

Dear VRMA Sponsors,

Thank you for your support of the upcoming 2019 VRMA European Conference, March 17-19 in Prague, Czech Republic! In preparation for your participation, please read the below information and forward it to any colleagues who will be handling VRMA sponsor and on-site logistics.

Below is your confirmed table location. This table number will be published in the VRMA Marketing materials and will be used for all your display table orders. To view the current floor plan with your location, please click [here](#).

Your sponsorship fee includes one 6' table, two chairs, one wastebasket and basic electrical connection in the Networking Area. If you require additional items for your table, please feel free to contact the below individuals –

Catering, AV and Internet contact info:  
Hana Adámková- Event Manager  
Grandior Hotel Prague  
T: +420 227 277 974  
Hana.Adamkova@le-hotels.cz

Basic internet connection will also be available in the Networking Area.

### **Payment**

If you have not yet completed your 50% deposit, we ask that you do so as soon as possible. Full payment is due no later than December 17, 2018. Instructions for online credit card payments, as well as check and wire payments, were included in your invoice.

### **Logo and Company Description:**

To ensure that your company is included in the Onsite Program and Mobile App, please return your logo and 50-word company description to [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org). These deliverables are due by **Friday, January 4**. Vector format preferred for logos (.eps and .ai).

### **Sponsor Registration:**

Registration Allotments and instructions were emailed to the primary contact from your company. If you wish to register additional personnel outside of your complimentary allotment, you can do so in the registration portal. Additional allotment pricing and deadlines can be found below. If you need your registration code resent to your primary contact, reach out to Jenn Welby at [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org).

### **Instructions:**

1. Please [click here](#) to access the registration form.
2. Under "Select Category", please enter the promotion code listed above in the box provided. Please enter code exactly as it appears and note the codes are case sensitive.
3. Click Next.
4. Please enter the number of complimentary registrations in the box provided. Please note that the number of registrations cannot exceed the allotment referenced above.
5. Click Next.
6. Please fill out all required fields for your complimentary registration.
7. Click Next.
8. Review and confirm the registration summary is accurate. Once confirmed, please click "Register".
9. After submitting, you will receive an email confirmation.

10. If you would like to register employees from your organization in addition to your complimentary allotment, please click [here](#) for registration options and fees.

**Conference Schedule:**

To view the preliminary VRMA European Conference Schedule of Events, please click [here](#):

*\*Times are subject to change*

The sponsor area is located in the foyer of the Upper Ground Floor at the Grandior Hotel Prague

**Sponsor Move-In:**

Sunday, March 17- 12:00 p.m. - 5:00 p.m.

**Sponsor Move-Out:**

Tuesday, March 19- 4:00 p.m. – 7:00 p.m.

**Shipping Instructions**

For all deliveries, please ship direct to the hotel and have your packages delivered no earlier than one week prior to the conference. Please address your boxes with the below information:

Hana Adámková  
Conference Centre Grandior Hotel  
Hold for: Company Name + Table #  
VRMA conference 17.-19.3.2019  
Na Florenci 29  
110 00 Prague 1  
Czech Republic

**You are responsible for delivering your boxes to your table top.** All boxes received by the hotel with the above information will be moved to Ballroom ABCD for you to pick-up to set-up your table top. This service is free of charge.

For return shipping, please arrange for your own return shipping, including labels and scheduling a pick-up. Once your boxes are labeled and ready for shipment, they will need to be brought to the hotel reception, with all documentation.

**Sponsor Representative**

As specified on your sponsorship contract, you will be considered your company's official conference representative for the VRMA European Conference. All information and details regarding the 2019 show will be sent to your attention, mainly via email, so please be on the lookout for correspondence. As the main representative for your company, please communicate this and all other correspondence to the personnel who will be setting up and staffing your table to guarantee that all requirements are met.

If you have any questions or need any additional information, please do not hesitate to contact me. Again, we thank you for your support and we look forward to seeing you in Prague!

Kind regards,



**Jenn Welby**

Event Coordinator

Vacation Rental Management Association

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Chicago, IL 60611 USA

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