



## **Policy for Chapter Program Sponsors**

The following sponsor guidelines are intended to insure a successful and enjoyable event for all stakeholders, include manager and homeowner attendees, presenters and sponsoring business partners.

Sponsors are provided with an opportunity to network with attendees for a period of time prior to the start of the program, at breaks, or at the end of a program.

Sponsors are invited to either place sponsor material at attendee seats, or, space permitting, occupy a sponsor table. Chapter staff will confirm which of these options will be available to sponsors several weeks prior to each program.

The following rules apply to all program sponsors, with the exception of the chapter Annual Conference & Expo and mini trade shows. Rules and policies pertaining to trade shows will be included in exhibitor contracts.

- No free-standing displays or pop-up banners are permitted due to space limitations.
- No TVs or monitors are permitted, as electricity will not be available to sponsors.
- Table cloths will not be provided.
- No food/beverage may be distributed by sponsors. Candy may be distributed.
- Sponsors may distribute company literature, brochures, flyers, or giveaway/promo items only.
- Sponsors must arrive and set up prior to the advertised start time for the program. Late arriving sponsors will not be permitted to set up or distribute information while presenters are speaking.

All sponsors are required to acknowledge these policies. Sponsors that receive complimentary attendees must provide attendee names one week in advance of the program so name tags can be prepared and accurate counts can be provided for food and beverage purposes.

Sponsors who fail to acknowledge these policies may be prohibited from attending the program.