

2026 NAPEO Annual Conference & Marketplace. Onsite Branding Reservation Agreement

Company Information

Company Name: _____

Artwork Contact Name: _____

Artwork Contact Email: _____

Artwork Contact Phone Number: _____

Medallion Program included branding allocation Yes No

If yes, amount allocated in Medallion Agreement: \$ _____

If no, please provide the billing contact's name and email address.

Requested Branding Locations

Please rank your preferred onsite branding opportunities in order of priority (1 = highest priority). Branding opportunities are assigned on a first-come, first-served basis, subject to availability. Final placement will be confirmed upon receipt of your completed insertion order.

Requested Branding Location

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Signature

By signing below, the advertiser acknowledges that they have reviewed and agreed to the terms and conditions outlined in this Onsite Branding Advertising Insertion Order.

Advertiser

Company _____

Authorized Representative _____

Signature _____

Date _____

Email _____

Onsite Branding Advertising Insertion Order – Terms & Conditions

1. **Reservation of Space**

All onsite branding opportunities are reserved on a first-come, first-served basis and are subject to availability. Space is not guaranteed until this Insertion Order has been received and accepted by NAPEO.
2. **Payment**

For any balance due, payment is due within **five (5) business days** of the invoice date. NAPEO reserves the right to release any reserved branding opportunity if payment is not received by the due date.
3. **Medallion Partners – Additional Onsite Branding Investments**

If a Medallion Partner purchases additional onsite branding opportunities beyond the investment included in its 2026 Medallion Partnership Agreement, the published gross rate will be reduced by the discount associated with the Partner's current 2026 Medallion tier, subject to the terms of the 2026 Medallion Partnership Program.
4. **Artwork Deadline**

The Advertiser agrees to provide print-ready artwork in high-resolution PDF format that complies with NAPEO's published artwork specifications no later than **Friday, August 14, 2026**. Artwork received after the deadline will be subject to a **25% late production surcharge**, which must be paid immediately before production can begin. Artwork received after **Friday, August 21, 2026**, cannot be guaranteed for production or display. If artwork is not received in time for production, the advertising opportunity will be forfeited, and no refunds or credits will be issued.
5. **Artwork Responsibility**

The advertiser is solely responsible for the accuracy of all submitted artwork, including logos, colors, spelling, trademarks and all necessary usage rights.
6. **Artwork Approval**

NAPEO reserves the right to reject or request modifications to any artwork that, in its sole discretion, is misleading, offensive, infringes upon intellectual property rights, conflicts with conference policies or is otherwise unsuitable for display.
7. **Production & Installation**

All onsite branding will be produced and installed by NAPEO's designated vendors. Production methods, materials, sizing and placement may vary slightly based on venue requirements and production capabilities.
8. **Location Requests**

Requested branding locations are considered preferences only. NAPEO will make reasonable efforts to accommodate requested locations but reserves the right to assign alternate comparable locations if necessary due to venue operations, safety requirements, sponsor commitments or production constraints.
9. **Cancellations**

Once artwork locations have been confirmed by NAPEO, branding orders may not be canceled or refunded. Any cancellation prior to production is subject to NAPEO's approval.
10. **Limitation of Liability**

NAPEO's liability for any claim arising from this Insertion Order shall not exceed the amount paid for the affected branding opportunity. NAPEO shall not be liable for indirect, consequential or incidental damages.
11. **Force Majeure**

NAPEO shall not be responsible for delays, cancellations or the inability to fulfill branding opportunities due to circumstances beyond its reasonable control, including but not limited to acts of God, weather, venue restrictions, government action, labor disputes, transportation interruptions or other unforeseen events.
12. **Conference Branding**

Use of the NAPEO name, logo, conference logo or other NAPEO trademarks requires prior written approval and must comply with NAPEO brand guidelines.
13. **Acceptance**

Submission of this Insertion Order constitutes the advertiser's acceptance of these Terms & Conditions. Verbal agreements or modifications are not binding unless confirmed in writing by NAPEO.