

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.

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 individual below. Please note all payment for any additional orders will be due by the sponsor placing the order. Payment arrangements can be made directly with the contact below.

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

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

Sponsor Marketing Kit:

The Sponsor Marketing Kit is a tool to help you promote your company and the benefits of attending the 2019 European Conference. As you prepare to join us in Prague, we invite you to use our marketing materials to encourage your customers and prospects to attend the conference so you can get some one on one time with them. You can access the Sponsor Marketing Kit on the VRMA website located [here](#).

Pre-Show Attendee List:

The pre-show attendee list will be sent out via email on **Friday, March 1**. Due to GDPR regulations, the pre-show attendee list will include contact information only for individuals who have opted in to their information be shared, which means the list will not be an indication of conference attendance. We will additionally be providing the company names and number of employees attending from each company to help you prepare for the conference.

Company Description:

To ensure that your company is included in the Onsite Program and Mobile App, please send your 50-word company description to vrmaexhibits@vrma.org by **Friday, February 15** if you haven't already.

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.

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.

Upcoming Deadlines:

Friday, February 15

Submit your company description by **February 15** for inclusion in the VRMA Mobile App. If you need to make any edits after you submit, please email Jenn Welby at vrmaexhibits@vrma.org.

Friday, February 15

Sponsor registration deadline. Please register [here](#).

Friday, February 15

VRMA offers a discounted room rate at the Grandior Hotel of **€90/night**, including Internet in the guestroom, breakfast, and taxes. To activate the special VRMA rate, enter code 268202 in the "Enter voucher/promo code here" box.

These rates cannot be guaranteed after **15 February**, so [book your room today!](#)

Friday, March 1

Pre-show attendee list will be sent to all sponsors.

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

330 N Wabash Avenue
Chicago, IL 60611 USA
+1 (312) 673-4938 | vrmaexhibits@vrma.org |