

# Exhibitor and Sponsor Guide



*Proudly Hosted by the Paralegal Association of Rochester, Inc.*

**2019 NFPA Annual Convention and Policy Meeting  
Rochester, New York | October 10 - 13, 2019**



## **National Federation of Paralegal Associations, Inc.**

*NFPA-The Leader of the Paralegal Profession™*

OPPORTUNITIES LIMITED | REGISTER ONLINE AT [WWW.PARALEGALS.ORG](http://WWW.PARALEGALS.ORG) | CALL 317-454-8312 OR [INFO@PARALEGALS.ORG](mailto:INFO@PARALEGALS.ORG)



NFPA-The Leader of the Paralegal Profession™

## WHO IS NFPA?

The National Federation of Paralegal Associations, Inc. (NFPA) is an issues-driven, policy-oriented professional association directed by its membership. NFPA represents thousands of individual members reflecting a broad range of experience, education and diversity. NFPA's Mission Statement and Core Purpose delineate its dedication to the advancement of the paralegal profession and leadership in the legal community.

**October 10 - 13, 2019**

**Hyatt Regency Rochester, New York**

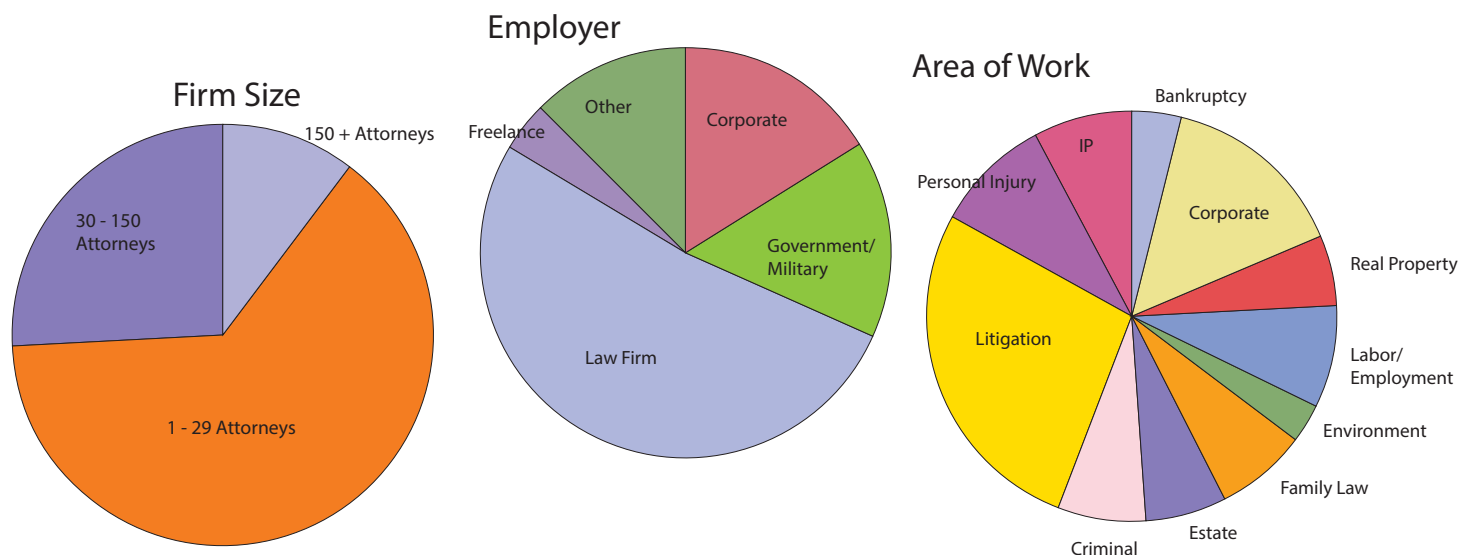
**Hosted by Paralegal Association of Rochester, Inc.**

**"Continued Focus on Legal Rights"**



## WHY CONNECT WITH NFPA MEMBERS

Our members are employed in law offices, corporations, government agencies and other organizations. On a daily basis, their employers rely on their experience and expertise to assist them in making decisions about the products and services they purchase. Your message will also reach educators and students - the future of the paralegal profession.



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Sponsorship Opportunities:		Cost
Friday Social Event	Name on signage at Event and includes two tickets to Event	\$7,000 (SOLD)
CLE Session(s) Recording Sponsor	Includes logo placement in audio recordings and on recording web page	\$5,000
Convention Luncheons - Keynote speaker, Networking, and Award Ceremony	Name on signage, option to welcome attendees from microphone, two complimentary lunch tickets to the sponsored lunch	\$2,500 (3 available - one sponsor per event) (1 SOLD)
Tradeshow Reception	Name on signage in Exhibit Hall and announced over microphone Sponsor entire Event for \$5,000 with ability to address attendees from microphone	\$2,000 (3 available)
Convention Tote Bags	Includes logo on bag	\$2,000 (SOLD)
Social Event Transportation	Name on signage and program recognition	\$1,500 (1 available)
Lanyard	Includes logo placement on lanyard	\$1,000
Badge	Logo included on attendee badges	\$1,000
Breakfasts	Name on signage at Event	\$600 (4 available)
Policy Meeting Power Stations - Delegates	Includes logo placement on signage at table Sponsor all four for \$1800	\$500 per station (4 available)
Student Workshop	Name on signage at session and announced by moderator	\$500 (SOLD)
Breaks	Name on signage at break	\$400 (6 available)
CLE Sessions	Name on signage at session and announced by moderator or sponsor an entire education track of four sessions for \$1,000	\$300 per session (16 available)
<b>Awards</b>	<b>Name associated with award, option to present to recipient</b>	
Association Pro Bono Award	Includes \$500 donation to Winner's choice of charity	\$1,500
Individual Pro Bono Award	Includes \$1000 donation to Winner's choice of charity	\$1,500
Justice Champion Award	Includes \$1000 donation to Winner's choice of charity	\$1,500
Outstanding Local Leader Award		\$1,000
Certification Ambassador Award		\$1,000
PACE® Scholarship		\$1,000
PCCE® Scholarship		\$1,000
Paralegal of the Year Award		\$1,000
William R. Robie Leadership Award		\$1,000
<b>Advertising Opportunities</b>		
Registration Bag Insert	Flyer or small give-away provided by advertiser	\$250
Full Page	8 x 10 inches	\$250
Half Page	8 x 5 inches	\$150
1/4 Page	4 x 5 inches	\$100
Business card 1/8 Page	3.5 x 2 inches	\$75

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## EXHIBIT AT CONVENTION

The 250+ NFPA delegates and members who attend this convention are key decision-makers representing the profession. By participating, your business will create new customer relationships; strengthen and build upon existing customer relationships; increase visibility; promote your product/services; reach prime market segments for your product; and demonstrate your commitment to promoting quality services.

### Exhibitor Package

\$1,100 by July 1 (\$1,400 after July 1)

Exhibitor will have an 8 x 10 area with a six-foot draped table, two chairs and signage.

One Exhibitor Registration is included with each booth package. This includes breakfast, lunch, and breaks on Thursday and Friday as well as the Exhibitor Reception. Social event tickets available for purchase.

Exhibitor can offer giveaway announced at Friday lunch. Name listed on NFPA website, Convention App and Event Program Exhibitor Directory.

- Add an additional Exhibitor Registration to your booth for only \$125 per person.

### Retail Marketplace

\$300 by July 1

\$500 after July 1

Retailer will have a six foot table set up in event foyer. Registration includes breakfast and breaks for one individual.

Lunch and social event tickets are available for purchase.

## EXHIBIT DATES

Thursday, October 10, 2019

Friday, October 11, 2019

## PROGRAM-AT-A-GLANCE

### Thursday, October 10, 2019

Continuing Legal Education Seminars, Vendor Booths, Trade Show Reception, Keynote Luncheon, NFPA Board Meeting

### Friday, October 11, 2019

Region Meetings, Networking/Recognition Luncheon, Vendor Booths, Evening Social Event

### Saturday, October 12, 2019

Policy Meeting, Awards Luncheon, Region Dinners

### Sunday, October 13, 2019

Policy Meeting, NFPA Board Meeting

## EXHIBIT HALL HOURS

### Wednesday, October 9, 2019

Exhibitor Set up  
3:00pm-5:00pm

### Thursday, October 10, 2019

7:30am-7:30pm

Breakfast and Breaks will be dedicated exhibit times with food and beverage functions in the Exhibit Hall during these times.

The Exhibitor Reception will be held in the Exhibit Hall in the early evening.

### Friday, October 11, 2019

7:30am-2:00pm  
Exhibitor Tear Down  
2:00pm-5:00pm

NFPA will announce the Exhibitor giveaways during lunch with attendees claiming their prizes when dessert is served in the Exhibit Hall after lunch.

**EXHIBIT HOURS** - The National Federation of Paralegal Associations, Inc. ("NFPA" or "Management") shall determine and publicize the exhibit hours. The Exhibit Hall will be open to registered attendees during the Convention. All exhibits must be open on Thursday, October 10, 2019 at 7:30 a.m. Exhibits cannot be dismantled until after 2:00 p.m. on Friday, October 11, 2019.

#### **RULES FOR USE OF DISPLAY SPACE**

a) No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet above the floor along the rear of an exhibit. A piece of equipment or a product that is an integral part of the display, but not part of the booth, may extend above the back wall, as approved by Management.

b) The Exhibitor is entirely responsible for the space rented by it and shall not injure, mar, or deface the premises. The Exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Exhibit Hall area. Furthermore, Exhibitors shall not affix to the walls or windows of the Exhibit Hall advertisements, signs, etc., or use cellophane, masking, or duct tapes, or any other adhesive-type material on Hotel surfaces. The Exhibitor agrees to reimburse Management and/or the Hyatt Regency Rochester Hotel for any loss or damage occurring to the premises or equipment.

c) The aisles, passageways, and overhead spaces remain under the control of Management, and no signs, decorations, banners, advertising matter, or exhibits will be permitted in those areas except by written permission of Management.

d) Exhibitors and their personnel must remain within the confines of their own space. No Exhibitor will be permitted to erect signs or display products which obstruct the view, or disadvantageously affect the display of other Exhibitors. Exhibitors are required to have their space neat and orderly at all times.

e) The space contracted will be used by the Exhibitor whose name appears on the contract and no portion can be sublet or assigned. The Exhibitor shall forfeit its right to the space, all prepaid registration, and upon written demand, pay any balance owing to Management if it fails to occupy or use its space, or have its exhibit completed and in place by the opening of the Exhibit Hall (see Exhibit Hours detail, above).

**ALCOHOLIC BEVERAGES** - Exhibitors and their employees, agents and guests shall not consume any alcoholic beverages, except in designated areas. Violation shall be grounds for removing Exhibitor and its exhibit from the Exhibit Hall without refund.

**RESTRICTIONS** - Management reserves the right to restrict or remove exhibits, without refund, that have been falsely entered, that are deemed by Management as unsuitable or objectionable, or that have not met agreed upon dates. This restriction applies to, but is not limited to, noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything or character that might be objectionable to the Exhibit Hall or Management.

**ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND FIRE MARSHAL INSTRUCTIONS. FOR INFORMATION, CONTACT THE APPLICABLE OFFICE IN ROCHESTER, NY.**

#### **MISCELLANEOUS TERMS AND CONDITIONS**

a) **Cancellation of Contract** - If this Agreement is cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of this agreement, monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs more than 60 days prior to the event, total registration less a 25% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation less than 60 days prior to Convention. The Retained Registration fee shall be liquidat-

ed damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal, including reletting the space. All cancellations must be in writing and submitted to NFPA or Management's designated representative.

b) **Rights of Management in the Event Convention is Not Held** - Management shall not be liable for any damages or expense incurred by Exhibitor in the event the Convention is delayed, interrupted or not held as scheduled. If for any reason beyond the control of Management the Convention is cancelled, Management may retain a portion of the amount paid by Exhibitor as is necessary to defray expenses already incurred by Management.

c) **Security of Rental** - Failure of Exhibitor to pay registration as specified herein shall entitle Management to take possession of all merchandise, materials, and exhibit displayed by Exhibitor and to retain the same as security for such unpaid registration. Management shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by Management in payment of expenses incurred in disposing of any property and in payment of unpaid registration.

d) **Indemnification** - The Exhibitor shall indemnify NFPA, its Management Company, and the Hyatt Regency Rochester Hotel, and hold them harmless from any and all claims, actions, suits, and proceedings, costs and expenses, damages and liabilities, including Attorneys' fees, arising out of or connected with or resulting from the activities of said Exhibitor, including, without limitation, the manufacture, selection, delivery, possession, use, operation, sale or return of said exhibit space and displays used therein. Without limiting the generality of the preceding sentence, the Exhibitor expressly and unequivocally agrees to indemnify and hold NFPA, its Management Company, and the Hyatt Regency Rochester Hotel harmless from any and all claims, actions, suits and proceedings, costs and expenses, damages and liabilities, including Attorneys' fees, arising out of or relating to any alleged negligent acts of the Exhibitor in the Exhibit Hall or premise in which the Convention is held. Additionally, each Exhibitor will hold NFPA, its Management Company, and the Hyatt Regency Rochester Hotel harmless from any claim for negligent acts arising out of or related to any strict liability in tort or any claim of strict liability in tort, imposed upon NFPA, its Management Company or the Hyatt Regency Rochester Hotel allowing the Exhibitor to place on display any food items or products having any defect. It is agreed that the Exhibitor shall inspect all food and products and remedy such defect.

e) **Attorneys' Fees** - If a civil action arises between the parties out of this Agreement or to enforce any of its provisions, the losing party shall pay the Attorneys' fees of the prevailing party as the trial court may adjudge reasonable. If an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate courts shall adjudge reasonable as the prevailing party's Attorneys' fees on appeal.

f) **Licenses** - Any and all City, County, State, or Federal licenses, inspections or permits required by law of the Exhibitor in the installation of or operation of its display shall be obtained by the Exhibitor at its own expense prior to the opening of the Convention (see Exhibit Hours, above).

g) **Insurance** - Exhibitor understands that neither NFPA nor the Hyatt Regency Rochester Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**COMPLETE AGREEMENT** - This Agreement contains all Terms and Conditions agreed to by the parties, and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties.