

35th ANNUAL IREM TRADE SHOW

In Partnership with the Detroit Metropolitan Apartment Association

IMPORTANT EXHIBITOR INFORMATION

MARCH 17, 2010

Burton Manor + Livonia, MI

- ◆ NO CHARGE FOR ADMISSION
- ◆ SET-UP TIMES: 6:00 am - 9:30 am DAY OF SHOW. ALL BOOTHS MUST BE SET UP BY 9:30 am.
- ◆ COMPLIMENTARY COFFEE, JUICE, BAGELS AND DOUGHNUTS FROM 7:00 am - 9:30 am.
- ◆ **BOOTHS MUST REMAIN UP UNTIL DOORS CLOSE AT 4:00 pm. BOOTHS TAKEN DOWN BEFORE 4:00 pm WILL BE SUBJECT TO A \$300.00 PENALTY.**
- ◆ TRADE SHOW HOURS: 10:00 am - 4:00 pm
- ◆ EXHIBITORS ENTITLED TO A MAXIMUM OF TWO FOOD TICKETS PER BOOTH AT NO CHARGE (\$7.50 VALUE EACH).
- ◆ EXHIBITORS ENTITLED TO A MAXIMUM OF TWO NAME BADGES PER BOOTH.
- ◆ STANDARD BOOTH SIZE IS 10' WIDE x 6' DEEP UNLESS OTHERWISE NOTED ON THE FLOOR PLAN. ANY EXHIBITOR REQUIRING ADDITIONAL SPACE MUST RENT A DOUBLE BOOTH - NO EXCEPTIONS.
- ◆ EXHIBITOR MUST PROVIDE THEIR OWN IDENTIFICATION SIGN.
- ◆ BURTON MANOR MAY CHARGE FOR STORAGE AND/OR EARLY DELIVERY. ARRANGEMENTS AND CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITOR.
- ◆ IF EXHIBITOR USES AUDIO/VISUAL EQUIPMENT IN THEIR BOOTH, THEY ACKNOWLEDGE THAT IT IS AT THEIR SOLE EXPENSE AND THAT IREM WILL DETERMINE THE APPROPRIATE VOLUME LEVEL.
- ◆ EXHIBITOR RESPONSIBLE FOR ENSURING THAT DISPLAYS AND DELIVERY CASES WILL FIT THROUGH THE BUILDING DOORS. NO DELIVERIES THROUGH THE VISITOR ENTRY DOORS.
- ◆ EXHIBITORS & EMPLOYEES NOT ELIGIBLE FOR DOOR PRIZES.
- ◆ EXHIBITORS WILL BE ENTITLED TO ONE (1) COMPLIMENTARY IREM MEMBERSHIP DIRECTORY IDENTIFYING ALL CPM®, CPM® CANDIDATE AND ARM® MEMBERS.
- ◆ EXHIBITORS WILL BE PROVIDED ONE (1) BUSINESS CARD SIZE AD IN THE TRADE SHOW PROGRAM AT NO ADDITIONAL CHARGE. LARGER ADS ARE AVAILABLE AT AN ADDITIONAL COST. SEE TRADE SHOW AGREEMENT FOR PRICING. **DEADLINE FOR BUSINESS CARDS AND/OR CAMERA READY ART IS FEBRUARY 8, 2010.**



IREM Institute of Real Estate Management
Michigan Chapter 5

Questions? Please contact Susan Knowles at 248.615.3885