

EXHIBIT INFORMATION & RESERVATION FORM – pg. 1 of 5

2008 Spring Convention
Grand Hyatt Washington–Washington, DC
April 24-26, 2008

2008 Fall Professional Conference
Hilton Minneapolis–Minneapolis, MN
Oct. 30 – Nov. 1, 2008

SIOR (The Society of Industrial and Office REALTORS®) invites you to promote your organization to 900+ commercial real estate practitioners throughout the United States, Canada, South America and Europe who will gather for high-level education and networking.

SIOR is the world's leading professional commercial and industrial real estate association. With over 3,200 members in 562 cities worldwide, SIOR represents today's most knowledgeable and experienced industry professionals who assist corporations in relocation, expansion, and site selection for manufacturing plants, office space, and warehouse facilities. Additionally, many SIORs are also members of national and international networks, which further expand the scope of their referrals and client base.

SIOR makes every effort to place the exhibit hall in a centrally located area. Most food and beverage events are held in the exhibit hall to allow for maximum traffic and exposure. Don't miss out on this unique opportunity to promote your organization to the world's leading commercial real estate professionals!

Pricing:

	Standard Location	Premium Location
<u>OPTION A: Spring & Fall</u>		
10' x 8' Booth	US \$7,800 (= \$3,900 per meeting)	US \$8,250 (= \$4,125 per meeting)
20' x 8' Booth	US \$14,950 (= \$7,475 per meeting)	US \$15,400 (= \$7,700 per meeting)
<u>OPTION B: Spring Only</u>		
10' x 8' Booth	US \$4,175	US \$4,400
20' x 8' Booth	US \$7,875	US \$8,025
<u>OPTION C: Fall Only</u>		
10' x 8' Booth	US \$4,175	US \$4,400 PREMIUM SOLD OUT
20' x 8' Booth	US \$7,875	US \$8,025 PREMIUM SOLD OUT

**Note: limit 2 10x8 booths or 1 20x8 booth per convention*

Benefits & Inclusions:

- 2 complimentary full-access registrations per 10' x 8' booth
- 3 complimentary full-access registrations per 20' x 8' booth
- Discounted full-access registration fees available for exhibit booth personnel
- Limited number of exhibitors (approximately 45 companies) in order to maximize exhibitor/attendee ratio
- Discounted convention advertisement prices
- Complimentary mailing lists pre- and post-convention (upon request)
- Company profile printed in onsite convention materials distributed to each attendee
- Company profile posted on SIOR's convention website, with link to company homepage
- 6' draped table and 2 chairs

QUESTIONS?

Contact Pam Fitzgerald at pfitzgerald@sior.com or 202.449.8220 or Sydney Nelson at snelson@sior.com or 202.449.8236
 Fax form to 202.318.9181

- Nightly security



EXHIBIT INFORMATION & RESERVATION FORM – pg. 2 of 5

Schedules:

2008 Spring Convention

*The spring schedule is currently being finalized.
Please see www.sior.com for the most recent schedule.*

2008 Fall Professional Conference

The fall schedule is currently being finalized.

Additional Opportunities:

Advertisements

Exhibitors and sponsors receive 10% off all convention-related advertisements. For complete details, please contact Pam Fitzgerald at 202.449.8220 or pfitzgerald@sior.com.

On-Site Program Book:

Exclusive Color Ad on Back Cover:

Price: \$7,900 (compare to \$8,800 without booth)

Exclusive Color Ad on Inside Front Cover:

Price: \$5,925 (compare to \$6,600 without booth)

On-Site Photo Attendee List:

Exclusive Color Ad on Back Cover:

Price: \$3,950 (compare to \$4,400 without booth)

Exclusive Color Ad on Inside Front Cover:

Price: \$2,975 (compare to \$3,300 without booth)

Exclusive Color Ad on Inside Back Cover:

Price: \$2,975 (compare to \$3,300 without booth)

Sponsorship Packages

Double your marketing efforts by sponsoring at SIOR conventions. Numerous opportunities are available at a variety of price points. If you are interested in sponsoring, exhibiting and/or advertising, packaged deals can be negotiated. Please contact Pam Fitzgerald at 202.449.8220 or pfitzgerald@sior.com.

Exhibitor Passport Drawing

Each exhibitor is encouraged to donate a quality gift to be awarded to convention attendees by way of a random drawing. Each attendee will be given a passport card with all participating exhibitors listed. SIOR will promote the drawing and require attendees to have their passport card stamped by each participating exhibitor to qualify for the drawing. To donate a gift for the drawing, you must confirm and give your gift description by April 3, 2008. After April 3, 2008, it is not possible to be included in the drawing.

QUESTIONS?

Contact Pam Fitzgerald at pfitzgerald@sior.com or 202.449.8220 or Sydney Nelson at snelson@sior.com or 202.449.8236
Fax form to 202.318.9181

EXHIBIT INFORMATION & RESERVATION FORM – pg. 3 of 5

Premium vs. Standard Choice: Location, Location, Location! By choosing “premium choice” your company will be able to select your booth location prior to standard choice confirmed exhibitors (based on the date of your commitment). By choosing “standard choice” your company will select from the remaining available booths (based on the date of your commitment).

OPTION A: Both 2008 Spring Convention & 2008 Fall Professional Conference

	Standard Choice	Premium Choice – SOLD OUT
10' x 8' Booth	<input type="checkbox"/> US \$7,800 (= \$3900 per meeting)	US \$8,250 (= \$4125 per meeting)
20' x 8' Booth	<input type="checkbox"/> US \$14,950 (= \$7475 per meeting)	US \$15,400 (= \$7700 per meeting)
	<input type="checkbox"/> Waitlist for Premium Choice?	

Would you like to participate in the Exhibitor Passport Raffles?

No Yes, gift description: _____

Would you like to take advantage of the discounted advertisement rates for exhibitors (see page 2 for pricing)?

No Yes, I would like to purchase the following ad: _____

OPTION B: 2008 Spring Convention – Washington, DC

	Standard Choice	Premium Choice – SOLD OUT
10' x 8' Booth	<input type="checkbox"/> US \$4,175	<input type="checkbox"/> US \$4,400
20' x 8' Booth	<input type="checkbox"/> US \$7,875	<input type="checkbox"/> US \$8,025
	<input type="checkbox"/> Waitlist for Premium Choice?	

Would you like to participate in the Exhibitor Passport Raffle?

No Yes, gift description: _____

Would you like to take advantage of the discounted advertisement rates for exhibitors (see page 2 for pricing)?

No Yes, I would like to purchase the following ad: _____

OPTION C: 2008 Fall Professional Conference – Minneapolis, MN

	Standard Choice	Premium Choice – SOLD OUT
10' x 8' Booth	<input type="checkbox"/> US \$4,175	US \$4,400
20' x 8' Booth	<input type="checkbox"/> US \$7,875	US \$8,025

Would you like to participate in the Exhibitor Passport Raffle?

No Yes, gift description: _____

Would you like to take advantage of the discounted advertisement rates for exhibitors (see page 2 for pricing)?

No Yes, I would like to purchase the following ad: _____

QUESTIONS?

EXHIBIT INFORMATION & RESERVATION FORM – pg. 4 of 5

Company Information (as it should appear on the SIOR website and printed program):

Company Name:		
Street Address:		
City:	State/Prov:	Zip/PC:
Phone:	Fax:	
Website:		

Contact Information:

Pre-Convention Contact:	
Title:	
Email Address:	
Phone:	Fax:
Onsite Contact (if different than above):	
Title:	
Email Address:	
Phone:	Cell:

2008 Spring Convention Checklist

Pre-Convention Conference Call (chose one):

- Tuesday, March 11, 2008, 3pm EST
- Thursday, March 13, 2008, 3pm EST

By March 20th to be printed in the program book:

- Completed paperwork: fax then mail to SIOR HQ
- Payment: mail check to SIOR HQ
- 75-word company profile: email to Sydney Nelson at snelson@sior.com for web & program listing.

By April 3rd to be printed in the attendee list:

- Register each individual attending using the separate convention registration form.
- Confirm Raffle Gift (Optional) – Please note that after April 3rd, no new raffle gifts will be accepted.

2008 Fall Professional Conference Checklist

Pre-Convention Conference Call (chose one):

- Tuesday, September 16, 2008, 3pm EST
- Thursday, September 18, 2008, 3pm EST

By September 25th to be printed in the program book:

- Completed paperwork: fax then mail to SIOR HQ
- Payment: mail check to SIOR HQ
- 75-word company profile: email to Sydney Nelson at snelson@sior.com for web & program listing.

By October 9th to be printed in the attendee list:

- Register each individual attending using the separate convention registration form.
- Confirm Raffle Gift (Optional) – Please note that after October 9th, no new raffle gifts will be accepted.

QUESTIONS?

Contact Pam Fitzgerald at pfitzgerald@sior.com or 202.449.8220 or Sydney Nelson at snelson@sior.com or 202.449.8236
 Fax form to 202.318.9181

EXHIBIT INFORMATION & RESERVATION FORM pg. 5 of 5

Conditions of Participation

This Exhibit Information and Reservation Form must be completed and signed by an authorized individual. When your payment is received, your exhibit space reservation will be made and a confirmation letter will be sent to the pre-convention contact listed. Reservations and booth assignments will not be confirmed until full payment is received and are handled on a first come, first served basis.

Cancellation Policy

Once your exhibit fee is received and SIOR has reserved a booth space in your company's name, it is considered a mutual commitment. Cancellations for the 2008 Spring Convention prior to **March 28, 2008** will incur a 50% penalty. After March 28, 2008, all exhibit fees become non-refundable. Cancellations for the 2008 Fall Professional Conference, a 50% fee will apply for any cancellations prior to **September 30, 2008**. After September 30, 2008, all exhibit fees become non-refundable. Please submit all cancellations in writing to Pam Fitzgerald by fax: 202.517.9151 or email: pfitzgerald@sior.com.

Entertainment Policy

SIOR requires that no business, social, or educational activity be scheduled at a time that competes with any scheduled SIOR functions throughout the duration of the convention. If your company wishes to plan any events during the SIOR convention dates, please contact Renee Battle, Events Director, at 202.449.8224 or rbattle@sior.com to coordinate times.

Exhibitor Breakdown

You are not permitted to break down before the designated time. Any early exhibit booth breakdown requests must be made and approved prior to the convention by Pam Fitzgerald by fax: 202.517.9151 or email: pfitzgerald@sior.com. It is the exhibitor's responsibility to arrange shipping of booth and/or materials from the exhibit floor. Our show manager, Freeman, will be on-site to assist in this effort. Please note, should you choose not to use our show manager for shipping, all of your exhibit items must be removed from the exhibit floor before the close of breakdown hours. Should any items be left behind for any reason, show management is required to "Force Ship" those items.

Payment Information

Note: payment may be made by check or credit card. Credit card payments are charged a 3% processing fee. Please:

FAX completed Reservation Form (pages 3, 4 & 5) to 202.318.9181 **AND**
COMPLETE charge information below **OR**
MAIL form with check (payable to SIOR) to:
Attn: Sydney Nelson – SIOR – 1201 New York Ave., NW, Ste. 350, Washington, DC 20005

I have read and agree to the above conditions of participation.

Company name: _____

Amount due: _____

Print name: _____

Title: _____

Signature: _____

Date: _____

Charge information:

Mastercard VISA AMEX

Booth Space Rate: _____

3% Processing Fee: _____

Net Total: _____

Acct. # _____

Exp. Date _____

Signature _____

QUESTIONS?

Contact Pam Fitzgerald at pfitzgerald@sior.com or 202.449.8220 or Sydney Nelson at snelson@sior.com or 202.449.8236