



NAIOP EXHIBITOR NEWSLETTER

development 08: the annual meeting for commercial real estate

October 20-23, 2008 | **THEhotel at Mandalay Bay** | Las Vegas, Nevada

Thanks for signing up to be an exhibitor at Development 08; the annual meeting for commercial real estate. Come ready to meet hundreds of top developers, owners and investors in commercial real estate from all over the U.S.

We want to make your exhibit experience a great one. To that end you will be getting email updates like this one from NAIOP. Please let us know if you would like these updates to go to additional or different people on your staff.

Exhibit contacts:

Please provide us with an onsite contact for your exhibit space. Please include hotel information and a cell phone number. Should there be any problems with your exhibit at the conference, we will know the right person to contact. * ***Send contact information to Debbie Lenino.***

For banner exhibitors:

All banner artwork is due by September 5, 2008.

*** Please let us know if you will be using a banner from our 2006 or 2007 annual conference.**

Set up times:

Take advantage of our early set up hours on Sunday! Please note our set up times below:

- **Sunday, October 19: 10:00 a.m. - 4:00 p.m.**
- **Monday, October 20: 8:00 a.m. - 4:00 p.m.**

*** All booths/banners must be set by 4:00 p.m. on Monday, October 20.**

Registration:

Register your conference attendees at:

Exhibitors: <http://www.naiop.org/conferences/development08/exhibitorbadgeform.cfm>

Hotel and Travel:

Now that you have reserved your exhibit space, be sure to reserve your rooms! The room block will fill up fast, so please reserve as soon as possible.

THEhotel at Mandalay Bay is offering a special rate of **\$255** single/double, exclusive of taxes. Please note the hotel requires a one-night room and tax deposit at time of reservation. The discounted rate will be offered until **September 19, 2008**, or **until the room block has been filled**, whichever occurs first.

<http://www.naiop.org/conferences/development08/travel.cfm>

To book a room at THEhotel at Mandalay Bay, call THEhotel's toll-free at (877) 632-7800, or call the hotel directly at (702)632-7777. Identify yourself as part of the NAIOP room block and request the special NAIOP rate of **\$255** single/double, exclusive of taxes. The rate will be extended for three days before and after the room block dates (October 14th-October 26th), subject to availability.

Please Note: All hotel changes and cancellations must be made no later than 72 hours prior to date of arrival.

Shipping information:

Please review the following shipping information closely and follow these directions to make sure your exhibit materials arrive safe and on time.

For booth exhibitors:

We strongly suggest shipping your booth materials to our official show decorator, George Fern Company:

George Fern Company

c/o Yellow Transportation
5049 West Post Road
Las Vegas, NV 89118

For more information please contact:

Maggie Lewis
George Fern Co.
615-256-0357 | MLEWIS@georgefern.com

For banner exhibitors:

- If you are using a banner from our 2006 or 2007 annual conference you may ship it through our show decorator as above (recommended), or via the hotel by sending the package to your own attention.
- If you ship to yourself, you must use the exact format provided below. Also please make note of the dates for delivery. The hotel will not accept advance shipments (but the show decorator will), so time your shipping accordingly.
- Be sure to make note of your tracking numbers and give them to all your exhibit personnel. NAIOP will help in any way possible to find lost shipments, but without tracking numbers this is nearly impossible.
- **Please note: Do not send your materials to the attention of NAIOP or any NAIOP staff member. We are not able to accept shipments on your behalf.**

Shipping to your attention:

THEhotel at Mandalay Bay
3950 Las Vegas Blvd, South
Las Vegas, NV 89119

Hold for hotel guest: <<insert your name and arrival date>>

- Do **not** have anything arrive to the hotel more than 7 days in advance.
- There will be handling fees assessed by the hotel for all incoming and outgoing shipments, storage, and/or delivery of the packages. ***Please note that these fees are not included in your exhibit investment and you must make arrangements directly with the hotel to pay them.***
- If you plan to ship items after the show, bring a pre-printed air bill to save time during tear down. Otherwise you can fill out the forms provided at the Mandalay Bay business center.

If you have any questions please feel free to contact:

Chris Ware | *Senior Director of Business Development* | 703-674-1419 | ware@naiop.org

Debbie Lenino | *Logistics Manager* | 703-674-1425 | lenino@naiop.org

Robin Habberley | *Business Development Manager* | 703-674-1414 | habberley@naiop.org

