



25TH ANNUAL COMMERCIAL REAL ESTATE EXPO

Exhibitor Information Sheet

DATE: Wednesday, August 26, 2009

TIMES:

SET UP: 10 a.m. to 3:30 p.m.

TRADE SHOW: 4:00 p.m. to 8:00 p.m.

TEAR DOWN: 8:00 p.m. to 11:00 p.m.

LOCATION: Sheraton Dallas
400 North Olive Street, Dallas, TX 75201

FOOD: Food and Hors d'oeuvres and cash bar will be provided with registration.

BEVERAGE: All food or drinks (including alcohol) provided at exhibitor booths must be purchased through the hotel. Contact the catering department at the Sheraton Dallas Hotel for details at 214-922-0307.

EXHIBITOR CHECK-IN: will begin at 11:30 a.m. at the registration table located outside of the Grand Hall.

REGISTRATION: Grand Hall. Two (2) exhibitor passes will be available for booth workers at no cost (four for double booths). Additional exhibitor passes may be purchased for \$10 each. NTCAR Members are admitted at no cost with pre-registration.

BOOTH: Each booth will be set up with a 6-foot back drape and a 3-foot divider drape.

EQUIPMENT: Each booth will be furnished with one (1) 6-foot draped table, 2 folding chairs, 1 waste basket and an identification sign. Prior approval from NTCAR is necessary for any modification to facilities and/or the hanging of signs or props.

STORAGE: All shipments to the hotel should be scheduled to arrive no earlier than 3 days prior to the function. Shipments should be addressed to the Catering Manager. Please indicate your name, the name of the group and the date of the function on the box.

ELECTRICAL: The cost for electricity is \$50 per booth. Contact NTCAR to reserve your electrical service.

TELEPHONE: Please contact NTCAR for more information regarding telephone service for your booth.