Professional Organizer Partner (POP) Vendor Information & Terms

Upon acceptance of this contract by NAPO, the applicant agrees to the conditions, rules, and regulations of NAPO which accompany this application. The undersigned company/individual further agrees that NAPO shall have full power to interpret and enforce all regulations contained herein and the power to make such amendments and such further rules and regulations as may be deemed necessary for the proper conduct of the Expo. Failure to abide by such rules and regulations will result in forfeiture of all monies paid or due to NAPO under terms of this agreement.

POP vendor booths are available to NAPO Individual Members Only and are limited to one POP vendor booth per member.
POP Vendor booth applications are approved on a first come, first-served basis and **are not guaranteed**. If you expressed interest in a POP vendor booth, please be advised that no booths will be held without a completed application and payment. If payment is not received within 2 weeks of submitting your application, your booth can be released to another applicant.

Applicants must be a registered to attend NAPO2015. If you have not yet registered, please do so before submitting your application by clicking here. As a member of NAPO you have the option of splitting your payment (pay 50% now and 50% by January 31, 2015) if you register by December 31, 2015. Applicants who are not registered for the conference will be denied a POP vendor booth.

FLOOR PLAN
A link to the Expo floor plan is available for your reference (NAPO has the right to make changes and updates to the floor plan as needed). The location of each POP vendor will be determined by NAPO Staff. POP vendor booths are set-up similar to our regular exhibitors (instead of a row of tables) and are now interspersed on the expo show floor.

Each 10’X14’ POP vendor pod will be shared by 2 POP vendors. The vendor pods will be divided by a 3 foot draped center rail.

Each POP vendor booth will have:
10’ X 7’ exhibit booth
One 7” x 44” identification sign
(1) 6’ draped table
(1) Chair

If your display requires additional space, consider purchasing a 10' x 10' exhibit booth. More information about purchasing an exhibit booth can be found HERE.

EXHIBITOR RULES & REGULATIONS
The person completing this application has the authority to do so and is responsible for exhibitor's adherence to the Expo rules and regulations.

POP vendors will work with the NAPO2015's official General Service Contractor, Arata, Inc. for all booth needs (electrical, internet, shipping, etc.). The Exhibitor Service Kit will be available in January 2015. Any additional costs will be the responsibility of the POP vendor. Please note: the expo hall is carpeted.

All vendors will receive a copy of the Exhibitor Service Kit which includes additional information from the General Service Contractor. Please note that POP Vendors are considered exhibitors and must abide by the Exhibitor Rules & Regulations as well as the General Service Contractor Guidelines which will be provided to you by Arata. **Booths must be staffed at all times during conference exhibit hours.**

PAYMENT & CANCELLATION POLICY
POP Vendor booths are $500 each. Full payment is due within 2 weeks of submitting your application.

Any cancellations on or before January 1, 2015 will receive a refund minus a $100 administrative fee. There will be no refunds for cancellations after January 1, 2015.

Please note:
POP vendors are NOT eligible to participate in the Organizers' Choice Awards. Due to space limitations it is recommended that each vendor have no more than 2 people in the booth. Additional booth personnel must be 14 years of age or older.

Please click HERE to complete the electronic POP vendor booth application.

http://www.surveygizmo.com/s3/1857098/POP-Professional-Organizer-Partners-Vendor-Booth-Application