



**National Leadership Training Symposium & Exposition  
INTERCONTINENTAL ST PAUL RIVERFRONT, ST PAUL, MN  
Exhibitor Application – Page 1  
August 14-17, 2017**





This is an application for exhibit space at the National Asian Peace Officers' Association's (NAPOA) Leadership Training Symposium & Exposition. 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 of the exhibit space rental and/or advertisement fee. NAPOA reserves the right to decline, prohibit, or expel the exhibit which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, etc.

**EXHIBITOR APPLICATION**

PLEASE PRINT:

Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Org Phone ( \_\_\_\_\_ ) Ext \_\_\_\_\_ Fax ( \_\_\_\_\_ )  
 E-Mail \_\_\_\_\_ Website \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Daytime Phone ( \_\_\_\_\_ )

<b>EXHIBITORS</b>			
<i>(Please check appropriate boxes)</i>			
<input type="checkbox"/> Platinum Sponsor	\$25,000		
<input type="checkbox"/> Gold Sponsor	\$15,000	<input type="checkbox"/> Bronze Sponsor	\$5,000
<input type="checkbox"/> Silver Sponsor	\$10,000	<input type="checkbox"/> Exhibitors (2 days)	\$1,000
<b>ADVERTISING OPPORTUNITIES</b>			
<input type="checkbox"/> Conference Program 1 Pg, b/w	\$300	<input type="checkbox"/> Website Signage / Link, 1 Year	\$500
<input type="checkbox"/> Conference Program 1 Pg, Color	\$600	<input type="checkbox"/> Ten Tickets to Awards Dinner	\$750
<input type="checkbox"/> Conference Program, Back Cover	\$2,000	<input type="checkbox"/> Sponsor Event	\$2,000
<input type="checkbox"/> ½ Page Black & White	\$200	<input type="checkbox"/> Banner – Main Ballroom	\$300
<input type="checkbox"/> ¼ Page Black & White	\$125	<input type="checkbox"/> Business Card	\$75
<b>SELECT METHOD OF PAYMENT</b>			
CREDIT CARD   Name on Card: _____ NUMBER: _____ Expiration date: __ / __ Security Code - _____ <b>Billing Zip Code for the card:</b> _____		<input type="checkbox"/> CHECK / Money Order Enclosed (payable to National Asian Peace Officers Assn)  <input type="checkbox"/> CASH (on-site payment only)	
PLEASE SIGN (Registration will not be accepted without a signature)			DATE: / /
Exhibitor name badges are needed for the following (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		



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**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)** - One (4) Full Page Color Ad (back) in the conference program, complimentary advertisement throughout conference, (4) prime exhibit spaces in the Exhibits area, recognition, web linkage and home page banner on the NAPOA website for two years as a conference sponsor, (10) VIP tickets to the Awards Banquet, signage and recognition at the opening ceremony, throughout the conference and at the awards dinner, and host of VIP reception luncheon.

**Gold Sponsors (\$15,000)** – One Full Page Color Ad in the Conference Program, two prime exhibit booth spaces in the Exhibits area, recognition and web linkage on the NAPOA website for one year as a conference sponsor, (10) tickets to the Awards Banquet, signage and recognition at the opening ceremony, throughout the conference and at the awards dinner, and a hosted VIP reception luncheon.

**Silver Sponsors (\$10,000)** - One Full Color Page (centerfold, inside front or back page) of advertisement in the Conference Program, one prime exhibit booth space at the Exhibit room, recognition on the NAPOA website for one year as a conference sponsor (5) tickets to the Awards Banquet, and signage and recognition at opening ceremony and throughout conference

**Bronze Sponsors (\$5,000)** - One Full Color Page (location to be determined) of advertisement in the Conference Program, one exhibit booth space at the Exhibit room, recognition on the NAPOA website for one year as a conference sponsor, and signage at opening ceremony.

**WHAT EXHIBITORS CAN EXPECT:** NAPOA has always striven to provide our exhibitors with the most exposure possible. We have designed our exhibit area so all in attendance will see your exhibit. We believe our exhibitors provide practical knowledge and services to our attendees. Our conference attracts the attention of hundreds of Asian Pacific American law enforcement professionals in government throughout the United States and Canada from Special Agents in Charge and Chiefs of Police to federal special agents and police officers on the streets. 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 continue to provide meeting space for interviews and instructional workshops (USA JOBS Seminars).

**ADVERTISING OPPORTUNITIES:** Please take a few minutes to review the variety of marketing opportunities to promote your presence at the conference. These range from highly visible coffee break sponsorships 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 31, 2017, 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 [nkwong2514@gmail.com](mailto:nkwong2514@gmail.com)

**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.



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**AGREEMENT OF CONDITIONS**

- LOCATION OF EXHIBITS:** Intercontinental St. Paul Riverfront – State Suite  
11 East Kellogg Blvd.  
Saint Paul, MN 55101-1005  
(651)605-0177
- EXHIBITOR SET-UP:** Sunday, August 13<sup>th</sup>, 2017, 1200 – 1700 hrs.  
Monday, August 14<sup>th</sup>, 2017, 0700 – 0800 hrs.
- EXHIBIT HOURS:** **Monday, August 14<sup>th</sup>, 2017, 0800-1600 hrs.**  
**Tuesday, August 15<sup>th</sup>, 2017, 0800-1600 hrs.**
- EXHIBIT TEAR-DOWN:** Tuesday, August 15<sup>th</sup>, 2017, 1600-1700 hrs.
- CONFERENCE HOURS:** Sunday, August 13, 2017, 1200-1800 hrs. – REGISTRATION  
Monday, August 14, 2017, 0800-1200 hrs. – TOWN HALL MEETINGS  
Monday, August 14, 2017, 1300-1430 hrs. - OPENING CEREMONIES  
Monday, August 14, 2017, 1300-1700 hrs. – KEYNOTE SPEAKER/SESSIONS  
Tuesday, August 15, 2017, 0800-1700 hrs. – CONFERENCE SESSIONS  
Wednesday, August 16, 2017, 0800-1700 hrs. – CONFERENCE SESSIONS  
Thursday, August 17, 2017, 0800-1600 hrs. – CONFERENCE SESSIONS  
Thursday, August 17, 2017, 1800-2100 hrs. – AWARDS BANQUET
- EXHIBIT TABLE-TOPS:** Tabletops are approximately 3' x 6' is size, includes (2) chairs and skirting
- EXHIBIT COST:** \$1,000.00 per tabletop (excluding ad space)
- 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 Friday, August 11, 2017, 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:
- National Asian Peace Officers Association/Arrival – August 13, 2017  
Hold for Guest: YOUR FIRST NAME/YOUR LAST NAME  
YOUR AGENCY or ASSOCIATION  
INTERCONTINENTAL St. Paul Riverfront  
11 East Kellogg Boulevard  
St. Paul, MN 55101  
YOUR CELLULAR TELEPHONE NUMBER
- EXHIBITOR RESPONSIBILITIES:** Your representative(s) must be present at his/her exhibit during exhibit hours.
- CREDIT CARD PAYMENTS:** You may make credit card payment for your exhibit by filling out the application above and emailing the application to [siamoneb@yahoo.com](mailto:siamoneb@yahoo.com) and/or [Taerance.oh@napoblue.org](mailto:Taerance.oh@napoblue.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.



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**POINT OF CONTACT:** Please make a copy of this form for your records. If you have any questions, please call our Exhibits Coordinator, **Jim Yang at (651) 308-1431, email [jim.yang@mnapoa.org](mailto:jim.yang@mnapoa.org)** . NAPOA reserves the right to accept or reject this application.

**USE OF EXHIBIT SPACE:** NAPOA reserves the right to decline, prohibit, or expel the exhibitor which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, sound level, etc. No exhibitor shall assign or sublet any part of his 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.

**CANCELLATION OF EXHIBIT:** Cancellation must be requested in writing and emailed to Jim Yang at [jim.yang@mnapoa.org](mailto:jim.yang@mnapoa.org) . Cancellations received by July 14, 2017 will receive the full refund less \$100.00 processing fee. Cancellations received from July 28, 2017 will receive 50% refund. Cancellation notices received after August 7, 2017 (at close of business) will NOT receive a refund. All refunds will be mailed 4-6 weeks after the conference by check.

**DISPLAY SPACE(S) NOT CLAIMED:** Exhibit tabletops not occupied or claimed by 1200 hrs on August 14, 2017 may be reassigned by NAPOA.

**HOTEL ROOM RATES:** We have negotiated a group room rate of \$140/night (Standard run of the house rooms) at The Intercontinental St. Paul Riverfront. Please make your room reservations as soon as practical as our room block will typically sell out prior to the conference start date. In addition, we will not provide an overflow hotel.

**LIABILITY:** The Exhibitor and its agents assumes responsibility and agrees to indemnify and defend the National Asian Peace Officers Association (NAPOA) and Intercontinental St. Paul 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 Intercontinental St. Paul maintain 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 strongly 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 not be provided and NAPOA cannot be responsible for or guarantee against any loss.

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

**National Asian Peace Officers Association  
1875 I Street NW, Suite 500  
Washington DC 20006**

**CONTACT**

Jim Yang/3<sup>rd</sup> Vice President  
Exhibits Coordinator  
2017 NAPOA Conference Committee  
Phone: (651) 308-1431  
Email: [jim.yang@mnapoa.org](mailto:jim.yang@mnapoa.org)