

HOSPITALITY EVENT AGREEMENT

Between the Texas Apartment Association, Inc. (TAA) and _____ (Hospitality Host) regarding arrangements for hosting supplier hospitality during the **2017 TAA Education Conference and Lone Star Expo**. In order to ensure the success of the overall Education Conference, _____ agrees to abide by the following rules regarding hosting a hospitality event during the TAA Education Conference:

____ Rules governing a hospitality event or function at TAA Education Conference:

A hospitality event is defined as an event involving 25 or more people that is coordinated by one or more exhibiting or sponsor companies and is intended for their clients or prospective clients, either planned in advance or onsite and encompasses free food and/or drinks. This would apply to any event held on Wednesday, Thursday or Friday of the Texas Apartment Association Education Conference & Lone Star Expo whether in a hotel or an offsite venue. Any hospitality event or hospitality function (defined as those involving less than 25 people) must not conflict with any scheduled TAA event and may begin no earlier than 30 minutes after any TAA conference event ends and must end by 11:30 p.m. on any evening. All hospitality events must have prior approval by TAA.

____ Consequences of not adhering to the rules for a hospitality event or function:

You acknowledge that if your company participates in a hospitality event not approved by TAA, conflicts with any scheduled TAA Education Conference activity, runs beyond the time allowed for hospitality events, or hosts a hospitality event or function that detracts from the Education Conference as deemed by the Executive Committee, at TAA’s discretion you may not be allowed to exhibit in or participate as a sponsor at the **2018 TAA Lone Star Expo in San Antonio** or in future TAA Lone Star Expos. You also understand this could adversely impact your company’s priority selection status during pre-sell for future Expos. This also applies to approved hospitality events that do not adhere to the aforementioned rules and regulations.

(1) If utilizing a hotel, the Hospitality Host will be allowed access to the parlor and adjoining rooms normally used for hospitality purposes on the other days of the Education Conference, but will restrict the use of these rooms to staff/company meetings for the firm in question. The Hospitality Host will be respectful of other hotel guests’ privacy and endeavor to keep the level of noise, traffic in the hall leading to the suite, and other potential disruptions to minimum. The Hospitality Host will not post any signs in the hotel lobby, elevator lobby areas, or the hotel elevators.

(2) The Hospitality Host and all firms co-sponsoring or serving as co-hosts must be exhibitors in the TAA Lone Star Expo trade show.

(3) All co-hosting firms must also sign and adhere to the terms of this Agreement.

(4) The primary Host will have responsibility for the actions of all representatives of its firm and co-hosting firms.

(5) The primary Hospitality Host, and co-hosts if any, agree to abide by all federal, state and local laws pertaining to the sale, service, or furnishing of alcoholic beverages.

In exchange for agreeing to the preceding terms, TAA will release and confirm space for a hospitality suite if utilizing a hotel.

As duly authorized representative of _____ (Hospitality Host), I agree to abide by the rules enumerated above.

Submitted By _____: (Hospitality Host)

Accepted By Texas Apartment Association:

Signature: _____

Signature: _____

Printed Name: _____

Date: _____

Company: _____

Date: _____

*Other companies and their authorized representatives who are co-hosting the Hospitality event with my firm are:
(Please use the other side if more than two firms are hosting.)*

Representative: _____ Representative: _____

Company: _____ Company: _____

Address: _____ Address: _____

City: _____ City: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____