

HOSPITALITY EVENT AGREEMENT

Between the Texas Apartment Association, Inc. (TAA) and _____ (Hospitality Host) regarding arrangements for hosting supplier hospitality during the **2023 TAA ONE Conference & Expo**. To ensure the success of the overall Education Conference, _____ agrees to abide by the following rules regarding hosting a hospitality event during the TAA ONE Conference:

____ Rules governing a hospitality event or function at TAA ONE Conference & Expo:

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 or Thursday of the TAA ONE Conference & 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 **2024 TAA ONE Conference & Expo in San Antonio** or in future TAA ONE 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 ONE Expo.

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

(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: _____

PROVIDE THE FOLLOWING INFORMATION

Date of hospitality: _____

Time the event will be open: _____

Location of hospitality: _____

Can TAA give out this information if requested, or is it invitation only? _____

Please list all co-hosting companies/representatives here:

Representative: _____ Representative: _____
Company: _____ Company: _____
Address: _____ Address: _____
City: _____ City: _____
Cell Phone: _____ Cell phone: _____
Email: _____ Email: _____

Representative: _____ Representative: _____
Company: _____ Company: _____
Address: _____ Address: _____
City: _____ City: _____
Cell Phone: _____ Cell phone: _____
Email: _____ Email: _____

Representative: _____ Representative: _____
Company: _____ Company: _____
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