

2017 North Central Regional Council
of National Association of Housing & Redevelopment Officials

Exhibitor & Sponsor Information



MOTOR CITY CASINO

Detroit, Michigan

MAY 3-5, 2017

ABOUT THE SHOW

You're invited to take part in the 2017 NCRC NAHRO Conference. This event will take place at Motor City Casino Hotel in Detroit, MI, on May 3-5, 2017. Attendance is expected to be around 250 professionals from the industry in the surrounding 8 state region.

WHO EXHIBITS

Companies representing the best products and services in the industry will be exhibiting. This exposition will provide you with an excellent opportunity to increase your sales volume by marketing to prospective clients who are actively seeking the products and information that you have available.

EXHIBIT SPACE RATES

Exhibitor Fee (single representative) - **\$550**
(Fee includes one table, meals for one company representative, cocktails and hors d'oeuvres at hospitality)

Exhibitor Fee (two representatives) - **\$800**
(Fee includes one table, meals for two company representatives, cocktails and hors d'oeuvres at hospitality)

additional 6' tables**\$25** each

ELECTRICITY

Each vendor is responsible for letting us know if you need electricity. Please be sure to indicate on your registration form if you are in need of electricity. Electricity Fee - **\$50**

SPONSORSHIP OPPORTUNITIES

Your company can expand its visibility at this event by being a conference sponsor. Sponsorship opportunities include:

Gold Sponsor - \$3500

Addressing the Conference

The gold sponsor is the only sponsor given the opportunity to address the conference. As the gold sponsor you will have the opportunity to address the conference for 5 to 10 minutes and introduce the luncheon speaker prior to the Thursday Luncheon.

Room Key Advertising

The gold sponsor is the only sponsor whose company logo appears on the room key cover of all our attendees staying at the conference hotel.

Name Badges

The gold sponsor is the only sponsor whose company logo appears on the attendee name badges. Your company logo will be featured on the lower right corner of the attendee name badges.

Conference Program Advertising

The gold sponsor will receive a full page ad in the on-site conference program.

Exhibit Space

As the gold sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

Signage Rights

The gold sponsor is entitled to provide appropriate signage in the main conference rooms and the conference registration area. The gold sponsor signage will be more prominent than those of any co-sponsors.

Conference Projection Backdrop

As the gold sponsor your company logo will appear along with the conference logo and more prominently than those of any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

Conference Promotional Material

As the gold conference sponsor your company's name will appear more prominently than those of any co-sponsors on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

Company Literature and Giveaway

As the gold conference sponsor you have the opportunity to distribute your company's brochure and a gift/giveaway to be included in the attendee pack that is distributed to participants upon registration at the conference.

Silver Sponsor - \$2000

Exhibit Space

As a silver sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

Conference Program Advertising

The silver sponsor will receive a 1/2 page ad in the on-site conference program.

Conference Projection Backdrop

As a silver sponsor your company logo will appear along with the conference logo and any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

Conference Promotional Material

As a silver sponsor your company's name will be featured on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

Company Literature

As a silver sponsor you have the opportunity to distribute your company's brochure to be included in the attendee packet that is distributed to participants upon registration at the conference.

Bronze Sponsor - \$950

Exhibit Space

As a bronze sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

Conference Program Advertising

The bronze sponsor will receive a 1/4 page ad in the on-site conference program.

Conference Projection Backdrop

As a bronze sponsor your company logo will appear along with the conference logo and any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

Conference Promotional Material

As a bronze sponsor your company's name will be featured on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

OTHER SPONSORSHIP OPPORTUNITIES:

Wednesday Lunch Sponsor - \$750

Thursday Continental Sponsor - \$550

Thursday AM or PM Break Sponsor - \$450

Thursday Lunch Sponsor - \$750

Thursday Banquet Sponsor - \$750

Thursday Entertainment Sponsor - \$1,000

Friday Breakfast Sponsor - \$750

Each sponsor will get additional sign recognition during each of the above events.

FOLDER INSERT - \$100

Have you thought about expanding your contacts with the housing industry professionals throughout the state of Michigan? Purchasing a folder insert at \$100 gives your company the opportunity to insert a one piece promotional item into the conference packet. This is a great marketing opportunity for those who can not make it to the event in person.

VENDOR TALKS - \$100

Schedule Assignments: Time in the schedule is assigned based on first come first served.

Talk Topic: Your talk will be advertised in the schedule. Please know that your talk will be competing against other programming at the conference. Your talk should not be a sales pitch and should provide content compelling enough to get people to come to the talk. You must have your talk topic, name, and description to Cheryl Anne Farmer by February 1st.

SHOW DATES AND HOURS

Wednesday, May 3

7:00 p.m. - 10:00 p.m. exhibit setup

Thursday, May 4

8:00 a.m. - 5:00 p.m. - show hours

5:00 p.m. - 6:30 p.m. - exhibitor reception

Continental Breakfast, Refreshment Breaks and Vendor Reception will be held in the vendor hall throughout the day to generate traffic.

SECURITY

The exhibit area will be locked after show hours, however we will not be held responsible for valuable items left in the exhibit area. It is the sole responsibility of the exhibitor to obtain insurance to cover the exhibitor's property.

Liability:

Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend and keep NCR0C of NAHRO forever harmless from any damages or charges imposed for violation of any law or ordinance caused by negligence of the exhibitor. The exhibitor agrees to protect, save and defend and keep indemnify, save and defend and keep harmless the NCR0C of NAHRO against and from any and all loss, cost, damage, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof. The NCR0C of NAHRO is not responsible for the performance of products, services or materials advertised or exhibited. For the purpose of this section, the term "NCR0C of NAHRO" shall be deemed to include its member organizations, and their directors, officers, agents, and employees. The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor displays, equipment and other property while at the Hotel.

HOTEL INFORMATION

Motor City Casino Hotel
Reservations: (866) 782-9622
2901 Grand River Avenue
Detroit, MI 48201-2907

Room rates: \$129 per night
(single or double occupancy)

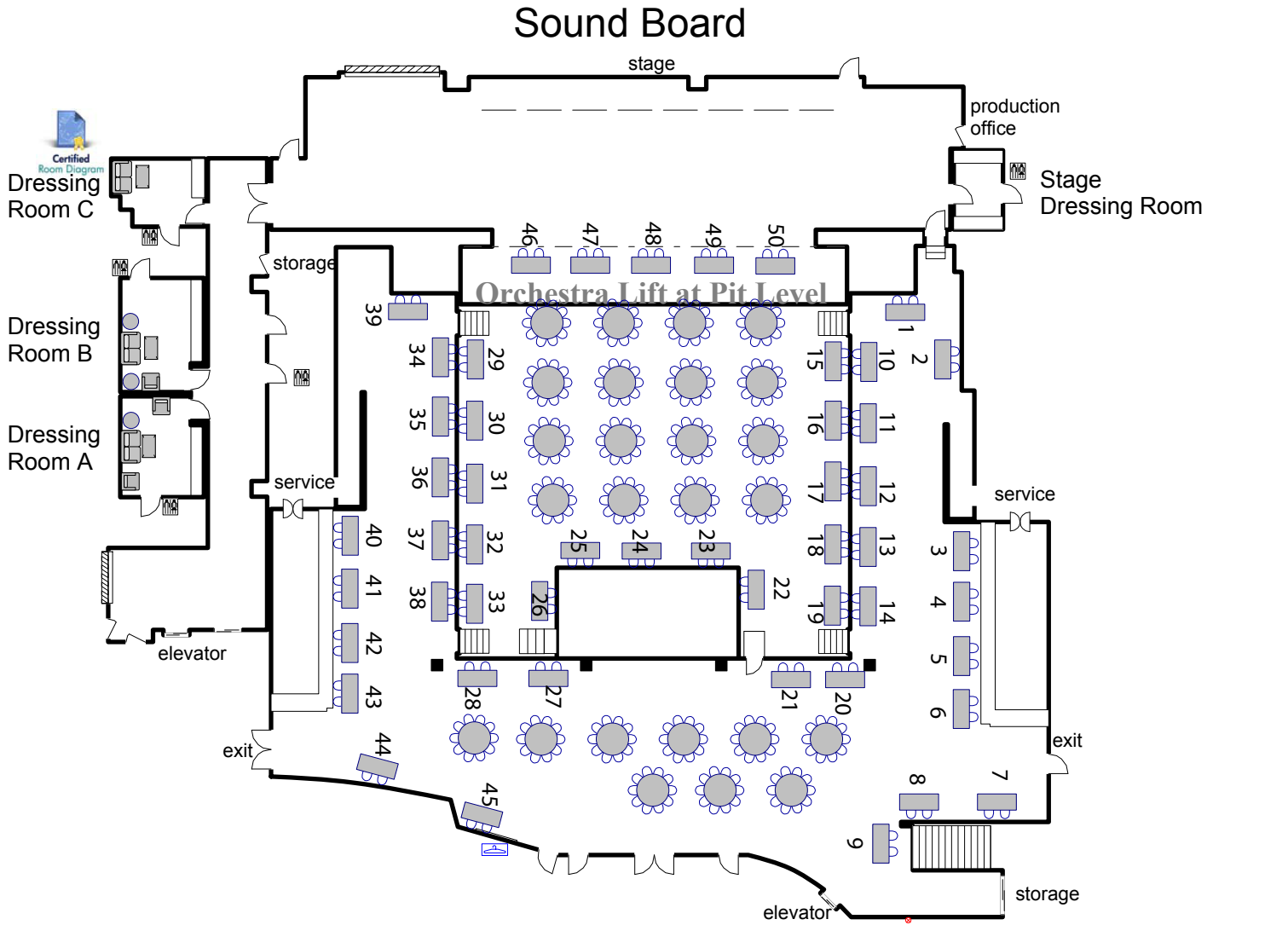
A block of rooms under the name of NAHRO until April 14, 2017 Reference group code MI NAHRO when making reservation.

SHOW INQUIRIES

For questions about the show, please contact:
Joe Pash, NCR0C Vendor Liaison Joe.Pash@jci.com

Cheryl Anne Farmer, State Service Officer
minahro@minahro.org or 734-498-2493

Exhibit Hall Floor Plan



- | | | |
|--|---|--|
| <p>1. _____</p> <p>2. _____</p> <p>3. <u>Alliance Architects</u></p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p> <p>11. _____</p> <p>12. _____</p> <p>13. _____</p> <p>14. <u>Emphasys Software</u></p> <p>15. <u>First Contracting</u></p> <p>16. <u>Ward Energy</u></p> <p>17. <u>StoveTop FireStop</u></p> | <p>18. _____</p> <p>19. _____</p> <p>20. <u>RAD Conv. Specialists</u></p> <p>21. <u>PM Environmental</u></p> <p>22. _____</p> <p>23. _____</p> <p>24. _____</p> <p>25. <u>Eradico Pest Services</u></p> <p>26. <u>GE Appliances</u></p> <p>27. <u>Natura Architectural</u></p> <p>28. <u>Tenmast Software</u></p> <p>29. _____</p> <p>30. _____</p> <p>31. <u>Management Computer Svcs</u></p> <p>32. <u>LandLordLocks.com</u></p> <p>33. <u>MCSA Group Inc.</u></p> <p>34. _____</p> | <p>35. _____</p> <p>36. _____</p> <p>37. _____</p> <p>38. <u>Williams Distributing</u></p> <p>39. <u>Nan McKay & Associates</u></p> <p>40. _____</p> <p>41. _____</p> <p>42. <u>Stevenson Co.</u></p> <p>43. <u>Clemons Nelson</u></p> <p>44. <u>Door & Window Guard Sys</u></p> <p>45. <u>Johnson Controls</u></p> <p>46. <u>Belfor USA</u></p> <p>47. _____</p> <p>48. <u>WASH Laundry</u></p> <p>49. _____</p> <p>50. _____</p> |
|--|---|--|

Exhibitor & Sponsor REGISTRATION FORM

May 3-5, 2017

NCRC NAHRO Regional Conference

Please fill out the information requested below. Please print clearly.

EXHIBITOR & SPONSOR INFORMATION

Company Name _____

Address _____

City/State/ZIP _____

Phone _____

Email _____

Website _____

Company Representative _____

Company Representative _____

EXHIBITOR and Sponsor FEES:

Event:	Fee:	Total
Gold Sponsor	\$3500	
Silver Sponsor	\$2000	
Bronze Sponsor	\$950	
Wed. Lunch Sponsor	\$750	
Thurs. Continental Sponsor	\$550	
Thurs. AM or PM Break Sponsor	\$450	
Thurs. Lunch Sponsor	\$750	
Thurs. Banquet Sponsor	\$750	
Thurs. Entertainment Sponsor	\$1000	
Friday Breakfast Sponsor	\$750	
Folder Insert	\$100	
Exhibitor Single Rep	\$550	
Exhibitor Two Reps	\$800	
Electricity	\$50	
Additional Table	\$25 ea.	
Vendor Talk	\$100	
Total Due:		

TOP THREE BOOTH CHOICES:

_____ # _____ # _____

ADDITIONAL INFORMATION

- Table Top Booth Floor Standing Booth
 Yes, I need the 6 ft. table with my booth
 Our company would enjoy providing the following door prize:

Company Description:(one sentence)

CANCELLATION INFORMATION

Cancellations received 14 days prior to Conference will be refunded less a \$50.00 cancellation fee. NO CANCELLATIONS AFTER **April 18, 2017**. Contact MI NAHRO Service Officer, minahro@minahro.org. Questions? Call the MI NAHRO office at 734.498.2493.

Return registration form and payment to:
MI NAHRO: 169 Templar, Pinckney, MI 48169
734.498.2493 minahro@minahro.org
You can also register online at
www.minahro.org. or Fax: 734.498.8415

PAYMENT INFORMATION

CREDIT CARD:

AMEX MC VISA DISCOVER Check # _____ Please make checks payable to MI Chapter of NAHRO.

Cardholder's Name: _____

Billing Address City/State: _____

Billing Zip Code: _____ Credit Card Number: _____

Exp. Date: _____ Security Code: _____

Signature: _____

Shipping Information:

MotorCity Casino Hotel
CONTINENTAL BUILDING LOADING DOCK
2901 Grand River Avenue
Detroit, MI 48201

Name of Group/Convention
Hold for YOUR NAME/ORGANIZATION
Date(s) of Event
ATTN: Adele Prater
Conference Sales Manager

Box XX of XX

- Conference Shipments should arrive **no earlier** than 5 days prior to event start date
- Tracking numbers should be provided to the Conference Sales Manager via email aprater@mccemail.com

Return Shipping:

- Seal all packages
- Make sure all packages are labeled correctly for carrier pick up
- Schedule a pick up
- Leave the items at the booth. Our ES Team will move the packages to the correct dock for pick up

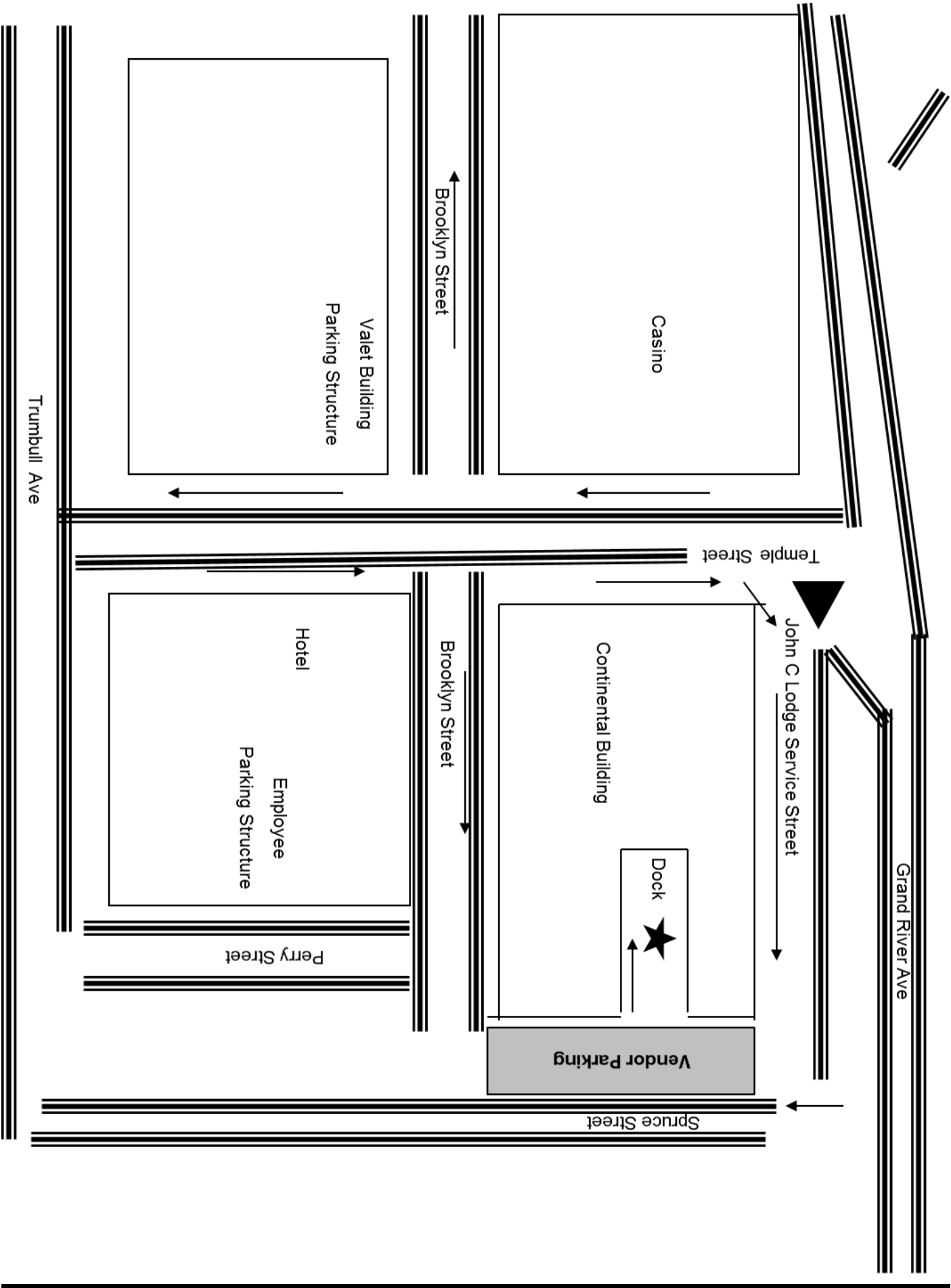
Loading/Unloading Information

Directions to the Continental Dock have been included on the following page.

All loading and unloading must be done through the Continental Dock located on the corner of Brooklyn and Spruce. It is NOT permitted to load or unload through the Conference Center Doors.

***Please note that all loading and unloading will be on a first come, first serve basis.**
MotorCity Casino Hotel receives regular deliveries on a daily basis from several vendors. Please load and unload your items as quickly as possible to better serve all of our guests.

**Each vendor is responsible for providing their own carts,
packaging materials, and packaging slips.**



Power Requirements

Item	Quantity

Total Power Requirement: _____

Power needs are extremely important. Your booth may not require additional power to run the equipment, however, depending on the needs of all exhibitors it may affect how the power is run to host a successful show.

Exhibit Booth Requests

Group Name: _____

Exhibit booth #: _____

Electrical and AV requests

Item	Cost	Quantity	Total
Additional 6' Banquet Table	\$25/table		\$
Electrical Outlet 110V	\$50/outlet		\$
100 amp Three Phase	\$150/day		\$
200 amp Three Phase	\$200/day		\$
Three circuit Spider Box	\$75 each		\$
Banner Hanging	\$50 each		\$
Extension Cords	\$15 each		\$
Power Strips	\$15 each		\$
Internet	\$125/line		\$
Removal of doors for Exhibit placement	\$		\$
		Subtotal:	
		6% MI Sales Tax:	
		22% Service Charge:	
		Total:	

THESE ARE PER DAY CHARGES

Additional needs or Information: _____

Contact Information

Please identify the onsite contact and any individuals who may receive any shipped materials.

Please Print

Name of On-Site Contact: _____

Organization Name: _____

Organization Address: _____

City/State/Zip/Email Address: _____

Telephone: _____ Fax: _____

Return this completed request* and appropriate payment to:

MotorCity Casino Hotel, c/o Adele Prater, Convention Services Manager

FAX# 313-961-3312

or

EMAIL: aprater@mccemail.com

Payment must be made by credit card payment only Please use the
attached Credit Card Authorization Form

I understand and agree to be completely responsible for all requests made as it relates to my exhibit space.

Signature _____

Date _____



**Credit Card
Authorization Form**

Statement	<p>I, _____, the named and authorized credit card account-holder, hereby authorize Detroit Entertainment, L.L.C. dba MotorCity Casino ("MCC") to charge my credit card as required by all agreements, contracts, applications, terms and conditions, verbal or written reservations and/or any other documents and/or verbally-approved transactions into which I individually –or as agent–have entered. I understand this authorization may not be revoked for any outstanding charges but may be revoked–in writing–at any time for any amounts subsequent to my revocation. Per the aforementioned, MCC reserves the right to charge my credit card for any and all charges without verbal and/or written notification.</p> <p>I understand MCC will ensure all information on this form is kept strictly confidential and will not use any information for other than its intended purpose.</p>
For MCCH Use	<p>Group/Event Name (as it will appear on Group Master City Ledger): _____</p> <p>City Ledger Number: _____</p>
Credit Card Number	<p>Credit Card (Circle One): VISA MC AmEx Discover Other _____</p> <p>Credit Card Number: _____</p> <p>Name As It Appears on Card: _____</p> <p>Expiration Date (MM/YY) _____ / _____</p> <p>Please DO NOT include your CVV, VID or other 3-digit / 4-digit number. New regulations prohibit recording and storage of this data.</p>
Credit Card Billing Address	<p>Address - Street: _____</p> <p>Address - Suite/Floor/Department/Unit/Apartment/Other: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zip Code: _____</p> <p>Country: _____</p> <p>Telephone: _____</p>
Signature	<p>Cardholder Signature: _____</p> <p>Print Cardholder Name: _____</p> <p>Cardholder Daytime Telephone Number: _____</p> <p>Date: _____</p>

AUDIO VISUAL

