

# PHADA 2013 Annual Convention & Exhibition

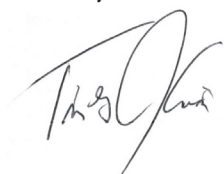
**O**n behalf of PHADA, I invite you to participate in the PHADA 2013 Annual Convention and Exhibition, May 19-22, 2013, at the Grand Hyatt San Antonio.

At PHADA's 2013 exhibition, vendors will have the opportunity to market goods and services and network with public housing executive directors, commissioners and staff located throughout the United States. Exposure opportunities are maximized with the four food functions planned on the exhibition floor!

PHADA will help you make your participation a success by providing you with a high value booth package at a low cost.

Our staff is eager to assist with all of your requests. We are looking forward to working with you to make this show a success for all involved. If you have any questions about the convention and exhibition, please contact Stephanie White, at 202-546-5445 or [swhite@phada.org](mailto:swhite@phada.org).

Sincerely,



Timothy G. Kaiser  
Executive Director

## Hotel Registration

Call **(888) 421-1442** to make reservations at the Grand Hyatt San Antonio. Mention that you are attending the PHADA meeting.

### Grand Hyatt San Antonio

600 E. Market Street • San Antonio, Texas 78205

<https://resweb.passkey.com/go/PHADA>

**Cut-off date: Monday, April 15, 2013**

*Please only reserve rooms that you are certain you will use!*

Reserving rooms that you do not ultimately use is detrimental to PHADA's room block. Reserving rooms only as you need them will make it possible for all attendees to stay at the conference hotel and will help PHADA fulfill its contractual requirements. After April 15, 2013, any unsold rooms in the PHADA room block will be released for sale to the public.

**Room Rate: \$199.00 single/double**

*All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Deposits will confirm the reservation for the dates indicated, and upon check-in shall be applied to the PHADA member's account. Hotel will not hold any reservations unless secured by one of the above methods. Deposits paid by members are completely refundable if canceled by April 2, 2013. Reservations canceled after April 2, 2013 will be charged a non-refundable one room night fee of \$199.00.*

## Exhibition Schedule

*\* Schedule items and times are subject to change. Exhibits will be located in the Grand Hyatt San Antonio.*

### Sunday, May 19

8:00 am–3:30 pm **Exhibitor Registration and Set-up**

5:30 pm–7:30 pm **Welcome Reception** (in the exhibit hall)

### Monday, May 20

7:30 am–8:30 am **Continental Breakfast** (in the exhibit hall)

8:30 am–10:15 am **Opening General Session**

10:15 am–5:00 pm **Exhibition Open**

5:00 pm–7:00 pm **Reception** (in the exhibit hall)

### Tuesday, May 21

7:45 am–8:30 am **Continental Breakfast** (in the exhibit hall)

7:45 am–12:00 pm **Exhibition Open**

12:00 pm–1:30 pm **Bollinger Scholarship Luncheon**

1:30 pm–5:00 pm **Exhibitor Tear-down**

## Exhibit Package: \$650 for PHADA Affiliate Members

## \$700 for non-PHADA Affiliate Members

- 8'x10' pipe and drape booth
  - One (1) 6' X 30" skirted table
  - Two (2) side chairs
  - One (1) wastebasket
  - One (1) 7" x 44" identification sign
- Up to two (2) complimentary conference registrations for booth personnel (*additional booth staff must register for the conference. No Exception.*) Exhibitor registration includes access to all education sessions, two receptions, three continental breakfasts, the Bollinger Scholarship luncheon and the closing dinner.
- Company profile and website listing in PHADA's onsite convention program.
- Post-conference attendee list.

## Set Yourself Apart From Other Exhibitors!

Are you interested in maximizing your company's exposure and positioning yourself ahead of your competitors? Splash your company name and logo around PHADA's convention to create a lasting impression! Check out PHADA's sponsorship packages outlined in this brochure and contact Stephanie White at 202-546-5445 for any questions!

**May 19-22, 2013 • San Antonio, Texas**

# Booth Contract and Exhibitor Registration

(Deadline April 15, 2013 or until exhibit hall sells out)

## Exhibiting Company

(As it will appear in PHADA's conference program and signage)

Company Name \_\_\_\_\_

Contact Name (for program book) \_\_\_\_\_

Email Address (for program book) \_\_\_\_\_ Phone \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_ Website \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

## Booth Personnel (Limit two booth staffers per booth. Additional attendees may be registered at the nonmember rate. No exceptions.)

### Booth Staff Badge #1

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_

### Booth Staff Badge #2

Name \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_

## PROMOTE YOUR COMPANY IN THE OFFICIAL CONVENTION PROGRAM

☐ Please send an electronic 30-word description of your company for use in the 2013 Annual Convention & Exhibition onsite program to ygoury@phada.org by April 15, 2013.

☐ In order to drive traffic onto the exhibition floor, our company would like to donate a prize to be given away in a drawing.

This document is a binding contract between my firm and the Public Housing Authorities Directors Association (PHADA) for the purchase of a 2013 Annual Convention Exhibit Package as described in this brochure. My company understands and accepts the Exhibitor Rules and Regulations printed in this brochure. My signature below certifies that I am authorized to execute this contract on behalf of my company.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Our company would like to purchase (qty) \_\_\_\_\_

Exhibit Package(s) at \$650.00 each for PHADA Affiliate Members = \$ \_\_\_\_\_

Exhibit Package(s) at \$700.00 each for non-PHADA Affiliate Members = \$ \_\_\_\_\_

## Method of Payment (Full payment due with contract)

☐ Check (make checks payable to the Public Housing Authorities Directors Association)

Credit Card (please check): ☐ American Express ☐ MasterCard ☐ VISA

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Booths are reserved on a first-come, first-served basis. Payment is required in full along with this contract in order to reserve a booth. Booth assignments are at the sole discretion of PHADA.

Exhibitors will receive an Exhibitor Service Manual detailing booth furnishings, shipping specifications and other pertinent exhibitor information about one month prior to the convention.

Mail this form with check to PHADA, 511 Capitol Court, NE, Washington, DC 20002-4937 or  
fax with credit card payment to 202-543-4381. If you have any questions, please contact PHADA at 202-546-5445.

# Exhibitor Rules and Regulations

**1. CONTRACT FOR SPACE.** This contract for space and formal notice of assignment by the Public Housing Authorities Directors Association, hereinafter referred to as the "Exhibits Manager" or as "PHADA," and the full payment of rental charges, constitute a contract for the right to use the space.

**2. CANCELLATION OF SPACE.** Refunds will not be given to companies who do not, for any reason, exhibit after submitting a signed contract.

**3. CANCELLATION OF CONVENTION.** If the convention is not held for any reason beyond the control of PHADA, PHADA will return the rental payment on a prorated basis after all related Exhibition expenses incurred to that date have been met, thereby cancelling the rental charge and lease of space. The Exhibitor agrees that this releases the Exhibitor from the contract and PHADA from any liability.

**4. PAYMENTS FOR SPACE.** Exhibitor Registration Forms must be accompanied with payment for the rental cost for each booth made payable to PHADA.

**5. FORFEITURE OF SPACE.** If an Exhibitor does not follow the rules and regulations set by the Exhibits Manager, the Exhibitor shall forfeit the space and the amount paid for, regardless of whether or not the exhibit space is subsequently leased.

**6. REASSIGNMENT OF SPACE.** Exhibit space not occupied by 3:30 pm on the opening day of the Convention may be reassigned by the Exhibits Manager without refund of the rental paid.

**7. USE OF SPACE.** All measurements shown on the floor plan of the Exhibitor Service Manual are not warranted but are as accurate as possible. The Exhibits Manager reserves the right to modify these plans, as necessary, to meet the needs of the Exhibitors and the Convention.

Exhibitors shall not share or sublet space without prior written consent of the Exhibits Manager.

The Exhibits Manager reserves the right to restrict or evict exhibits, which because of noise, method of operation, materials or any other reason, become objectionable, and also to prohibit any exhibit which in the opinion of the Exhibits Manager may detract from the general character of the Convention as a whole.

Exhibitors must provide ample space within the confines of their booths for the collection of refuse. Wastebaskets or other containers must not be placed in aisles.

**8. CIRCULARIZATION AND SOLICITATION.** Distribution of circular or promotional material may be made only within the booth assigned to the Exhibitor presenting such material. No firm or organization not assigned space in the Convention will be permitted to solicit business within the exhibit area.

**9. BOOTH CONSTRUCTION.** The exterior of any display cabinet or structure facing an adjacent Exhibitor's booth must be finished or suitably decorated at the expense of the Exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display.

No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth activities which cause people to congregate in the aisles are prohibited. Apart from the specific display space for which an exhibitor has contracted with the Exhibits Manager for

display purposes of any kind or nature.

All booth personnel must be appropriately attired to maintain the professional and businesslike climate of the Convention.

All booth construction shall be subject to rules of Hyatt Regency San Antonio, the exhibit service organization and the discretion of the Exhibit Manager.

**10. FIRE PREVENTION.** Fire Laws and Regulations require that all booth decorations be flameproof and that all hangings clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that an Exhibitor neglected to comply with these regulations or otherwise incurred fire hazard, PHADA reserves the right to cancel all or such part of the exhibit without refund. All installations are subject to approval with all local fire regulations.

**11. REPAIR OF DAMAGES.** The cost of repairing any damage caused by the Exhibitor, its employees, representatives or agents to the property of others and the Hyatt Regency San Antonio shall be the responsibility of the Exhibitor. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or property of others or the hotel.

**12. GIVEAWAYS, DRAWINGS, AND DISTRIBUTION OF GIFTS.** All drawings or contests must be held within the confines of the exhibit booth and ticket holders need not be present when a drawing is held. All prizes must be on display in the Exhibitor's booth during the Convention. In the event that display of the prize is not practical because of its size or where other complications make display of the prize impossible, the Exhibitor must display a photo or other rendering and complete details as to the prize's size, value, color, etc.

**13. PROMOTION.** All promotional materials must be submitted for approval to PHADA before their use and must be in harmony with any state and local laws and agreements entered into by PHADA and the management of the exhibit hall.

The Exhibitor is responsible for following national, state and local regulations on any merchandising, advertising, or promotional schemes that involve attracting visitors to Exhibitor's location by an inducement that might be construed as lottery.

**14. LOSS, DAMAGE, AND INJURY.** If PHADA should be held liable for Exhibitor's action or failure to act in any matter whatsoever, the Exhibitor shall reimburse PHADA for all expenses incurred and hold PHADA harmless from any resulting liability. All property of the Exhibitor's is understood to remain under their care, custody, and control in transit to, within, and transit from the confines of the Hyatt Regency San Antonio. PHADA will furnish security guards but will not be responsible for the loss of any material, whatever the cause. Exhibitors must leave their space the way they find it.

**15. LIABILITY AND INSURANCE.** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency San Antonio, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency San Antonio, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any dam-

ages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

**16. COMPLIANCE WITH LAW.** The Exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the Convention. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility is that of the Exhibitor. Exhibitor shall not engage in any display, publication, performance, or other activity which is in conflict with any federal, state, or local law, regulation, rule, or ordinance. Firearms may not be used as part of an exhibit, nor as a giveaway. Exhibitor will not display or bring into the exhibit any animal, bird, fish or other non-human creature without the written consent of the Exhibits Manager.

**17. INTERPRETATION AND AMENDMENT.** The Exhibits Manager shall have full power to interpret or amend these rules. Exhibitor agrees to abide by any rules or regulations that may here and after be adopted by the Exhibits Manager, which shall be as much a part hereof as though fully incorporated herein.

**18. EXHIBIT LABOR.** All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits -- when this work is done by persons other than your full-time company personnel -- will fall under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes.

**19. FREIGHT HANDLING.** All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process. An Exhibitor may 'hand carry' material provided that they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas. All Exhibitors are expected to comply with any union requirements in effect.

**THESE RULES AND REGULATIONS** become part of the contract between the Exhibitor and PHADA. They have been formulated for the best interests of the Exhibitors and PHADA. The rules and regulations of the Hyatt Regency San Antonio are also part of this contract.

**TRADE SHOW EXPOSITION SERVICES:** Upon completion of trade show registration and payment, PHADA will mail to exhibiting company an Exhibitor Service Manual containing order forms and costs for additional furniture, electrical, plumbing, floral and information concerning rates for shipping and storage of materials.