



# 23<sup>rd</sup> NATIONAL TRAINING CONFERENCE - HYATT REGENCY BOSTON

## Exhibitor Application – Page 1



This is an application for exhibit space at the National Asian Peace Officers' Association (NAPOA) 23rd National Training Conference. Exhibit tables will be open from Monday, August 9, 2010 to Thursday, August 12, 2010, 8:00 AM – 4:00 PM. 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 for the exhibit space rental and/or advertisement fee. NAPOA reserves the right to reject any application, prohibit, and/or expel the exhibitor which, in its sole judgment, is not in keeping with the character of the conference, including but not limited to persons associated with Exhibitor, printed materials, products, conduct, sound levels, or any other negative factor.

### EXHIBITOR APPLICATION

PLEASE PRINT:

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Org Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Ext \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Contact Name \_\_\_\_\_ Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

<b>EXHIBITORS</b>			
(Please check appropriate box)			
Gold Sponsor	\$10,000	Bronze Sponsor	\$3,000
Silver Sponsor	\$5,000	Exhibitors (4 days)	\$1,500
<b>ADVERTISING OPPORTUNITIES</b>			
Conference Program, Business Card	\$80	Website Signage / Link, 1 Year	\$500
Conference Program, ¼ Page, b/w	\$125	Ten Tickets to Awards Dinner	\$600
Conference Program, ½ Page, b/w	\$200	Banner – Main Ballroom	\$300
Conference Program, 1 Page, b/w	\$300	Event Sponsorship	\$2,000
Conference Program, 1 Page, color	\$600	Conference Program, Back Cover, color	\$2,000
<b>SELECT METHOD OF PAYMENT</b>			
CREDIT CARD		Check / Money Order Enclosed (payable to National Asian Peace Officers Assn)	
VISA	MASTERCARD		
NUMBER: _____ EXP: _____		Other: _____	
(you may make online payments, see accompanying information)			
(Registration will not be accepted without signature)			
SIGNATURE: _____		DATE: _____	
Exhibitor name badges are needed for the following two (2) individuals who will be staffing your exhibit			
_____			
<b>CONFERENCE USE ONLY</b>			
PAYMENT BY (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Organization		DATE RECEIVED:	AMOUNT: \$
CHECK OR MONEY ORDER NO.:		PO/AUTH. NO.:	INVOICE NO.:
RECEIPT NO.:	ITEMS RECEIVED (Check each box) <input type="checkbox"/> Event Tickets <input type="checkbox"/> Name Tag <input type="checkbox"/> Registration Packet		



## 23<sup>rd</sup> National TRAINING CONFERENCE - HYATT REGENCY BOSTON

Exhibitor Application – Page 2



### 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.

**Platinum Sponsors (\$25,000)** - Back cover color ad in the conference program; two (2) prime exhibit booth spaces in the exhibit area; a full size banner with linkage on NAPOA's website home page for one year; ten (10) VIP tickets to the awards banquet; signage and recognition at the opening ceremony, throughout the conference and at the awards dinner; and the official host of our VIP reception luncheon.

**Gold Sponsors (\$10,000)** - One full page color ad (centerfold, inside front or back page) in the conference program; one prime exhibit booth space in the exhibit area; banner with web site linkage on NAPOA's website for one year; ten (10) tickets to the awards banquet; signage and recognition at the opening ceremony, throughout the conference and at the awards dinner; and two (2) tickets to our VIP reception luncheon.

**Silver Sponsors (\$5,000)** - One full page color ad (centerfold, inside front or back page) in the conference program; one prime exhibit booth space in the exhibit area; recognition on the NAPOA website for one year as a conference sponsor; five (5) tickets to the awards banquet; and signage and recognition at opening ceremony and throughout conference.

**Bronze Sponsors (\$3,000)** - One full page color ad (location to be determined) in the conference program; one exhibit booth space in the exhibit area; recognition on the NAPOA website for one year as a conference sponsor; (2) tickets to the awards banquet; and recognition and signage at the opening ceremony.

**WHAT EXHIBITORS CAN EXPECT:** NAPOA has always been committed to provide our exhibitors with the most exposure possible. We have designed our exhibit area so all in attendance will see your products and/or employment opportunities. We believe our exhibitors provide practical knowledge and services to our attendees and it is our honor to have you share in our success in our 30<sup>th</sup> year. Our conference attracts the attention of hundreds of Asian Pacific American law enforcement professionals in government throughout the United States from Directors and Chiefs of Police to federal special agents and police officers. 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 expand our job fair component to include interviews and instructional workshops. Last year, more than 1,500 people turned up to the annual conference as a result of our advertising and outreach efforts.

**ADVERTISING OPPORTUNITIES:** Please take a few minutes to review the variety of marketing opportunities to promote your presence at the conference ranging from our Welcome Reception, Hospitality Suite, highly visible coffee break sponsorships, and challenge coins to portfolios and/or lanyards to conference bag sponsorships.

**CONFERENCE PROGRAM BOOK:** Advertisements in the official Conference Program will be accepted upon availability of publication space. Priority advertising space will be given to Sponsors. 8.5 x 11 color separated / black-and-white camera-ready artwork in PDF or Photoshop format (300 dpi) must be received no later than July 1, 2010, accompanied with full payment or authorized purchase order/requisition. If typesetting, design, layout or paste-up is required, the cost will be charged to the advertiser. Email to [journal@napoaline.org](mailto:journal@napoaline.org).

**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 during our Awards Banquet. The Awards Banquet will take place at Emperor's Garden on Thursday, August 12, 2010 in Chinatown, two short blocks away.



**23<sup>rd</sup> National TRAINING CONFERENCE - HYATT REGENCY BOSTON**  
 Exhibitor Application – Page 3



**AGREEMENT OF CONDITIONS**

- LOCATION OF EXHIBITS:** Hyatt Regency Boston  
 One Avenue de Lafayette, Boston, MA 02111  
 (617) 912-1234  
 www.hyattregencyboston.com
- EXHIBITOR SET-UP:** Sunday August 8, 2010 1200 - 1700 hrs.  
 Monday August 9, 2010 0700 - 0800 hrs.
- EXHIBIT HOURS:** Monday August 9, 2010 0800 - 1600 hrs.  
 Tuesday August 10, 2010 0800 - 1600 hrs.  
 Wednesday August 11, 2010 0800 - 1600 hrs.  
 Thursday August 12, 2010 0800 - 1400 hrs.
- EXHIBIT TEAR-DOWN:** Thursday August 12, 2010 1400 - 1600 hrs.
- CONFERENCE HOURS:** Sunday August 8, 2010 1200 - 1800 hrs. Registration  
 Monday August 9, 2010 0800 - 1700 hrs. Conference Sessions  
 Tuesday August 10, 2010 0800 - 1700 hrs. Conference Sessions  
 Wednesday August 11, 2010 0800 - 1700 hrs. Conference Sessions  
 Thursday August 12, 2010 0800 - 1700 hrs. Conference Sessions  
 Thursday August 12, 2010 1800 - 2100 hrs. Awards Banquet  
 Friday August 13, 2010 0800 - 1100 hrs. NAPOA Business Meetings
- EXHIBIT TABLE-TOPS:** Tabletops are approximately 3' x 6' in size, includes two (2) chairs and skirting.
- EXHIBIT COST:** \$1,500.00 per tabletop

**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 Thursday, August 5, 2010, 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:

YOUR NAME/AGENCY or COMPANY - YOUR CELL NUMBER  
 c/o National Asian Peace Officers Association – August 9, 2010  
 Hyatt Regency Boston  
 One Avenue de Lafayette  
 Boston, MA 02111

**EXHIBITOR RESPONSIBILITIES:** Representative(s) must be present at his / her exhibit during exhibit hours. Conference badges must be worn and displayed at all time while on the conference floor.

**ONLINE CREDIT CARD PAYMENTS:** You may make a secure online credit card payment for your exhibit through [www.napoaonline.org](http://www.napoaonline.org).

**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.



## 23<sup>rd</sup> National TRAINING CONFERENCE - HYATT REGENCY BOSTON Exhibitor Application – Page 4



**CANCELLATION OF EXHIBIT:** Cancellation must be requested in writing and faxed to (415) 753-7709. Cancellations received by July 19, 2010 will receive the full refund less \$100.00 processing fee. Cancellations received from July 20, 2010 to August 1, 2010 will receive 50% refund. Cancellations received after August 1, 2010 will NOT receive a refund. All refunds will be mailed 4-6 weeks after the conference by check.

**DISPLAY SPACE NOT CLAIMED:** Exhibit tabletops not occupied or claimed by 1200 hrs on August 9, 2010 may be reassigned by NAPOA unless pre-arranged with notice.

**LIABILITY:** The Exhibitor and its agents assumes responsibility and agrees to indemnify and defend the National Asian Peace Officers Association and the Hyatt Regency Boston 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 the Hyatt Regency Boston maintains 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 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 be provided during non-exhibit hours beginning at set-up and will continue through removal of your displays. However, NAPOA cannot be responsible for or guarantee against any loss.

**USE OF EXHIBIT SPACE:** NAPOA reserves the right to reject any application, prohibit, and/or expel the exhibitor which, in its sole judgment, is not in keeping with the character of the conference, including but not limited to, persons associated with the Exhibitor, printed materials, products, conduct, sound levels, or any other negative factor. No exhibitor shall assign nor sublet any part of its 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.

**FOR FUTURE REFERENCE:** Check our website [www.napoaonline.org](http://www.napoaonline.org) for updates on room accommodations, transportation, parking, sponsorship events, awards dinner and other pertinent information. Information posted on the website will be deemed notice.

Our next four national training conferences will be held during the first or second week of August with the Hyatt Hotel chain as follows: 2011 - San Diego 2012 - Chicago 2013 - San Francisco 2014 - Houston  
It is our earnest hope that you will participate in our future conferences as well.

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

**National Asian Peace Officers Association**  
P.O. Box 71551  
Oakland CA 94612

### **CONTACT**

Jeff Woo/Exhibits Coordinator  
2010 NAPOA Conference Committee  
San Francisco District Attorney's Office  
Phone: 415.753.4474  
Fax: 415.753.7709  
Email: [exhibits@napoaonline.org](mailto:exhibits@napoaonline.org)

**THANK YOU FOR SUPPORTING NAPOA!**