



**RECOGNITION PROFESSIONALS INTERNATIONAL
13TH ANNUAL CONFERENCE
APRIL 24 – APRIL 28, 2010**



Green Valley Ranch
Henderson, NV

An Encouraging Excellence Exhibit

200+ RPI members and guests will attend the RPI 13th Annual Conference 2010, scheduled April 24 – April 28, 2010 at The Green Valley Ranch, Henderson, Nevada. The RPI 13th Annual Conference 2010 will offer Resource Providers three outstanding opportunities to introduce products and services to these recognition professionals:

1. The “Encouraging Excellence” Exhibit
2. Conference Sponsorship
3. Auction Donations

Exhibit space and sponsorship opportunities are limited and will be assigned on a first-come first-served basis.

RPI’s Target Audience of Recognition Practitioners includes representatives from many of the Fortune 1000. Industries represented include health, financial, manufacturing, service, telecommunications and travel. These individuals are responsible for recommending, developing and implementing their organization’s employee recognition initiatives.

Exhibiting at the Recognition Professionals International Annual Conference is a good investment.

- A maximum of thirty (30) product and service exhibitors will be represented, making this a premier showcase for your company.
- Traffic drivers include a networking reception, breakfast and a charity raffle located in the exhibit hall.
- The Silent Auction table will be located near the exhibit hall entrance.
- Exhibitors will receive electronic files of conference registrants pre-show and the list of all conference attendees post-show.
- Exhibitors are encouraged to attend, network and participate in seminars designed to build awareness and increase understanding of the issues facing recognition professionals.



Recognition Professionals
International

2010 Exhibitor Prospectus

Exhibit Fee*: \$1600.00 (RPI Member Companies)

* Non-member exhibitors fee is \$1800.00

— 10' deep x 10' foot wide exhibit space

Includes: Pipe & Drape

One (1) draped 6' x 30" table & one (1) chair

Listing in Exhibit Directory

One Full Conference Registration (\$575 value)

Pre and Post Show attendee lists

2010 Exhibit Hours:

— Sunday Evening, April 25, 2010, Dinner Reception
7:15—9:00 p.m.

— Monday Morning, April 26, 2010, Breakfast
7:30—9:45 a.m.

Auction:

ALL Auction item photos will be displayed in your booth (sign provided by RPI). We ask all Exhibitors to donate at least one (1) item for the auction. Your auction item will drive your target market straight to your booth! Remember, the better the donation the more they will come! And yes, you may donate more than one item. Please contact Nicole Sweigart at 630-369-7783 for more information.

Charity Raffle Drawing: Sunday, April 25th, 2010

During the exhibit hall hours on Sunday evening, RPI will be hosting a charity raffle drawing. We will sell tickets beginning on Sunday morning and continue throughout the day. During the exhibit hall hours, we will begin drawing tickets. All of the proceeds from this event will go to a charity to be announced at a later date.

Breakfast Drawing: Monday, April 26th, 2010

On Monday morning, each exhibitor will be given a number of tickets. These tickets will serve as drawing tickets, for another prize drawing held during this time. Every attendee that comes to your booth, should receive one ticket. The attendee will fill out this ticket and enter it in for a chance to win. If every attendee visits every booth, they will have 30 chances of winning. This will help bring all attendees to every booth.

Case Study Opportunity:

Submit a case study to the RPI office to be placed on the USB drive that is handed out to every attendee upon check-in. This will allow for your business to be in their hands! Please pay attention to submittal deadlines, as RPI cannot accept any case studies after February 5, 2010.



COMPLETE & RETURN THIS FORM-REQUIRED
CONFERENCE EXHIBIT SPACE REQUEST REGISTRATION FORM

Please complete this form, the exhibit payment form, donation form and forward them to RPI today to reserve your exhibit space at the RPI 13th Annual RPI Conference 2010. Payment **must** accompany this form.

Space assignments are made at the discretion of the association. All requests for exhibit space will be handled on a first-come first-serve basis.

Company: _____

(List your company name the way it should appear in the Exhibit Directory)

Primary Booth Personnel* Name: _____

(*Primary Booth Personnel listed above will receive one **(1)** Conference Registration (included in Exhibit Booth Registration Fee- a \$575 Value. **Please list name as it is to appear on your badge.**)

ADDRESS: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Special Dietary/Accessibility Needs: _____

Name(s) of Additional Booth Personnel*: _____

(*List booth personnel name(s) the way it should appear on their badge- Attendance to Exhibit Hall **ONLY**. To attend full conference, a separate registration form must be filled out and submitted with payment.)

* Your exhibit fee of \$1,600 (or \$1800 for non-members) **includes One (1) conference registration** for the (above) designated **primary** booth personnel. If you have additional personnel who will be staffing your booth and they plan to attend social and educational sessions, they must register separately for the conference. Register on-line at www.recognition.org or call 651.290.7490 for more information.

Describe the product/services you will exhibit in thirty-five (35) words or less (**as to appear in the RPI Exhibit Directory**): _____



Recognition Professionals
International

2010 Exhibitor Prospectus

COMPLETE & RETURN THIS FORM- REQUIRED

AGREEMENT It is understood and agreed that the signature(s) on this agreement are made by those with full authority to do so, thereby binding us to all contractual terms, subjecting us to the Conditions, Rules and Regulations of Recognition Professionals International governing the April 24-April 28, 2010 event. We acknowledge receipt of the Conditions, Rules and Regulations and agree to abide by them.

Company Name

Name (please print)

Phone

Signature

Fax

Email

	PLEASE CIRCLE	
Are you sponsoring an event/item at the RPI 2009 Conference? If yes, what event_____	Yes	No
Have you filled out the sponsorship forms?	Yes	No
Would you like to donate item(s) to be put in all Attendee's Welcome Bag? If yes, what item(s)_____	Yes	No

RPI Member Exhibitor Fee \$1600

Non-Member Exhibitor Fee \$1800

EXHIBIT FEE: \$ _____

TOTAL AMOUNT DUE: \$ _____

PAYMENT METHOD

TOTAL AMOUNT ENCLOSED: \$ _____

Check # _____ (Make checks payable to Recognition Professionals International.)

Credit Card MasterCard Visa American Express

Credit Card # _____ Expiration Date _____ 3 Digit Security Code: _____

Name on card (Please type or print) _____

Cardholder's signature _____



RPI SILENT AUCTION
DONATION FORM

Yes, I am donating the following merchandise for RPI's Silent Auction.

Thank you for your generosity in agreeing to make a donation to the Silent Auction to be held during the RPI 13th Annual Conference 2010 at the Green Valley Ranch in Henderson, NV, April 24-28, 2010.

Please DO NOT SEND THE ITEM at this time. After the Conference you will be notified who the winner is and where the merchandise should be shipped. Please ship the item within one week of receiving the Notification Form to the winning recipient.

Please complete the form below and **send a JPG, GIF, or Bitmap graphic of the item to RPI@recognition.org**. If you do not have an electronic file of the item, you may send spec sheets. Please use a separate form for each item donated. Copy form(s) for your records.

Name: _____

Company: _____

Fax: _____ **Email:** _____

Donated Item: _____

Description: _____

Retail Value: \$ _____

Photographs **Spec Sheets**

Please attach a photograph and/or spec sheet of the item. It will be used for the Silent Auction Gallery, the sign for your booth and on the winner redemption form. After the Conference you will be notified where the merchandise should be shipped. Once notified, **Please ship the item within one week of receiving the Notification Form. Please DO NOT SEND THE ITEM at this time.**

Return this completed Donation Form, along with a photograph and/or spec sheet of the item, to the RPI office by April 2, 2010



CONDITIONS, RULES AND REGULATIONS

- 1) Assignment of Exhibitor Space: Recognition Professionals International reserves to itself the sole discretion to accept or refuse the application of any exhibitor. RPI shall have the right to assign space to the exhibitor or make changes to the floor plan, including the relocating of any exhibit at any time during the Conference.
- 2) Default: If any exhibitor fails to pay any sum when due or is in default of any provision of these Conditions, Rules and Regulations, RPI may terminate this agreement without refund of any monies previously paid.
- 3) Cancellation and Refund Policy: Requests for cancellations must be in writing and be postmarked no later than March 31, 2010. **No refunds will be made after March 31, 2010.** In the event of cancellation of the meeting for cause beyond the control of RPI, this agreement shall not be binding and any monies received shall be returned to the exhibitor on a pro-rata basis after deducting funds needed by RPI to meet commitments for organizational costs necessary for the meeting.
- 4) Subletting of Space: No exhibitor may sublet or assign the space, or any part, allotted to it.
- 5) Prohibited Conduct:
 - a) Exhibitor may not use any selling techniques that unduly inconvenience or disturb any attendee.
 - b) RPI reserves the right to require any exhibitor to modify any exhibit that is objectionable or that detracts from the Conference's general character.
 - c) No Exhibitor shall arrange their exhibit so as to obscure or prejudice adjacent Exhibitors in the opinion of RPI.
 - d) Distribution of samples, circulars and displays outside of the booth is expressly prohibited.
 - e) Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to, or displayed on, the columns, walls, floors, or other parts of the facility or exhibit space. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of RPI.
- 6) The specific requirements as to time for installation and dismantling of exhibits shall be as set forth in a notice forthcoming and shall be binding upon the Exhibitor as though fully set forth herein. No other access to facility is available without prior approval by RPI.
- 7) Liability:
 - a) It is agreed that RPI, its members, agents and servants and employees, and any other organizations or companies related to RPI shall not be liable to the exhibitor for any loss or damage to its property contained in the exhibitor space; all of the exhibitor's property shall be exhibited, displayed and stored at its own risk.
 - b) The exhibitor will indemnify and hold harmless RPI, and related organizations cited in (a) above against any and all claims, obligations, losses and damages, costs and expenses, included without limitation attorney's fees and costs of defense arising from, or in connection with, the exhibitor's occupancy and use of the premises or any part of them or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.
 - c) RPI and related organizations cited in (a) above shall not be liable to the exhibitor for any loss, injury or damage to it, its agents and employees no matter how sustained, all such claims being expressly waived by the exhibitor.
 - d) Exhibitor must comply with fire department regulations and all other applicable laws and regulations. Display and packing material must be flame retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.
 - e) **Insurance**. All Exhibitors, their contractors and suppliers working in the exhibit hall are required to carry a liability and property insurance in an amount of at least equal to \$1,000.00 in the aggregate and \$1,000.00 per claim, or, if greater, such amount as may be required by the convention facility, and shall supply RPI with a certificate evidencing such coverage and naming RPI as an additional insured with right to at least ten days advance written notice of termination. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.
 - f) Each Exhibitor Shall Indemnify and hold harmless RPI and the exposition location for all liability in any way related to Exhibitors' exhibit or any act or omission of exhibitor or any of its employees or agents; including, without limitation, infringement of any trademark, copyright or other rights of any third parties, accident or injury to invitees, guests, exhibitors, their agents and employees and including loss or damage to personal property.