages 50-74 lbs $20.00*

*Packages 40-59 lbs $40.00 Packages 75-99 lbs $40.00*

*Packages 60-79 lbs $50.00 Packages 101 lbs or higher $0.80 per lb*

*Packages 80-99 lbs $80.00*

*Packages 101 lbs or higher $0.80 per lb*

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 ***Exhibitor Application – Page 3***

***EXHIBITOR RESPONSIBILITIES:*** *Your representative(s) must be present at his/her exhibit during exhibit hours.*

***CREDIT CARD PAYMENTS****: You may make credit card payment for your exhibit by filling out the application above and emailing the application to* *napoaexpo@gmail.com**.*

***OUTSIDE EXHIBIT SPACE:*** *All exhibits shall be located in the designated exhibit area(s). No displays are permitted outside the official exhibit area unless authorized by NAPOA.*

***POINT OF CONTACT:*** *Please make a copy of this form for your records. If you have any questions, please call our Exhibits Coordinator,* ***Eric Chan*** *at (347) 865-2703, email* *napoaexpo@gmail.com* *NAPOA reserves the right to accept or reject this application.*

***USE OF EXHIBIT SPACE****: NAPOA reserves the right to decline, prohibit, or expel the exhibitor which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, sound level, etc. No exhibitor shall assign or sublet any part of his assigned space. Any space not occupied by the time stated for completion of the installation of displays can be reassigned at the discretion of the conference staff.*

***CANCELLATION OF EXHIBIT:*** *Cancellation must be requested in writing and emailed to Eric Chan at* *napoaexpo@gmail.com* *Cancellations received by July 11, 2022 will receive the full refund less $100.00 processing fee. Cancellations received after July 11, 2022 will receive 50% refund. \*Cancellation notices received after July 25, 2022 (at close of business) will NOT receive a refund. All refunds will be mailed 4-6 weeks after the conference by check.*

***DISPLAY SPACE(S) NOT CLAIMED:*** *Exhibit tabletops not**occupied or claimed by 1200 hours, on August 9, 2022 may be reassigned by NAPOA.*

***HOTEL ROOM RATES:*** *We have negotiated a group room rate of $159/night (Standard run of the house rooms) at Marriott Marquis Houston. Please make your room reservations as soon as practical as our room block will typically sell out prior to the conference start date. In addition, we will not provide an overflow hotel.*

***LIABILITY:*** *The Exhibitor and its agents assumes responsibility and agrees to indemnify and defend the National Asian Peace Officers Association (NAPOA) and Marriott Marquis Houston and their respective employees and agents against all claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the NAPOA nor Marriott Marquis Houston maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.*

***STORAGE:*** *Fire code regulations prohibit storage of any kind behind exhibits and tables, including empty packing materials. Please storage non-essential items underneath your tabletop, space permitting. Valuables should be secured in a safe place as NAPOA and its agents cannot assume responsibility for loss or damage to*

*exhibitors' materials. It is strongly advisable to remove valuable items when you leave your booth or to secure them in a safe place whenever the tabletop exhibit is unattended.*

***SECURITY:*** *Security will not be provided and NAPOA cannot be responsible for or guarantee against any loss.*



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***Exhibitor Application – Page 4***

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| ***EXHIBITOR INFORMATION*** |

***EXHIBITOR SPACE:*** *Prime exhibit table-top space is being reserved for Sponsors. Other exhibit space will be assigned on a first-come, first-served basis. Corporations, federal, state, and local agencies promote their products and/or employment opportunities as our exhibitors. Exhibit space includes one table (approximately 6’) and two chairs. Early reservation with full payment will receive priority table location assignments.*

***WHAT EXHIBITORS CAN EXPECT****: NAPOA has always striven to provide our exhibitors with the most exposure possible. We have designed our exhibit area so all in attendance will see your exhibit. We believe our exhibitors provide practical knowledge and services to our attendees. Our conference attracts the attention of hundreds of Asian Pacific American law enforcement professionals in government throughout the United States and Canada from Special Agents in Charge and Chiefs of Police to federal special agents and police officers on the streets. NAPOA has also reached out to university and college communities, Asian community organizations, and the Asian community in general through press releases with ethnic media to advertise our job fair. We plan to continue to provide meeting space for interviews and instructional workshops (USA JOBS Seminars).*

***ADVERTISING OPPORTUNITIES****: Please take a few minutes to review the variety of marketing opportunities to promote your presence at the conference. These range from highly visible coffee break sponsorships to portfolios and/or lanyards to conference bag sponsorships. For other advertising sponsorships please contact the exhibitor coordinator.*

***EXHIBITOR RAFFLE PRIZE DONATIONS****: Do you wish to contribute any raffle prizes as a form of sponsorship? If so, please let me know so you may be recognized.*

***MAILING INSTRUCTIONS:*** *Please mail checks, money orders, purchase orders, or requisitions to:*

***National Asian Peace Officers Association***

***\*\*Email or Contact Eric at*** ***napoaexpo@gmail.com*** ***for mailing instructions and address\*\****

***CONTACT***

*Eric Chan/ 3rd Vice President*

*Exhibits Coordinator*

*2022 NAPOA Conference Committee*

*Phone: (347) 865-2703*

*Email:* *napoaexpo@gmail.com*