**VENDOR PARTNER MEETINGS / HOSPITALITY MEETING SPACE APPLICATION & AGREEMENT**

RSPA is pleased to offer exhibiting members the opportunity to secure additional meeting space in conjunction with RetailNOW. Members can host either a PARTNER MEETING OR TRAINING (education and company focused), or a HOSPITALTIY MEETING (celebratory networking) for current and potential channel partners. RSPA encourages channel partners to take full advantage of the education, networking and product exhibits at RetailNOW®. There will be a fee for your meeting space. Fee is determined by the number of your meeting’s anticipated attendee count.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The following must be completed in its entirety.*** Your event (event, date, time and location) will be published in our event communications and may be visible in RetailNOW 2021 communications (ie, Mobile App) unless otherwise requested. **Deadline to be included in communications is May 15, 2021**. If you do not wish for this information to be published and made available to attendees, please check here: ( )

**Vendor Partner Meeting or Training and Vendor Partner Hospitality Events**Please provide the following information to help us secure your space and meet your meeting needs.

Number of Expected Meeting Attendees: \_\_\_\_\_\_\_ Will your meeting be an invitation only event? Y / N

Date of attendee’s arrival:

Date of meeting:

Meeting start time: Meeting end time:

Room Set-up (check one): Classroom\_\_ Theatre\_\_ Rounds (8-10)\_\_ Board\_\_ Hollow Square\_\_ Reception\_\_

**Click** [**here**](https://www.marriott.com/hotels/event-planning/business-meeting/bnago-gaylord-opryland-resort-and-convention-center/#m-capacity-container) **to see room set up diagrams. *Please notes set ups may differ at time of event due to COVID-19 protocols.***

F&B Needed: Breakfast Lunch Beverage Break Snack Break

AV Needed: Projector Screen Mic Internet

***Rates:*** *The rate for training/education meeting space to accommodate less than 25 attendees is* ***$1,500****. For meeting space that accommodates greater than 25 attendees, the rate is* ***$3,000****. Rates are PER meeting space and attendee counts do include the vendor hosts. In order to secure space, room rate must be paid in full to RSPA.*

***To best leverage this meeting space, RSPA encourages vendor members to participate in the Vendor Partner Program. This program will allow you to sponsor reseller attendance to RetailNOW® at a reduced badge rate and drive attendance to your meeting. To learn more, please contact Membership@GoRSPA.org.***

***Rooms area assigned on a first come, first served basis. Rooms are assigned once a completed application and payment are received by RSPA.***

***Cancellations:*** *Vendors with assigned space who cancel their space before June 1, 2021 will be charged a $750 cancellation fee which will be deducted from their booking cost. After this date, vendors will receive no refund and will also be responsible for any food & beverage, audio visual, and/or any other service pre-ordered through the hotel. There is a limited amount of space available; we are unable to guarantee availability for all requests.*

*RSPA will not permit private meetings or events to take place during RetailNOW®’s scheduled program including the expo, education, and networking events. RSPA has the right to re-assign space and meeting time if needed and will work with vendor to ensure an easy transition. Failure to comply with the above requirements may result in cancellation of your meeting.*

**CRITERIA FOR MEETING**

* Space is to be used by Vendor Members as a venue to train, meet, entertain and network with current and potential Reseller Channel partners.
* The meeting must not conflict with any RSPA RetailNOW 2021 related functions, including, but not limited to: education sessions, networking events, member meetings, or exhibit hours.
* Space is limited to one (1) meeting per Vendor per day unless opportunities for additional meeting space are requested and approved. There will be no discount applied to additional meeting space that a vendor acquires. If requesting a second meeting space, please complete another meeting form.
* Priority for Vendor Partner meeting space will be given to Exhibiting Members of RSPA based on when the agreements are received. If space is available following initial assignments, we will open space to Non-Exhibiting RSPA Members at the same applicable rates as identified above.

**RSPA TO PROVIDE:**

* Meeting space assignment on a first-come/served basis.
* A contact to directly coordinate Food & Beverage and Audio-Visual requirements.
* Invoice for payment(s) of space fee. If payment cannot be completed by invoice due date, meeting space will be cancelled and released to another vendor.

**VENDOR UNDERSTANDS AND AGREES TO:**

* Submit daily space fee payment to RSPA by invoice due date.
* Be responsible for all Food, Beverage and A/V planning and cost(s) associated with its respective meetings:
	+ Planning and any F&B or A/V payment is handled directly with hotel event planner
	+ For meetings offering food you must have an F&B minimum of $750
* Promote RetailNOW® 2021 to its channel (including any marketing mentioning the partner meeting/hospitality event)
	+ Must include RetailNOW logo on all pre-show meeting marketing material.
	+ Copies of marketing material should be sent to RSPA within one (1) week of distribution for approval; Email materials to Events@GoRSPA.org
* Collaborate with RSPA on mutual promotions to bring resellers to RetailNOW. Vendor Partner Program available; contact Membership@GoRSPA.org for details.
* **Ensure that 75% of partner meeting attendees are also registered for RetailNOW 2021.**
* RSPA Member must be in good standing at the time of form submission, as well as during the event to receive space.
* Acknowledge that RSPA providing this meeting space is an extension of RetailNOW 2021 and cannot be resold.
* Agrees to adhere, and ensure meeting attendees adhere, to a professional code of conduct.

***By signing this agreement, you agree to adhere to all the terms set forth in this document.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_