



NATIONAL
FEDERATION
of
PARALEGAL
ASSOCIATIONS Inc.

NFPA-The Leader of the Paralegal Profession™

Exhibitor and Sponsor Guide

**2022 NFPA Annual Convention
and Policy Meeting
Cleveland, Ohio
September 15-18, 2022**

Hosted by
The Cleveland Association of Paralegals, Inc.



NFPA-The Leader of the Paralegal Profession™

WHO IS NFPA?

Founded in 1974, the National Federation of Paralegal Associations, Inc. (NFPA) was the first national paralegal association. Created as a non-profit federation, NFPA is an issues-driven, policy-oriented professional association directed by its membership. NFPA represents 7,500 individual members reflecting a broad range of experience, education and diversity. NFPA's Mission Statement and Core Purpose delineate its dedication to the advancement of the paralegal profession and leadership in the legal community. NFPA is committed to providing a safe, productive, and welcoming environment where everyone feels celebrated and included.

Host Hotel:

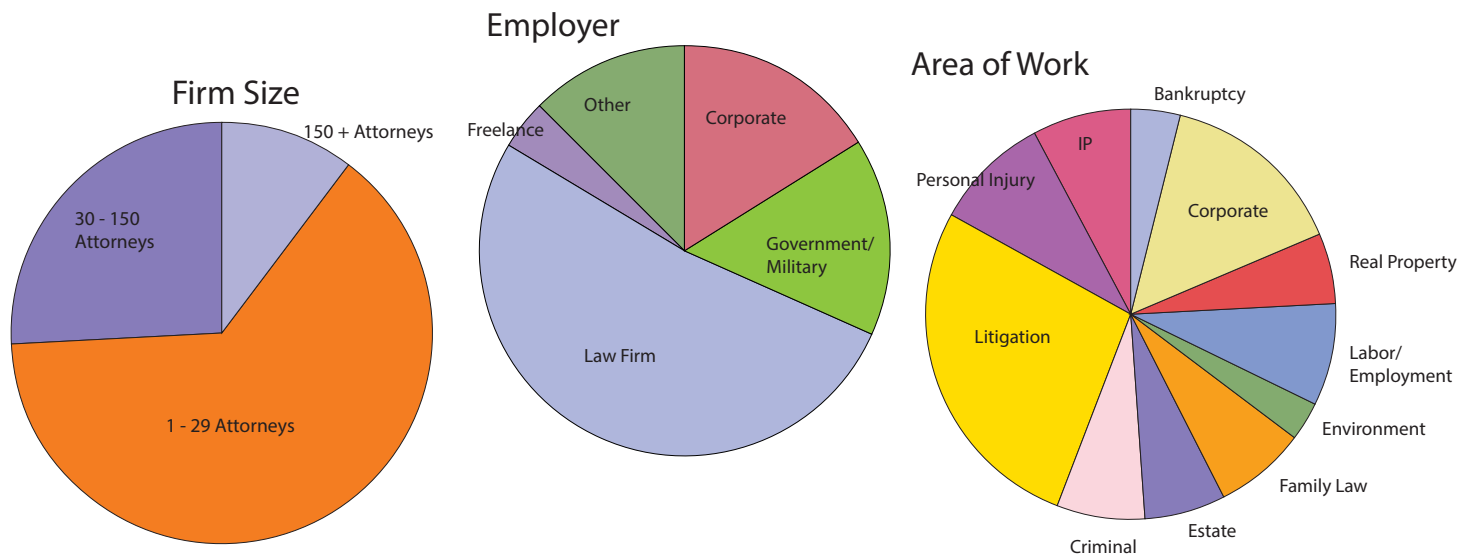
September 15-18, 2022
Westin Cleveland Downtown
777 St Clair Ave NE, Cleveland, OH 44114

Hosted by The Cleveland Association of Paralegals, Inc.
“Paralegals in the Land”



WHY CONNECT WITH NFPA MEMBERS

Our members are employed in law offices, corporations, government agencies and other organizations. On a daily basis, their employers rely on their experience and expertise to assist them in making decisions about the products and services they purchase. Your message will also reach educators and students - the future of the paralegal profession.



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REGISTER ONLINE AT WWW.PARALEGALS.ORG | CALL 317-454-8312 OR INFO@PARALEGALS.ORG

All sponsors receive logo recognition on the convention website as well as a sponsor directory listing in the convention program. Sponsors may add ala carte option such as program advertising and attendee bag insert.

Sponsorship Opportunities:		Cost
Friday Night Social Event	Name and logo on signage at event, option to welcome attendees from microphone, and two tickets to event; one sponsor for each opportunity unless shared sponsorship agreement discussed with NFPA	\$5,000 Dinner \$3,000 Venue/Activity \$2,000 Transportation
CLE Session(s) Recording	Logo included in webinar recording and on recording web page	\$5,000
Convention Luncheons - Keynote Speaker, Networking, and Award Ceremony	Name on signage, option to welcome attendees from microphone, two complimentary lunch tickets to the sponsored lunch	\$2,500 (3 available - one sponsor per event)
Exhibitor Reception	Name and logo on signage in Exhibit area and announced over microphone - Sponsor entire Event for \$5,000 with ability to address attendees from microphone	\$2,000 (3 available)
Convention Tote Bags	Logo on bag	\$2,000
Lanyard	Logo on lanyard	\$1,000
Badge	Logo on attendee badges	\$1,000
Breakfasts	Name and logo on signage at Event	\$600 (4 available)
Policy Meeting Power Stations - Delegates	Name and logo on signage at table Sponsor all four for \$1800	\$500 per station (4 available)
Student Workshop	Name and logo on signage at session and announced by moderator	\$500
Breaks	Name and logo on signage at break	\$400 (7 available)
CLE Sessions	Name and logo on signage at session and announced by moderator or sponsor an entire education track of four sessions for \$1,000	\$300 per session (16 available)
Awards	Name associated with award, logo on award plaque and option to present to recipient	
Association Pro Bono Award	Includes \$500 donation to Winner's choice of charity	\$1,500
Individual Pro Bono Award	Includes \$1000 donation to Winner's choice of charity	\$1,500
Justice Champion Award	Includes \$1000 donation to Winner's choice of charity	\$1,500
Outstanding Local Leader Award		\$1,000
Certification Ambassador Award		\$1,000
PACE® Scholarship		\$1,000
PCCE™ Scholarship		\$1,000
Paralegal of the Year Award		\$1,000
William R. Robie Leadership Award		\$1,000
Student Scholarship		\$500 - \$3,000
Convention Program Advertising Opportunities		
Registration Bag Insert	Send approx 300 brochures or small promo item for attendee bags	\$250
Full Page	8 x 10 inches	\$250
Half Page	8 x 5 inches	\$150
1/4 Page	4 x 5 inches	\$100
Business Card 1/8 Page	3.5 x 2 inches	\$75
NFPA Annual Convention Website Banner (July through September)	Electronic Advertisement	\$500 (6 available)

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EXHIBIT AT CONVENTION

The 250+ NFPA delegates and members who attend Convention are key decision-makers representing the profession. By participating, your business will create new customer relationships; strengthen and build upon existing customer relationships; increase visibility; promote your product/services; reach prime market segments for your product; and demonstrate your commitment to promoting quality services.

Exhibitor Package

- \$1,100 by July 1 (\$1,400 after July 1)
- Exhibitor will have six-foot draped table, one chair and signage.
- Registration includes breakfast, lunch and breaks on Thursday and Friday, as well as the Exhibitor Reception for one individual.
- Social event tickets available for purchase.
- Option to offer giveaway, which is announced during Friday's lunch.
- Name included on Convention web page and in Convention program.

Retail Marketplace

- \$300 by July 1 (\$500 after July 1)
- Retailer will have a six-foot table and one chair.
- Registration includes breakfast and breaks for one individual.
- Lunch and social event tickets are available for purchase.

EXHIBIT DATES

Thursday, September 15, 2022

Friday, September 16, 2022

EXHIBIT HOURS

Wednesday, September 14, 2022

Exhibitor Set-up

3:30 pm - 5:00 pm

Thursday, September 15, 2022

7:30 am - 7:30 pm

Breakfast and Breaks will be dedicated exhibit times with food and beverage functions near the exhibitors during these times.

The Exhibitor Reception will be held in the early evening.

Friday, September 16, 2022

7:30 am - 2:00 pm

Exhibitor Teardown

2:00pm-5:00pm

NFPA will announce the Exhibitor giveaways during lunch with attendees claiming their prizes when dessert is served near the exhibitors after lunch.

PROGRAM-AT-A-GLANCE

Wednesday, September 14, 2022

Welcome Reception

Thursday, September 15, 2022

Continuing Legal Education Seminars, Exhibit Hours, Exhibitor Reception, Luncheon, NFPA Board Meeting

Friday, September 16, 2022

Region Meetings, Keynote Speaker Luncheon, Exhibit Hours, Evening Social Event

Saturday, September 17, 2022

Policy Meeting, Luncheon, Region Dinners

Sunday, September 18, 2022

Policy Meeting, NFPA Board Meeting

EXHIBIT HOURS - The National Federation of Paralegal Associations, Inc. ("NFPA" or "Management") shall determine and publicize the exhibit hours. The Exhibit Area will be open to attendees during the Convention. All exhibits must be open on Thursday, September 15, 2022 at 7:30 am. Exhibits cannot be dismantled until after 2 pm on Friday, September 16, 2022.

RULES FOR USE OF DISPLAY SPACE

- a) No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet above the floor along the rear of an exhibit. A piece of equipment or a product that is an integral part of the display, but not part of the booth, may extend above the back wall, as approved by Management.
- b) The Exhibitor is entirely responsible for the space rented by it and shall not injure, mar, or deface the premises. The Exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Exhibit area. Furthermore, Exhibitors shall not affix to the walls or windows of the Exhibit Area advertisements, signs, etc., or use cellophane, masking, or duct tapes, or any other adhesive-type material on hotel surfaces. The Exhibitor agrees to reimburse Management and/or the Westin Cleveland Downtown hotel for any loss or damage occurring to the premises or equipment.
- c) The aisles, passageways, and overhead spaces remain under the control of Management, and no signs, decorations, banners, advertising matter, or exhibits will be permitted in those areas except by written permission of Management.
- d) Exhibitors and their personnel must remain within the confines of their own space. No Exhibitor will be permitted to erect signs or display products which obstruct the view, or disadvantageously affect the display of other Exhibitors. Exhibitors are required to have their space neat and orderly at all times.
- e) The space contracted for is to be used by the Exhibitor whose name appears on the contract and no portion can be sublet or assigned. The Exhibitor shall forfeit its right to the space, all prepaid registration, and upon demand pay any balance owing to Management if it fails to occupy or use its space, or to have its exhibit completed and in place by the opening of the Exhibit Area.

ALCOHOLIC BEVERAGES - Exhibitors and their employees, agents and guests shall not consume any alcoholic beverages, except in designated areas. Violation shall be grounds for removing Exhibitor and its exhibit from the Exhibit Area without refund.

RESTRICTIONS - Management reserves the right to restrict or remove exhibits, without refund, that have been falsely entered, that are deemed by Management as unsuitable or objectionable, or that have not met agreed upon dates. This restriction applies to, but is not limited to, noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything or character that might be objectionable to the Exhibit Area or Management.

ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND FIRE MARSHAL INSTRUCTIONS. FOR INFORMATION, CONTACT THE APPLICABLE OFFICE IN CLEVELAND, OH.

MISCELLANEOUS TERMS AND CONDITIONS

- a) **Cancellation of Contract** - If this agreement is cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of this agreement, monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs within 60 days of the show, total registration less a 25% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation less than 60 days prior to Convention. The retained registration fee shall be liquidated damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal, including reletting the space. All cancellations must be in writing.
- b) **Rights of Management in the Event Convention is Not Held** - Management shall not be liable for any damages or expense incurred by

Exhibitor in the event the Convention is delayed, interrupted or not held as scheduled. If for any reason beyond the control of Management the Convention is cancelled, Management may retain a portion of the amount paid by Exhibitor as is necessary to defray expenses already incurred by Management.

c) **Security of Rental** - Failure of Exhibitor to pay registration as specified herein shall entitle Management to take possession of all merchandise, materials, and exhibit displayed by Exhibitor and to retain the same as security for such unpaid registration. Management shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by Management in payment of expenses incurred in disposing of any property and in payment of unpaid registration.

d) **Indemnification** - The Exhibitor shall indemnify NFPA, its Management Company, and the Westin Cleveland Downtown, and hold them harmless from any and all claims, actions, suits, and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or connected with or resulting from the activities of said Exhibitor, including, without limitation, the manufacture, selection, delivery, possession, use, operation, sale or return of said exhibit space and displays used therein. Without limiting the generality of the preceding sentence, the Exhibitor expressly and unequivocally agrees to indemnify and hold NFPA, its Management Company, and the Westin Cleveland Downtown hotel harmless from any and all claims, actions, suits and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or relating to any alleged negligent acts of the Exhibitor in the Exhibit Area or premise in which the Convention is held. Additionally, each Exhibitor will hold NFPA, its Management Company, and the Westin Cleveland Downtown harmless from any claim for negligent acts arising out of or related to any strict liability in tort or any claim of strict liability in tort, imposed upon NFPA, its Management Company or the Westin Cleveland Downtown allowing the Exhibitor to place on display any food items or products having any defect. It is agreed that the Exhibitor shall inspect all food and products and remedy such defect.

e) **Attorney's Fees** - If a civil action arises between the parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney's fees of the prevailing party as the trial court may adjudge reasonable. If an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate courts shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

f) **Licenses** - Any and all City, County, State, or Federal licenses, inspections or permits required by law of the Exhibitor in the installation of or operation of its display shall be obtained by the Exhibitor at its own expense prior to the opening of the Convention.

g) **Insurance** - Exhibitor understands that neither NFPA nor the Westin Cleveland Downtown maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

COMPLETE AGREEMENT - This agreement contains all terms and conditions agreed to by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or to bind any of the parties hereto.

CONVENTION POLICIES

NFPA is committed to providing a safe, productive, and welcoming environment for all. Please review the NFPA Conference & Event Policy for safety tips and steps to take if you experience or witness inappropriate conduct.

Photo Release Policy: As a condition of admission to this event, all attendees consent to and authorize the National Federation of Paralegal Associations, Inc. to photograph and record video images of themselves at this event and to use and publish the same for educational and promotional activities without compensation. All negatives, prints and digital files shall be solely the property of NFPA