



NALMCO

66TH ANNUAL CONVENTION & TRADE SHOW

OCTOBER 13–16, 2019

Radisson Blu Mall of America

2100 Killebrew Drive

Bloomington, MN 55425

(952) 881-5258

www.radissonblu.com/en/hotel-mall-of-america

**DEADLINE* TO REGISTER:
AUGUST 30, 2019**

**To be included on the event website, printed materials and signage.*

2019 PARTNERSHIP OPPORTUNITIES

Commitment deadline: August 30, 2019. Partnerships (sponsorships) after August 30, 2019, are not guaranteed to be listed on the signage or receive a display plaque for your booth.

Premium exhibit spaces have been reserved for Partners (sponsors). The spaces are assigned on a first-come, first-served basis.

ABOUT THE ANNUAL CONVENTION & TRADE SHOW

- On average, the NALMCO Annual Convention and Trade Show attracts over 250 attendees.
- Attendees include business owners, senior level management, design staff and lighting technicians.
- One-on-One appointments are available with the attendees.
- Networking opportunities are provided.

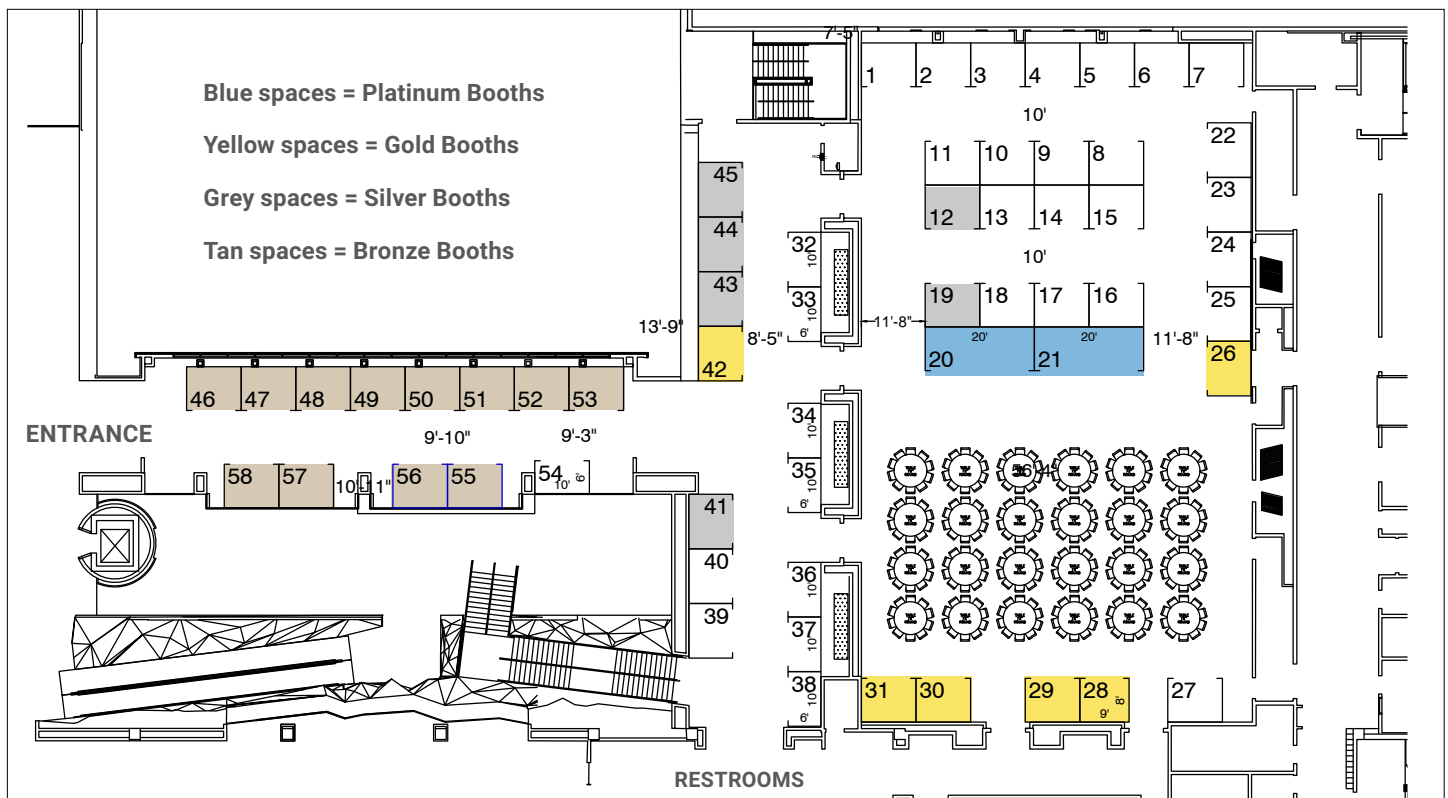
	Member Early Bird Rate effective through August 30, 2019.	Regular Rate effective starting August 31, 2019.
PLATINUM PARTNERSHIP <i>Only two (2) available.</i>	\$10,000	\$11,000
Representatives Included	Three (3)	Three (3)
Additional Representatives Rate	\$950	\$1,150
8' deep x 20' long Booth space <i>Including pipe and drape, two (2) 6'x30" draped table, four (4) chairs, waste basket, ID sign, NALMCO Member table sign to display (members only) and existing ballroom carpeting.</i>	X	X
Access to all Educational Sessions and Published Events	X	X
One-On-One Appointments with General Members	X	X
Listing on Mobile Event Website	X	
Access to Downloadable Real-Time Attendee List	X	X
Listed on Event Signage	X	
Listed on Sponsor PowerPoint	X	X
Sponsor Plaque to Display on Booth	X	
Two (2) Minutes to Address Attendees	X	X
One (1) Golf Hole Sponsorship	X	
Company Named as a Designated Partner for One (1) of the Following: Monday Evening Reception Tuesday Evening Reception	X	X

	Member Early Bird Rate effective through August 30, 2019.	Regular Rate effective starting August 31, 2019.
GOLD PARTNERSHIP <i>Only six (6) available.</i>	\$7,750	\$8,750
Representatives Included	Two (2)	Two (2)
Additional Representatives Rate	\$950	\$1,150
8' deep x 10' long Booth space <i>Including pipe and drape, one (1) 6'x30" draped table, two (2) chairs, waste basket, ID sign, NALMCO Member table sign to display (members only) and existing ballroom carpeting.</i>	X	X
Access to all Educational Sessions and Published Events	X	X
One-On-One Appointments with General Members	X	X
Listing on Mobile Event Website	X	
Access to Downloadable Real-Time Attendee List	X	X
Listed on Event Signage	X	
Listed on Sponsor PowerPoint	X	X
Sponsor Plaque to Display on Booth	X	
One (1) Minute to Address Attendees	X	X
One (1) Golf Hole Sponsorship	X	
Company Named as a Designated Partner for One (1) of the Following: Sunday Evening Reception Drink Tickets Monday Awards & Annual Meeting Luncheon Tuesday Luncheon Golf Tournament Prizes Event Mobile Website Attendee Tote Bag (<i>must be received by 8/30</i>)	X	X

	Member Early Bird Rate effective through August 30, 2019.	Regular Rate effective starting August 31, 2019.
SILVER PARTNERSHIP <i>Only six (6) available.</i>	\$5,750	\$6,750
Representatives Included	Two (2)	Two (2)
Additional Representatives Rate	\$950	\$1,150
8' deep x 10' long Booth space <i>Including pipe and drape, one (1) 6'x30" draped table, two (2) chairs, waste basket, ID sign, NALMCO Member table sign to display (members only) and existing ballroom carpeting.</i>	X	X
Access to all Educational Sessions and Published Events	X	X
One-On-One Appointments with General Members	X	X
Listing on Mobile Event Website	X	
Access to Downloadable Real-Time Attendee List	X	X
Listed on Sponsor Banner and Event Signage	X	
Listed on Sponsor PowerPoint	X	X
Sponsor Plaque to Display on Booth	X	
One (1) Golf Hole Sponsorship	X	
Company Named as a Designated Partner for One (1) of the Following: Monday Breakfast Buffet Tuesday Breakfast Buffet Monday Breaks Tuesday Breaks Monday Beverage Station Tuesday Beverage Station	X	X

	Member Early Bird Rate effective through August 30, 2019.	Regular Rate effective starting August 31, 2019.
BRONZE PARTNERSHIP <i>Only twelve (12) available.</i>	\$3,800	\$4,800
Representatives Included	Two (2)	Two (2)
Additional Representatives Rate	\$950	\$1,150
8' deep x 10' long Booth space <i>Including pipe and drape, one (1) 6'x30" draped table, two (2) chairs, waste basket, ID sign, NALMCO Member table sign to display (members only) and existing ballroom carpeting.</i>	X	X
Access to all Educational Sessions and Published Events	X	X
One-On-One Appointments with General Members	X	X
Listing on Mobile Event Website	X	
Access to Downloadable Real-Time Attendee List	X	X
Listed on Sponsor Banner and Event Signage	X	
Listed on Sponsor PowerPoint	X	X
Sponsor Plaque to Display on Booth	X	
Company Named as a Designated Partner for One (1) of the Following: Golf Tournament Hole (6 available) Golf Tournament Weather Golf Tournament Beverage Cart Golf Tournament Breakfast Golf Tournament Luncheon and Awards Ceremony Electric Charging Station Attendee Lanyards (<i>must be received by 8/30</i>)	X	X

EXHIBIT HALL FLOOR PLAN



PARTNERSHIP PURCHASES INCLUDE BOOTH SPACES.

If you choose a Bronze, Silver, Gold or Platinum Partnership, please select up to three preferred locations when you complete the paper registration form.

- **Partnership purchases are paper form only**
(Online registration is not available for Partnerships).
- **Choose up to three booth preferences.**
 - Blue spaces = Platinum Booths
 - Yellow spaces = Gold Booths
 - Grey spaces = Silver Booths
 - Tan spaces = Bronze Booths

Exhibit purchases for booth space only (not a Partnership sponsor) are available online at www.nalmco.org.

If you have questions, contact Denise Hoffman, CMP, Meeting Planner, meetings@nalmco.org, or (515) 334-1049.

OFFICIAL SHOW CONTRACTORS

COREXPO Exposition Services

2110 Old Highway 8 NW
New Brighton, MN 55112
General: (651) 917-2632
Amanda Nelson: (651) 280-4925
anelson@coreexpo.com
www.coreexpo.com

COREXPO Deadlines:

Freight Accepted Beginning: September 13, 2019

Discount Deadline: October 3, 2019

Advance Freight Deadline: October 8, 2019

The show kit from COREXPO is available upon request. Contact Denise Hoffman, CMP, meetings@nalmco.org.

SHIPPING

- **You cannot ship directly to the Radisson Blu Mall of America;** they are not equipped to accept pallets and will be forced to turn the shipment away.
- COREXPO can assist with show to show and last-minute shipping.
- If your shipment timing falls after the deadlines, contact COREXPO to assist with your shipping.

ELECTRICAL AND AUDIOVISUAL EQUIPMENT

Radisson Blu Mall of America

ATTN: PSAV Presentation Services

2100 Killebrew Drive
Bloomington, MN 55425
Phone: (952) 851-4097
Fax: (952) 851-4091
Email: tjheaton@psav.com

- Orders and payment must be received 14 days prior to date of show.
- 50% surcharge will be added to onsite orders.
- All services must be paid by credit card in advance of show.
- Surge protection is strongly recommended. The hotel or PSAV is not responsible for damage to equipment due to power surge interruption.
- The hotel or PSAV Presentation Services is not responsible for lost or stolen articles in any exhibit booth or conference room.
- Any cancellation within 72 hours prior to event will be charged at full rate.

Prices vary. See PSAV Radisson Blu Mall of America Electrical and AV Order Form in the back of this brochure.

Basic Wi-Fi services are complementary in the meeting space.

LARGE EQUIPMENT, TRUCK AND TRAILER PARKING

Pre-registration is required.

Limited space is available for large equipment, truck and trailer parking and is included on a first-come, first-served basis as part of your Partnership or exhibit booth purchase.

If you are planning to bring a truck, trailer or large equipment as part of your exhibition, please contact Denise Hoffman, CMP, Meeting Planner, meetings@nalmco.org to obtain the form and lock in your space.

HOTEL INFORMATION

Radisson Blu Mall of America
2100 Killebrew Drive
Bloomington, MN 55425
(952) 881-5258
www.radissonblu.com/en/hotel-mall-of-america

HOTEL RESERVATIONS/RATES

Superior guestroom featuring one King or two Queen: \$199+tax

To reserve your room online, go to
<https://www.radissonblu.com/reservation/resEntrance.do?pacLink=Y&promoCode=NALMCO&hotelCode=USABLMA>

Guests may also enter the Promotional Code **NALMCO** on the main booking page.

To reserve your room by phone, call (888) 333-3333 and mention NALMCO to get the discounted rate.

The cut-off date is Friday, September 20, 2019. After September 20, reservations are subject to space availability and standard room rates.

Please make your reservations early. While the hotel will guarantee the lower room rate until September 20, 2019, this does not mean they can guarantee that rooms will be available. There are a limited number of rooms set aside at the hotel for NALMCO. Rooms are on a first-come, first-served basis.

NALMCO does not use a housing service to book sleeping rooms. If you are contacted by a company other than NALMCO to book your sleeping room, please let NALMCO know.

PARKING

Complimentary daily self-parking is available seven (7) days a week at the attached Mall of America Ramps on a first come first serve basis. Overnight self-parking is available on a first come first serve basis at a rate of \$17 per overnight in the ramp attached to the hotel and is subject to change.

EXHIBIT SHOW HOURS

Show Set-Up: Sunday, October 13: 12:00–5:00 p.m.

Show Tear-Down: Tuesday, October 15: 3:45–5:30 p.m.

Show Hours and Activities*

Sunday, October 13:

6:30–7:30 p.m. (Exhibitor Light Cocktail Welcome Reception. Dinner on your own. Take this opportunity to invite clients out to dinner after the reception ends! Be sure to make restaurant reservations early.)

Monday, October 14:

7:00–3:45 p.m. (Breakfast, One-on-One appointments, breaks and Networking Event scheduled during this time.)
6:00–8:00 p.m. (Reception)

Tuesday, October 15:

7:00–3:15 p.m. (Breakfast, one-on-one appointments, breaks and Affiliate Business Meeting during this time)
6:00/30–8:00/30 p.m. (Reception)

Wednesday, October 16:

10:00 a.m.–4:30 p.m. Golf Tournament (Optional. Additional fees apply.)

*Exhibit show hours and schedule are subject to change.

ONE-ON-ONE APPOINTMENTS

NALMCO will provide you with a One-on-One appointment schedule template onsite so you can make appointments as you go!

NETWORKING EVENT WITH EXHIBITORS

Bring business cards!

On Monday, October 14, from 9:45 a.m.–12:45 p.m. we have a fun-filled networking event with exhibitors planned. Like speed dating, this fast-paced networking event is designed to have each General Member speak to each Associate Member for two to three minutes. It is not designed to display products/ services, rather, Associates need to be prepared to give their elevator speech.

Each General Member Company will have its own small table. Associate Companies will meet with the General Members, one-on-one, for two to three minutes at the General Members table. Music signals Associates to move to the next General Member table.

To be prepared for this event, Associate Members will want to bring at least 100 additional business cards and a game plan for making One-on-One appointments. Appointment cards will be provided.

COMPLIANCE WITH LAWS

Exhibitor/Sponsor shall abide by all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Radisson Blu Mall of America, including but not limited to compliance with the Americans with Disabilities Act.

GOVERNING LAW

This Agreement shall be governed in accordance with the laws of the State of Iowa without giving effect to any choice or conflicts of law principles. The parties agree to submit to the exclusive personal jurisdiction and venue of the state courts in Polk County, Iowa, or the Federal Court in the Southern District of Iowa for disputes relating to this agreement.

CONVENTION REGISTRATION AND CANCELLATION POLICIES

- Registration fees are per person and include admission to all outlined Convention functions.
- Please note that registration fees do not include hotel accommodations, airfares or optional tours and activities. Spouses, significant others and children must pay the applicable registration fee if attending Convention functions. Only those individuals who register and have NALMCO Convention name badges/tickets may attend Convention events.
- No refunds will be given for no-shows.
- No refunds will be given for Partnership cancellations.

SHOW CHECKLIST

- Partnership registration purchased by August 30, 2019.
- Booth materials shipped to COREXPO no earlier than September 13, 2019.
- Hotel reservations made by September 20, 2019.
Nights booked:
Hotel confirmation number:
- Complimentary and Additional Representatives registered no later than September 20, 2019. (Opens online July 2019 www.nalmco.org)
- Golf registration completed and golf clubs ordered no later than September 20, 2019. (Opens online July 2019 www.nalmco.org)
- Electrical and AV ordered no later than September 27, 2019.

PARTNERSHIP (SPONSOR) REGISTRATION FORM

Booth only purchases, go to www.nalmco.org to reserve and purchase your booth

Completion of registration and payment, online or paper, signifies you agree to abide by NALMCO Exhibitor Rules and Regulations.

An exhibitor packet will be sent to the Key (Administrative) Contact indicated on the registration form.

All payments must be in US funds. Registrations cannot be processed without payment.

Payment may be deductible as an ordinary and necessary business expense. Consult your tax advisor for further advice.

If you have questions about registration, please email Denise Hoffman, CMP, at meetings@nalmco.org.

NALMCO Tax ID #54-1080259. The NALMCO 2019 W-9 form can be found at nalmco.org or by emailing meetings@nalmco.org.

KEY (ADMINISTRATIVE) CONTACT INFORMATION

Organization Name

Key (Administrative) Contact Name

Email

Phone

CHOOSE YOUR SPONSORSHIP

PLATINUM

Member Early: \$10,000 | After 8/30: \$11,000

Sold Monday Evening Reception

Sold Tuesday Evening Reception

GOLD

Member Early: \$7,750 | After 8/30: \$8,750

Sunday Evening Reception Drink Tickets

Sold Monday Awards & Annual Meeting Luncheon

Tuesday Luncheon

Golf Tournament Prizes

Event Mobile Website

Attendee Tote Bag (must be received by 8/30)

SILVER

Member Early: \$5,750 | After 8/30: \$6,750

Sold Monday Breakfast Buffet

Tuesday Breakfast Buffet

Monday Breaks

Tuesday Breaks

Sold Monday Beverage Station

Tuesday Beverage Station

BRONZE

Member Early: \$3,800 | After 8/30: \$4,800

Golf Tournament Hole (6 available)

Golf Tournament Weather

Sold Golf Tournament Beverage Cart

Golf Tournament Breakfast

Golf Tournament Luncheon and Awards Ceremony

Electric Charging Station

Sold Attendee Lanyards (must be received by 8/30)

BOOTH SELECTION

Select space as shown on floor plan

1st Choice

2nd Choice

3rd Choice

Complimentary and additional representatives, golf and non-industry guests will be collected when online registration opens in July 2019.

Total Partnership Fee

PAYMENT INFORMATION

Check

MasterCard

Visa

AMEX

Make check payable to NALMCO. Sponsorships are not recognized until form and payment are received.

Account Number

Expiration Date

CVV Code

Name on Card

Cardholder Signature

Remit signed Partnership (Sponsorship)

Agreement and payment to:

NALMCO
1255 SW Prairie Trail Parkway
Ankeny, IA 50023
Phone (515) 334-1049
Fax (515) 334-1174

meetings@nalmco.org
www.nalmco.org

For more information, contact Denise Hoffman, CMP, meetings@nalmco.org, or (515) 334-1049.

CONVENTION REGISTRATION AND CANCELLATION POLICIES

- Partnership fees do not include hotel accommodations, airfares or optional tours and activities.
- No refunds will be given for no-shows.
- No refunds will be given for Partnership (sponsorship) cancellations.

EXHIBITOR RULES & REGULATIONS

1. CONDITIONS TO EXHIBIT

Anyone interested in offering any product or service to the interNational Association of Lighting Management Companies (NALMCO) audience MUST register in advance. Anyone offering any product or service to the NALMCO audience without proper registration will be subject to immediate dismissal from the Convention and Trade Show. The Exhibit contract becomes valid and space is reserved only upon receipt of payment for the total cost of exhibiting.

2. EXHIBIT SPACE

The space contracted for herein is to be used for the Exhibitor whose name appears on the contract for space. Exhibitors may not sublet or resell any portion of their contracted space nor allow their badges to be used by unauthorized persons. Firms, companies or organizations that have not contracted for exhibit space or paid the exhibit hall rate, will NOT be permitted to solicit business within the exhibit area. NALMCO reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the NALMCO Trade Show or the exhibit area. Partners are given premium exhibit space, otherwise, exhibit space is assigned on a first-come, first-served basis. NALMCO has the right to modify the exhibit hall floor plan if necessary.

3. UNOCCUPIED SPACE

If unoccupied on opening day, said space is considered forfeited. NALMCO reserves the right to rent such space to any other Exhibitor or use said space in any other manner. NALMCO has the right to modify the exhibit hall floor plan if necessary.

4. EXHIBITOR PERSONNEL

During official exhibit hours, a representative for the exhibiting company must be in the booth at all times. Booth registration includes complementary representatives as noted in sponsor information. Additional representatives may be added by registering at the appropriate fee.

5. SECURITY

The exhibit hall will be locked after-exhibit hours; however, hotel personnel will have access at all times. NALMCO has no liability for any loss or damage sustained by an exhibitor during such hours or at any time, whatever the cause.

6. INDEMNITY

It is expressly understood and agreed that the Exhibitor will hold harmless and make no claim against NALMCO or its officers, members or agents for any loss, damage to or destruction of property, nor for any injury that may occur to the Exhibitor, its agents or its employees while in the exhibit facilities, nor for any damages of any nature or character whatsoever, including direct or indirect damage as a result of loss of business arising out of the exhibition

or cancellation thereof. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

7. DAMAGE TO EXHIBIT FACILITIES

The exhibiting company must leave space assigned and occupied in the same condition as when possession began. Exhibitor is liable for damage to walls, columns, floor, carpet, ceiling, etc.

8. CHANGE OF FLOOR PLAN

NALMCO reserves the right to change the exhibit hall floor plan and/or exhibit locations without prior permission from the Exhibitor.

9. NON-ENDORSEMENT

The exhibiting of products and services at the NALMCO Convention and Trade Show does not constitute an endorsement by NALMCO or any product or service exhibited. Exhibitors are not permitted to represent in any manner that NALMCO has endorsed goods or services by the exhibiting company.

10. CANCELLATION OF CONTRACTED SPACE

Booth purchase cancellations received prior to August 30, 2019, will be refunded less a \$300 processing fee. No refunds will be given after August 30, 2019. No refunds will be given for no-shows. No refunds will be given for cancelled Partnerships (sponsorships).

11. CANCELLATION OF EXHIBITION

Should any cause (such as fire, strike or Acts of God, etc.) beyond the control of NALMCO arise prior to the opening date of the Trade Show causing its cancellation, it is understood and agreed that NALMCO will attempt to reschedule the event as near the original date and site as possible. If the event is not rescheduled, each prepaid exhibitor/Partner will receive a copy of the conference handouts and any other materials that would have been distributed. Fixed conference expenses will be paid from the pre-registration funds. Remaining funds will be refunded to pre-registrants. NALMCO is not responsible for any other costs incurred by pre-registrants in connection with the conference.

12. AMENDMENTS

These Rules and Regulations have been formulated for the best interest of the Exhibitors and NALMCO Convention and Trade Show. All matters and questions not covered by these Rules and Regulations may be amended at any time by NALMCO and all amendments so made shall be equally binding on all parties affected by them as the original Rules and Regulations.



PSAV Radisson Blu Mall of America
Exhibit Order Form 2019



Please Print Clearly

Company: _____ Date: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Conference Name: _____ Dates: _____ Booth # _____

<u>Electrical Charges</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
120V under 10Amp (Power Strip & Cord)	\$42.00/day	_____	_____	_____
120V Dedicated 20Amp (Power Strip & Cord)	\$110.00/day	_____	_____	_____
100 Amp - 3 Phase Power	\$500.00/day	_____	_____	_____
200 Amp - 3 Phase Power	\$750.00/day	_____	_____	_____

<u>High Speed Internet</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
Wired Internet Line @ 10Mbps*	\$170.00/day	_____	_____	_____
Wi-Fi Connection @ 10Mbps*	\$26.00/day	_____	_____	_____

*Internet charges are per connection/per day

<u>Televisions and Monitors</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
21" Dell Desktop Monitor	\$125/day	_____	_____	_____
52" Sharp TV on Rolling Stand	\$295/day	_____	_____	_____

This is an abridged list of services. If you need specific audio visual equipment please call PSAV at (952) 851-4097

Radisson Blu Mall of America offers basic complimentary Wi-Fi access to all guests. This can be obtained via voucher code when you arrive on site at the hotel. Vouchers for complimentary access cannot be requested in advance.

Sub Total: _____

30% Service Charge (on entire sub-total): _____

Tax (7.525% except on Internet): _____

Grand Total: _____

For payment instructions please continue to page #2

Signature _____ E-mail Address _____

Email or Fax to both pages: **Radisson Blu Mall of America**
ATTN: PSAV Presentation Services
2100 Killebrew Drive, Bloomington, MN 55425

Fax: (952) 851-4091
Phone: (952) 851-4097
Email: JMORK@PSAV.COM

Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders
All services must be paid by credit card in advance of show. The hotel or PSAV is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or PSAV Presentation Services is not responsible for lost or stolen articles in any exhibit booth or conference room.
Any cancellation within 72 hours prior to event will be charged at full rate.



2100 Killebrew Drive, Bloomington, MN 55425

Protecting customer information and data is important to us. Please be advised that we no longer accept complete credit card numbers in written form. Complete this form listing only the last four digits of your credit card number.

Please email both signed pages to Jamen Mork jmork@psav.com . PSAV will provide you with an audio visual event order and confirmation via email. From there Dariya Poe, Accounts Receivable for Radisson Blu Mall of America will contact you for the remaining credit card numbers and process your payment. She can also be reached directly at 952-851-4023.

Date: _____

I authorize the Radisson Blu MOA to charge my credit card according to the details below. I guarantee full payment of the account as described.

Name of Guest/Group: _____

Function/Arrival Date: _____ Departure Date: _____

Confirmation Number/Group ID# if applicable: _____

Credit Card Type: _____ Expiration Date: _____

Last 4 digits of the credit card number:

Four empty boxes for entering the last four digits of the credit card number.

Reminder: Please provide remaining credit card number to the hotel personnel listed above.

Cardholder Name (Please Print): _____

Company Name: _____

Cardholder Signature: _____

Cardholder Billing Address: _____
(If different than page #1)

Cardholder Phone Number: _____

Cardholder E-mail Address: _____

Authorized Amount in US Dollars: _____

Other Billing Instructions: _____

NALMCO®

THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953

NALMCO

1255 SW Prairie Trail Parkway

Ankeny, Iowa 50023-7068

www.NALMCO.org

NALMCO 66TH ANNUAL CONVENTION & TRADE SHOW

OCTOBER 13–16, 2019

Bloomington, MN



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AUGUST 30, 2019**

**To be included on the event website, printed materials and signage.*