

# Creating Connections

**2019 INDIANA ILLINOIS  
NAHRO CONFERENCE**

**Exhibitor/Sponsor Prospectus**

**July 29-31, 2019**

**Hyatt Regency Indianapolis  
Indianapolis, IN**

## EXHIBITION RATES

ITEM	RATE
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Exhibit Booth Space	\$500.00
Additional Representative	\$200.00

## WHAT'S INCLUDED

Your Exhibit Booth includes:

- Exposure to highly targeted audience
- Paid conference registrations for up to two (2) booth attendants
- Listing in the conference program
- Pre- and post-show attendee lists
- One general exhibit space featuring:
  - Draped 8 foot table
  - Two (2) chairs
  - One (1) wastebasket
  - One (1) sign with booth number
  - One (1) after hours booth cleaning
  - Basic internet service

## ADDITIONAL ITEMS

ITEM	RATE
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Half Page Ad in Program	\$100.00
Full Page Ad in Program	\$150.00
Brochure Placed in Each Attendee's Bag	\$150.00

## EXHIBITS / DISPLAYS

Power is available at the prices below\*:  
 Power Strip/Extension Cord \$75.00++/day  
 20 Amp – 110v Dedicated \$25.00++/day  
 \*You must contact the Hyatt directly to order

*Presentation Services Audio Visual can provide audio and video equipment, along with internet at each exhibit. Please ask your Event Manager for pricing. Please be sure to inform all vendors and staff that all deliveries and / or unloads of materials or exhibits must be unloaded at the loading dock only. Attempts to unload at the front entrance the delivery will be stopped and directed to the loading dock.*

## CONFERENCE and EXHIBITION SCHEDULE

(SUBJECT TO CHANGE)

### SUNDAY, JULY 28, 2019

5:00pm – 8:00pm	Early Registration Open
6:00pm – 8:00pm	IN NAHRO Board Meeting
6:00pm – 8:00pm	IL NAHRO Board Meeting

### MONDAY, JULY 29, 2019

8:00am – 9:00am	Registration
8:00am – 10:00am	Vendor Exhibit Set Up
9:00am – 10:15am	Breakfast and Welcome
10:00am – 9:00pm	Vendor Exhibits Open
10:15am – 10:30am	Break
10:30am – 12:00pm	Concurrent Sessions
12:00pm – 1:30pm	Lunch
1:30pm – 3:00pm	Concurrent Sessions
3:00pm – 3:30pm	Break
3:30pm – 5:00pm	Concurrent Sessions
5:00pm – 5:30pm	Break
5:30pm – 6:00pm	Vendor Reception
6:00pm – 7:00pm	Dinner

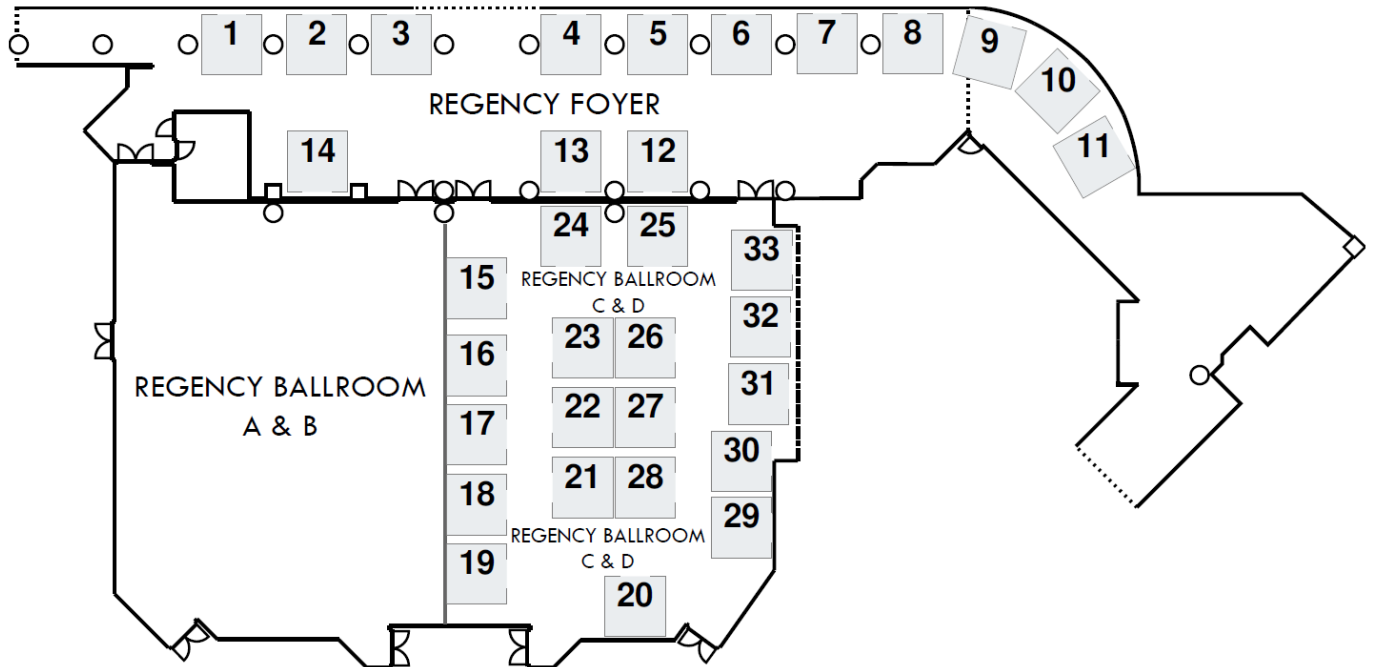
### TUESDAY, JULY 30, 2019

8:00am – 10:15am	Breakfast and Keynote
8:00am – 3:30pm	Vendor Exhibit Open
10:15am – 10:30am	Break
10:30am – 12:00pm	Concurrent Sessions
12:00pm – 1:30pm	Lunch
1:30pm – 3:00pm	Concurrent Sessions
3:00pm – 3:30pm	Break
3:30pm – 5:00pm	Concurrent Sessions
3:30pm – 5:00pm	Vendor Exhibit Tear Down

### WEDNESDAY, JULY 31, 2019

8:00am – 9:00am	Breakfast
9:00am – 10:15am	Plenary Session
10:15am – 10:30am	Break
10:30am – 12:00pm	Plenary Session

# EXHIBITION AREA



Conference attendees from Indiana, Illinois, and surrounding agencies that will attend this conference are dedicated to the affordable housing industry. They are looking for products and services in the following areas:

- Accounting/Financial Services
- Appliances
- Bathroom and Kitchen Products
- Building and Repair Products
- Computer Software
- Consulting Services
- Document and Data Management
- Energy Efficient Products and Services
- IT Services
- Marketing and Public Relations
- Maintenance Services and Supplies
- Professional Services
- Professional Development
- Resident Screening
- And More!

# SPONSORSHIP OPPORTUNITIES

## PLATINUM SPONSOR - \$2,500

*1 available*

As the Platinum Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Full page color ad in conference program
- Opportunity to distribute your company's brochure and a gift/giveaway item to be included in the attendee bag
- Sponsor recognition at General Sessions
- Choice of exhibit space

## GOLD SPONSOR - \$2,000

*2 available*

As a Gold Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Full page ad in conference program
- Opportunity to distribute your company's brochure and a gift/giveaway item to be included in the attendee bag
- Sponsor recognition at General Sessions
- Choice of exhibit space

## ATTENDEE BAG SPONSOR - \$2,000

*1 available*

As the Attendee Bag Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Half page ad in conference program
- Logo on tote bag for every conference attendee
- Sponsor recognition at General Sessions
- Choice of exhibit space

## SILVER SPONSOR - \$1,500

*2 available*

As a Silver Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Full page ad in conference program
- Sponsor recognition at General Sessions
- Choice of exhibit space

## PROGRAM SPONSOR - \$1,500

*1 available*

As the Program Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Full page color ad in conference program
- Sponsor recognition at General Sessions
- Choice of exhibit space

## FLASH DRIVE SPONSOR - \$1,250

*1 available*

As the Flash Drive Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Half page ad in conference program
- Logo on flash drive given to every conference attendee
- Sponsor recognition at General Sessions
- Choice of exhibit space

## LANYARD SPONSOR - \$1,000

*1 available*

As the Lanyard Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Half page ad in conference program
- Logo on lanyard given to every conference attendee
- Sponsor recognition at General Sessions
- Choice of exhibit space

## BRONZE SPONSOR - \$1,000

*3 available*

As the Bronze Sponsor you will receive all of the items received with an Exhibit Booth Space **plus**:

- Half page ad in conference program
- Sponsor recognition at General Sessions
- Choice of exhibit space

# EXHIBIT SHIPPING AND DELIVERY

## MEETING PACKAGES & DELIVERIES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required. All deliveries regardless of size must be delivered or unloaded at the Hotel's loading dock. The Hotel's receiving entrance is open from 7:00a.m. to 4:00p.m., Monday through Friday. Any materials being sent to the Hotel must be marked as follows:

**Hyatt Regency Indianapolis**  
**One South Capitol Ave**  
**Indianapolis, IN 46204**  
**Client Name / Exhibitor Name**  
**2019 IN/IL NAHRO Conference**  
**C/O Tabitha McCormack, Event Manager**

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. Please note the following charges relating to package deliveries and shipment from the Hotel:

- Pallets or Oversized Packages, Incoming and Outgoing \$200.00/ pallet
- Packages, Incoming and Outgoing (Up to 50 Pounds) \$5.00/box
- Packages, Incoming and Outgoing (50-100 pounds or more) \$10.00/box
- Envelopes, Incoming and Outgoing \$3.00/envelope

The Hotel allows boxes/packages to be shipped (3) three days prior to the event will be charged the same charges as noted above for packages. Outbound Shipping Request forms with payment instructions will be provided by the Hotel.

## HOTEL ACCOMMODATIONS

**Hyatt Regency Indianapolis**  
**1 S Capital Avenue, Indianapolis. IN 46204**

**Room Rate: \$189/night + tax**

*(Room rate applies for hotel stays beginning on Sunday, July 28, 2019 through Tuesday, July 30, 2019)*

**Reserve by visiting:**

**<https://www.hyatt.com/en-US/group-booking/INDRI/G-NARO>**

# DOWNTOWN INDIANAPOLIS PARKING OPTIONS

## **PNC Parking Garage & Parking Management Services**

One South Capitol Avenue  
(317) 632-1234

Height Clearance: 6'2"

Located underneath the Hyatt Regency Hotel and the PNC Building, this garage is connected to the sky bridge system so guests can visit many businesses while staying indoors.

### **Valet Parking**

Day Rate (Up to 8 Hours)	\$35.00
Overnight (Standard Vehicle)	\$45.00
Overnight (Oversized Vehicle)	\$45.00

### **Self-Parking**

0 – 1 hour	\$11.00
1 – 2 hours	\$16.00
2 – 18 hours	\$28.00
18 – 24 hours	\$35.00
Lost Ticket	\$53.00

## **Circle Centre Mall Parking Options**

### **World of Wonders Garage**

24-hour access Entrances on Illinois and Maryland Above Steak-n-Shake at Circle Center Mall  
Connected via Skywalk to the Hyatt; 8'2" height limit

### **Sun Garage**

Monday – Saturday 8:00 AM - 2:00 AM  
Sunday 10:00 AM – Midnight  
Entrances on Washington and Maryland; Below Carsons Pirie Scott in Circle Center Mall; 6'8" height limit

### **Moon Garage**

Monday – Saturday 8:00 AM – Midnight  
Sunday 10:00 AM – 9:00 PM  
Entrance on Georgia; Below Nordstrom in Circle Center Mall; 6'8" height limit

## **Plaza Park**

109 South Capitol Avenue  
(317) 638-2171

Height Clearance: 6'9"

Located just across from the Indiana Convention Center and the Hyatt Regency; Plaza Park Garage is connected via the sky bridge system to both locations, as well as the Circle Center Mall.

### **Self-Parking**

0 – 1 hour	\$10.00
1 – 2 hours	\$14.00
2 – 3 hours	\$18.00
3 – 4 hours	\$22.00
4 – 24 hours	\$26.00
Event Rate:	\$20.00

### **Capitol Commons**

10 South Capitol Avenue  
(317) 951-0866

Height Clearance: 6'8"

Entrance Directly across from Hyatt on Capitol

### **Self-Parking:**

0 – 1 hour	\$6.00
1 – 2 hours	\$15.00
2 – 2 ½ hours	\$20.00
2 ½ – 24 hours	\$28.00
Overnight	\$40.00

### **Parking Rates for All Three Garages:**

0 - 3 hours	\$3.00
3 - 4 hours	\$6.00
4 - 6 hours	\$14.00
6 - 12 hours	\$18.00
12 - 24 hours	\$22.00
Lost Ticket	\$22.00
Event Rate:	\$20.00

### **Event Parking Rates:**

A \$22 parking rate may be applied if a major downtown event is happening. If a visitor shows a valid receipt of \$22 dollars or more purchased from a Circle Center Mall Indianapolis merchant that day, normal rates will apply.

# DOWNTOWN INDIANAPOLIS PARKING OPTIONS



## DOWNTOWN INDIANAPOLIS PARKING



For information about things to see and do in Indianapolis, go to [VisitIndy.com](http://VisitIndy.com)

©Visit Indy 4/16

- 1 IUPUI North Street Garage  
819 West North Street, 317.274.4232
- 2 IUPUI Blackford Garage  
530 North Blackford Street, 317.274.4232
- 3 IUPUI Vermont Garage  
1004 West Vermont Street, 317.274.4232
- 4 White River State Park - Surface Lot  
805 West Washington Street, 317.234.0231
- 5 White River State Park Garage  
801 West Washington Street, 317.234.0231
- 6 101 West Ohio Building Garage  
151 West Ohio Street, 317.634.9090
- 7 Sheraton Hotel Garage  
55 West Ohio Street, 317.635.2000
- 8 Hilton Garage  
120 West Market Street, 317.822.5832
- 9 Market Tower Garage  
139 North Illinois Street, 317.464.8357
- 10 Circle Block Garage  
25 North Illinois Street, 317.974.0590
- 11 Claypool Court Garage  
33 North Capitol Avenue, 317.681.5670
- 12 Chase Tower Garage  
120 North Pennsylvania Street, 317.236.9453
- 13 BMO Plaza Garage  
135 North Pennsylvania Street, 317.638.5805
- 14 Huntington Plaza Garage  
35 North Pennsylvania Street, 317.602.6055
- 15 Market District Garage  
101 North New Jersey Street, 317.634.8145
- 16 302 East Washington Lot  
302 East Washington Street, 317.916.1760
- 17 Capitol Commons Garage  
10 South Capitol Avenue, 317.951.0866
- 18 PNC Center/Hyatt Garage  
101 West Washington Street, 317.632.2892
- 19 Sun Garage (Circle Centre)  
(entrances on both Washington & Maryland Streets)  
48 West Maryland Street, 317.681.5670
- 20 Plaza Park Garage  
(entrances on both Capitol Avenue & Maryland Street)  
109 South Capitol Avenue, 317.638.2171
- 21 World Wonders Garage (Circle Centre)  
(entrances on both Illinois & Maryland Streets)  
100 South Illinois Street, 317.681.5670
- 22 Moon Garage (Circle Centre)  
26 West Georgia Street, 317.681.5672
- 23 Pan Am Plaza Garage  
(entrances on both Capitol Avenue & Illinois Street)  
201 South Capitol Avenue, 317.237.4849
- 24 Capital Improvement Board (CIB) Lot 3  
350 West South Street, 317.916.1760
- 25 Lucas Oil Stadium Lot  
500 South Capitol Avenue, 317.916.1760
- 26 Gate Ten Events & Parking  
343 South McCarty Street, 317.478.2322
- 27 Merchants Garage  
31 South Meridian Street, 317.638.8062
- 28 301 East Washington Street Lot  
301 East Washington Street, 317.602.6055
- 29 Virginia Avenue Garage  
155 South Delaware Street, 317.916.1760

# IMPORTANT DEADLINES

- **February 11, 2019**  
Registration Opens
- **February 28, 2019**  
Free Half Page Ad with Paid Registration Ends
- **June 30, 2019**  
Registration Closes
- **June 29, 2019**  
Last Day to Book Hotel Room with Group Discount ends at 3:00pm EST
- **July 5, 2019**  
Logo and Ad Due for Conference Program

## CONFERENCE CONTACTS

General Conference Questions? Please call 260.267.9300 x 7312

**Jessica Matuska**

*Marketing and Registration*

**260.267.9300 x 7601**

**Brenda Bruner**

*Exhibitor/Sponsor Coordination and Registration*

**217.753.5757 x 206**

**Allison Gauer**

*Speaker Coordination and Registration*

**812.428.8500 x 8**

**Joe Pash**

*Exhibitor/Sponsor Coordination and Registration*

**317.677.3080**





# Exhibit Space Registration Form

2019 IN/IL NAHRO Conference  
Indianapolis, IN



## A. EXHIBIT BOOTH COORDINATOR

Company Name Contact

Person, Title

Address

City/State/Zip

Phone Fax

Email

## B. COMPANY CONTACT FOR CONFERENCE PROGRAM (if different from A.)

Company Name

Contact Person, Title

Address

City/State/Zip

Phone Fax

Email

Website

### EXHIBITION RATES:

Exhibit Booth	\$500
Additional Guest	\$200
Half Page Ad	\$100
Full Page Ad	\$150
Brochure Placed in Attendee Bag	\$150

## C. PAYMENT INFORMATION

Full payment is due with submission of signed registration form. Please send check payments to IN NAHRO, 7315 Hanna Street, Fort Wayne, IN 46816

TOTAL DUE \$ \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

Check payable to IN NAHRO (Check No. \_\_\_\_\_)

## Exhibit Space Registration Form

2019 IN/IL NAHRO Conference  
Indianapolis, IN



### IMPORTANT REMINDERS

#### Your Exhibit Booth includes:

- Exposure to highly targeted audience
- Two (2) paid conference registrations
- Listing in the conference program
- Pre- and post-show attendee lists
- One general exhibit space featuring:
  - Draped 8 foot table
  - Two (2) chairs
  - One (1) wastebasket
  - One (1) sign with booth number
  - One (1) after hours booth cleaning
  - Basic internet service

Priority consideration for exhibit space will be given to 2019 IN/IL NAHRO Conference Sponsors only. All other space assignments will be made by IN/IL NAHRO staff.

**Cancellation Policy:** Cancellations and requests for refunds must be made in writing IN NAHRO c/o Jessica Matuska, 7315 Hanna Street, Fort Wayne, IN 46816 or [jmatuska@fwha.org](mailto:jmatuska@fwha.org). All payments must be made in full at the time of registration. Fifty percent (50%) of that payment will be considered a deposit, and is non-refundable should you not be able to attend the event. No refunds will be given after July 1, 2019.

#### Send form and payment to:

**Jessica Matuska, 7315 Hanna Street, Fort Wayne, IN 46816, 260-267-9300 x7312**

#### FOR CONFERENCE COMMITTEE ONLY

\_\_\_\_\_  
BOOTH ASSIGNMENT(S)

\_\_\_\_\_  
DATE ASSIGNED

\_\_\_\_\_  
AMOUNT PAID

\_\_\_\_\_  
PROCESSED

\_\_\_\_\_  
APPROVED

# Sponsorship Registration Form

2019 IN/IL NAHRO Conference  
Indianapolis, IN



## A. SPONSORSHIP COORDINATOR

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

\_\_\_\_\_  
Contact Person, Title

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

## B. SPONSORSHIP OPPORTUNITIES *(Check all that apply to your order)*

- |   |  |
|---|--|
| <input type="checkbox"/> Platinum Sponsor - \$2,500     | <input type="checkbox"/> Flash Drive Sponsor - \$1,250           |
| <input type="checkbox"/> Gold Sponsor - \$2,000         | <input type="checkbox"/> Lanyard Sponsor - \$1,250               |
| <input type="checkbox"/> Attendee Bag Sponsor - \$2,000 | <input type="checkbox"/> Bronze Sponsor - \$1,000                |
| <input type="checkbox"/> Silver Sponsor - \$1,500       | <input type="checkbox"/> Brochure Placed in Attendee Bag - \$150 |
| <input type="checkbox"/> Program Sponsor - \$1,500      |  |

## C. PAYMENT INFORMATION

Full payment is due with submission of signed registration form. Please send check payments to IN NAHRO, 7315 Hanna Street, Fort Wayne, IN 46816

TOTAL DUE \$ \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

Check payable to IN NAHRO (Check No. \_\_\_\_\_)

## D. EXHIBIT BOOTH REQUEST

Priority consideration for exhibit space will be given to 2019 IN/IL NAHRO Conference Sponsors only. All other space assignments will be made by IN/IL NAHRO staff. Sponsors may rank order of booth desired below.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

## Sponsorship Registration Form

2019 IN/IL NAHRO Conference  
Indianapolis, IN



### IMPORTANT REMINDERS

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- Two (2) paid conference registrations
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  - Draped 8 foot table
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  - One (1) wastebasket
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#### Send form and payment to:

**Jessica Matuska, 7315 Hanna Street, Fort Wayne, IN 46816, 260-267-9300 x7312**

#### FOR CONFERENCE COMMITTEE ONLY

\_\_\_\_\_  
BOOTH ASSIGNMENT(S)

\_\_\_\_\_  
DATE ASSIGNED

\_\_\_\_\_  
AMOUNT PAID

\_\_\_\_\_  
PROCESSED

\_\_\_\_\_  
APPROVED

