

## **SPONSOR INFORMATION & RESERVATION FORM – pg. 1 of 3**

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**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 invites you to promote your organization to 900+ commercial real estate practitioners from 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. Don't miss out on this unique opportunity to promote your organization to the world's leading commercial real estate professionals!

### **All sponsors receive the following benefits:**

- Complimentary upgrade from standard to premium exhibit booth space when also exhibiting
- Complimentary invitations for registered attendees to the sponsored event
- Complimentary invitations for registered attendees to an exclusive President's Reception for sponsors and select key members
- Discounted convention advertisement prices
- Company profile and logo printed in onsite convention materials distributed to each attendee
- Company profile and logo posted on SIOR's convention website, with link to company home page
- Company identity displayed during entire convention
- Signage and verbal recognition at the convention
- Complimentary single-use mailing list pre- and post-convention (upon request)
- Displays of sponsor's products, services, or development projects at event entryways for maximum exposure (if applicable)
- Distribution of pre-approved give-a-way item of your choice at event (if applicable)

Please check the convention websites at [www.sior.com](http://www.sior.com) for available sponsorships and prices.

Sponsorship availability and prices for the 2008 Fall World Conference in Minneapolis, MN can be found at <http://www.siordata.com/Minneapolis/sponexhinfo.htm#sponsorship>

### **QUESTIONS?**

Contact Pam Fitzgerald at [pfitzgerald@sior.com](mailto:pfitzgerald@sior.com) or 202.449.8220 or Sydney Nelson at [snelson@sior.com](mailto:snelson@sior.com) or 202.449.8236



## SPONSOR INFORMATION & RESERVATION FORM – pg. 2 of 3

**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:

**Sponsorship Selection:**

Please list your sponsorship request*:	<input type="checkbox"/> Spring	<input type="checkbox"/> Fall	<input type="checkbox"/> Both
Would you like to take advantage of the discounted advertisement rates for sponsors (see page 3)?	<input type="checkbox"/> Yes (please list below)	<input type="checkbox"/> No	
Please list your advertisement request:			
<b>TOTAL AMOUNT DUE: US\$</b>			

**\*Note: Confirmation of requested sponsorships is subject to prior commitments.**

**2008 Spring Convention Checklist**

**Pre-Convention Conference Call (chose one):**

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

**By March 20<sup>th</sup> to be printed in the program book:**

- Completed paperwork: fax then mail to SIOR HQ
- Send payment
- Email 75-word company profile to [snelson@sior.com](mailto:snelson@sior.com)
- Email company logo to Sydney Nelson at [snelson@sior.com](mailto:snelson@sior.com) for web & program book (need both eps and jpg, tiff or gif versions)

**By April 3<sup>rd</sup> to be printed in the attendee list:**

- Register each individual attending using the separate convention registration form.

**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 25<sup>th</sup> to be printed in the program book:**

- Completed paperwork: fax then mail to SIOR HQ
- Send payment
- Email 75-word company profile to [snelson@sior.com](mailto:snelson@sior.com)
- Email company logo to Sydney Nelson at [snelson@sior.com](mailto:snelson@sior.com) for web & program book (need both eps and jpg, tiff or gif versions)

**By October 9<sup>th</sup> to be printed in the attendee list:**

- Register each individual attending using the separate convention registration form.

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## **SPONSOR INFORMATION & RESERVATION FORM – pg. 3 of 3**

### **Conditions of Participation**

This form must be completed and signed by an authorized individual. Sponsorships are subject to prior commitments. Date of sponsorship reservation is determined by receipt of full payment. Please visit the SIOR website for up-to-date availabilities. SIOR reserves the right to change topics, designated speakers, or merchandise descriptions without prior notice. If an event sponsor would like to provide its own banner or signage, size and content are subject to the approval of SIOR. The specific location of all signage is at the discretion of SIOR.

### **Cancellation Policy**

Once your sponsorship fee is received and SIOR has confirmed your company's sponsorship item, it is considered a mutual commitment. Cancellation of a sponsorship for the 2008 Spring Convention prior to **March 28, 2008** will result in a 50% penalty. After March 28, 2008, all sponsorships become non-refundable. Prior to **September 30, 2008**, a cancelled sponsorship for the 2008 Fall Professional Conference will be subject to a 50% penalty. After September 30, 2008, all sponsorship fees become non-refundable. Please submit all cancellations in writing to Pam Fitzgerald by fax: 202.318.9181 or email: [pfitzgerald@sior.com](mailto: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 [rbattle@sior.com](mailto:rbattle@sior.com) or 202.449.8224 to coordinate times.

### **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 2 & 3) 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 \_\_\_\_\_

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