

## **A Guide for Navigating our Exhibit Kit**



**NAREB PRESENTS**

**The 2017 Annual Convention**

InterContinental Hotel  
444 St. Charles Avenue  
New Orleans, LA 70130

**Please email any questions to [narebevents@nareb.com](mailto:narebevents@nareb.com)**

## GENERAL SHOW INFORMATION

Thank you for participating in the **NAREB 2017 ANNUAL CONVENTION!** Enclosed is the exhibitor kit with all the pertinent information to help you prepare for the show. The exhibitor kit and forms can also be downloaded from [www.nareb.com](http://www.nareb.com) website, under the Exhibitor Information menu selection. Please take time to review the information to ensure you meet the deadline dates.

### **LOCATION:**

Intercontinental Hotel  
444 St. Charles Avenue  
New Orleans, LA 70130  
(504) 525-5566 or 1-800-439-4745

### **REGISTRATION FEES:**

*(Fees and the attached signed Exhibitor/Vendor Agreement are due no later than July 18, 2017)*

**Corporate/Small Business Exhibitors and Vendors: \$500 Member | \$750 Non-Member**

**NAREB Affiliates/Non-Profit: \$250**

- Fees do not include shipping and handling fees for packages paid to the InterContinental Hotel.
- Exhibitor and vendor registration fees do not include admission to classes or meal events.
- To register for classes and meal events, exhibitors and vendors must pay separate register fees.
- Tickets to individual meal events may be purchased online and on-site/based on availability.

### **EXHIBITOR MOVE-IN/OUT:**

Exhibitors Set-Up:

Day	Date	Time
Saturday	July 29	3:00pm - 5:00pm

Breakdown – Move Out:

Day	Date	Time
Tuesday	August 1	12:00pm - 2:00pm

**No Exceptions!! Absolutely no move in will be allowed after 5:00pm on Saturday, July 29.**

### **EXHIBITOR TRADE SHOW DATES:**

(Exhibit Showcase)

Sunday	July 30	11:00am - 5:00pm
Monday	July 31	10:00am - 5:00pm
Tuesday	August 1	9:00am - 12:00pm

### **EXHIBITOR BADGES:**

**Badges are restricted solely to employees working in your exhibit. Each exhibitor has (2) two badges.** Non-working employees, customers and family members of the exhibitor should be registered for the conference. All exhibit personnel must wear their badge to enter the facilities at all times during the Show.

**Show Management is not responsible for lost or stolen badges.** Exhibitors may purchase replacement or additional badges for \$5 each. (Exhibitors ONLY). Badges may be picked up at the Exhibitor Registration Desk.

### **EXHIBITOR PARKING:**

Valet parking is available to all guests currently a daily charge starting at \$42.00++ tax with in/out privileges on a space availability basis. This pricing is subject to change without notice. Self-parking is also available in numerous indoor and outdoor facilities surrounding the hotel. Currently these prices range from \$7.00 to

\$20.00 per day, without in/out privileges. Please note valet parking is contracted with a third party and is not managed by or served by the Hotel.

**SHIPPING INSTRUCTIONS/LOADING & UNLOADING:**

Due to limited storage space, packages and boxes cannot be received more than five days prior to an event. If received more than five days prior to an event, an additional storage fee will be added to your account. All packages sent to the hotel should be addressed as follows:

InterContinental New Orleans

Attention: Guest Name

444 St. Charles Avenue

New Orleans, LA 70130

**HOLD FOR: (Rose Dixon/On-Site Contact/NAREB Annual Convention/July 29)**

Put the appropriate category on label: ***Convention Exhibits, Registration Bags or Community Day.***

***NOTE: You are responsible for getting your boxes to and from the Community Day Venue.***

**BOX CARTAGE:**

A box cartage fee equal to \$40 per 100 lbs will apply to all packages received by the hotel and delivered to a function room. Each individual is responsible for their charges. Therefore, you must be a guest at the hotel.

**EXHIBIT RULES:**

All exhibits must have a staff person present during all hours of the Show.

Hanging banners must be approved by Exhibits Coordinator. There is an additional fee for hanging banners.

Exhibitors are responsible for ordering electricity, internet, telephone services and all other audio visual items through the hotel.

Exhibitors are responsible for any additional décor/furniture that is not included with the package.

Displays cannot be higher than 8' back drape and 3' side drape, so not to block adjacent exhibits. If your display is larger, please contact the Exhibits Coordinator.

NAREB reserves the right to approve all exhibitor applicants. Booth space is subject to space availability and is not guaranteed until you receive written confirmation.

**INSURANCE:**

Exhibitors shall indemnify and hold harmless the hotel and its servicing agents and the National Association of Real Estate Brokers, Inc. (NAREB), from all liability (damage or accident) which might ensue from any cause resulting from or connected with transportation, placing, removal or display exhibits.

**INCLUDED IN PRICE OF BOOTH SPACE:**

- One 6' skirted table
- 2 chairs
- Wastebasket
- Company ID Sign
- Exhibitor Badges (2 maximum)

**ELECTRICITY, INTERNET & TELEPHONE SERVICES:**

Electricity, internet, telephone services and all other audio visual items shall be ordered through the hotel. See attached Event Equipment Order Form. ***NAREB is not responsible for ordering any audio visual needs or equipment.***

**SECURITY:**

Exhibits Coordinator or hotel is not responsible for stolen or damaged merchandise.

## MARKETING OPPORTUNITIES | PRIZES & GIVEAWAYS

**We Need BIG Door Prizes! Are you in?  
TV's, IPADS, IPHONES, CARS, VACATIONS, GIFT CERTIFICATES, ETC.**

**WHY? Because drawings, draw people! Help us help you get the best attraction to your booth, product or service.**

**Deadline Date: July 18, 2017**

(We will accept prizes after this date, but anything contributed past this date cannot be listed in the Show program or signage.)

A great way to entice attendees to the NAREB Annual Convention is to raffle off great prizes. This is also a way for your company to capitalize on its participation as we will list your prize on our website, in the official Show program, and on signage that will be placed on-site.

Please let us know if you plan to donate a prize valued at \$100.00 or more. Winners will be drawn **each day beginning on Sunday, July 30**, and recipients do have to be present to win. We will draw winners at the Show and therefore would like exhibitors to have their prizes on-site as winners will be directed to your exhibit space.

**Please send the list of prizes to:**

Sumatra Harvey, Exhibitor Coordinator

[narebevents@nareb.com](mailto:narebevents@nareb.com)

(713) 480-4536 | Direct or (301) 552-9340

**Prizes will also be collected by the Exhibitor Coordinator on-site.**

## HOTEL ACCOMMODATIONS

In order to assist in planning your hotel accommodations for the Show, we have secured special room rates at the InterContinental Hotel New Orleans. The room rates are \$129+taxes per night/occupancy fee, Single or Double beds. The hotel reservation **deadline date is June 25, 2017**. Please be sure to use NAREB as the reservation code when reserving your hotel room.

## EXHIBITOR CHECKLIST

\_\_\_ Deadline for hotel room reservation by **June 25, 2017**

\_\_\_ please register on line at [www.nareb.com](http://www.nareb.com) to reserve your exhibit space and to make payments.  
Deadline for Exhibit Space is **July 18, 2017**

\_\_\_ Prizes & Giveaways are due by **July 18, 2017**

\_\_\_ Order all equipment & AV from the InterContinental New Orleans Hotel by **July 18, 2017**

\_\_\_ Boxes and equipment can arrive at the hotel after **July 24, 2017** | Please review shipping instructions.

**NAREB is looking forward to a successful Trade Show and appreciates your support and participation. Please feel free to contact us with any questions and we look forward to seeing you at the Show!**

## IMPORTANT EXHIBITOR CONTACTS

### **Primary Contact**

**Sumatra Harvey,**

(713) 4830-4536 | Direct

[narebevents@nareb.com](mailto:narebevents@nareb.com)

### **Secondary Contact**

**NAREB National Office**

(301) 552-9340

[narebevents@nareb.com](mailto:narebevents@nareb.com)