



Presents its
Tenth Annual

IREM[®]
INDUSTRY PARTNERS

VIP Event (Valued Industry Partner)

Wednesday, April 4, 2018

1:30 – 4:30 pm

Minneapolis Event Centers – Grand 1858

Networking • Cocktails • Education • Tradeshow

IREM Industry Partner: this is your chance to network and show off your business to IREM members and an opportunity for Property Managers to learn more about the services our Industry Partners provide.



At this year's VIP Event, each participating Industry Partner will represent Minnesota Made (Paul Bunyan, hockey, water skiing, etc.). While partaking in the theme is not mandatory, you are encouraged to decorate your booth and dress up accordingly – it's a great way to draw attention and start a conversation! Property Manager attendees will vote for their favorite booth and the winner gets 50% off next year's table registration.

Added interaction!

Each Industry Partner is asked to provide a trivia question related to the theme—if it's also related to your company's business and/or property management, all the better! Property Managers will be required to visit your booth to discover the correct answer, and those answers will be their ticket to win the grand prize. You can determine how you would like to reveal your answer – you can simply tell those who visit your booth or come up with a more creative way to communicate it (i.e. hide it somewhere at your booth or ask attendees to play a game to receive the answer).

TIMELINE

12:30 – 2:15 pm – Industry Partner check-in & set-up

1:00 – 1:30 pm – Property Manager check-in

1:30 – 2:30 pm – Education session for Property Managers

(Tradeshow is in a separate room so Industry Partners can set up during the presentation)

2:30 – 4:00 pm – Networking with Property Managers; appetizers, dessert & full bar available

4:00 pm – Passport submission deadline

4:15 pm – Announcement of grand prize winner

4:45 pm – Teardown



2017 VIP Event Vendor PROSPECTUS

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With your table purchase, you company will receive:

- Opportunity to showcase what your business can do for our Property Manager attendees.
- One 6 foot table.
- Chairs for your table.
- Two complimentary registrations to the event.
- Recognition during the gift card drawing.
- Your company name included on the 'Passport to Prizes' playing card.
- Contact information of all property manager attendees to send a follow-up after the event.

To participate in this event, Industry Partners are required to purchase a table.

Space is limited for this event and registrations will be processed in the order they are received.

Table Information

Tables will be **6ft long** and your display must not extend into another Industry Partner's space. IREM reserves the right to assign all space in the best interest of the event, and reserves the right to reassign booths when necessary. No Industry Partners shall sublet, assign, or share any of the space allocated without the written consent of IREM Chapter 45. If items exceed the 6 foot space, for each 6 feet, an additional booth space needs to be purchased.

Electricity & Internet Access

Electricity and Wireless Internet are included with your display table fee. If you require electricity, please indicate this on your registration form.

Table Set-Up/Tear Down

You should be checked in and your display should be completely set up no later than 2:15 pm, and must remain up until the end of the event at 4:45 pm. Setting up, tearing down, and removal of displays are the sole responsibility of the IREM Industry Partner. Space not occupied by the close of the exhibit installation period as specified will be forfeited by the IREM Industry Partner and this space may be resold, reassigned or used by IREM Minnesota.

The Minneapolis Event Center and IREM Minnesota will not accept or store shipments of any materials prior to the time materials are required for the event.

Cancellation

If you need to cancel your table registration for this event, you must do so in writing no later than March 26, 2018. A cancellation fee of \$50 will be charged to vendors who

cancel before March 26. No refunds will be given for Industry Partners who cancel after March 26, 2018.

Attendee Contact Information

Contact information of all registered property manager attendees will be emailed to you after the event.

Gift Card Prizes

This year we are asking each participating Industry Partner to coordinate their own prize drawings at their table. These prize drawings will be conducted on the Industry Partner's time, and each Industry Partner must contact the winner(s) on their own. We will NOT be announcing Industry Partner prize winners at the event.

Passport to Prizes

We will provide passports with all of the participating Industry Partners' names on them. Property managers will use these to visit with Industry Partners and complete the trivia game, enter themselves in the grand prize drawing, and to vote on their favorite booth. The passport will include the trivia questions that each Industry Partner submits to us before the event, and property managers will be tasked with visiting each booth to find all of the answers.

Food and Beverage

IREM Industry Partners may not bring any food, liquor, beer or wine into the Minneapolis Event Center. However, it is acceptable to have small pre-wrapped candies at your table if you prefer to do so.

Drink Tickets

IREM Industry Partners may purchase drink tickets to hand out to attendees for \$8.00 per ticket. *You must purchase drink tickets in advance of the event by indicating quantity on the registration form and submitting payment with your registration fee.* You will receive your drink tickets at the event; there will be a full bar available.



2018 VIP Event Vendor CONTRACT

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Vendor agrees that this application for table space indicates applicant's willingness to abide by all accompanying terms, conditions, and general regulations, as well as any additional rules or regulations the management deems necessary to the success of the exhibition.

Full payment is required with return of this application. A cancellation fee of \$50 per table will be charged to vendors who cancel a contract before March 26, 2018. Cancellation after March 26th obligates the vendor company to full payment of table. Please submit registration and payment, and identify your gift card prize no later than **March 26, 2018**. Registrations will be processed in the order they are received.

CONTACT INFORMATION

Contact Name: _____ Company Name: _____

Contact Phone: _____ Contact Email: _____

Address _____ City/State/Zip: _____

Prize (min. value \$50) _____

COMPLIMENTARY REGISTRATIONS

Table fee includes registrations for two company representatives. Additional registrations available for \$35 per registrant.

Complimentary Attendee 1: _____ Complimentary Attendee 2: _____

Additional Registrants (\$35 ea.): _____

Additional notes or special requests: _____

TRIVIA QUESTION: (example: Which Minnesota State Fair Food contains the most calories??)

Trivia question: _____

ELECTRICITY AND WIRELESS INTERNET

Electricity and Wireless Internet are included with your display table fee. If you require electricity, please check the box below.

Yes, I need electricity for my table

TOTAL

Display Table (\$355 each) \$ _____ + (Enter \$0 if you are a Platinum Industry Partner or a Gold Industry Partner who chose a free VIP booth)

Additional Registrants @ \$35 each \$ _____ +

_____ Drink Tickets at \$8.00 each \$ _____ +

TOTAL \$ _____

PAYMENT Check (enclosed) Credit Card (Visa or MasterCard)

Card Number _____ Expiration Date: _____

Return this form and payment to the IREM office by March 26, 2018

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