



NYARM

Serving the Real Estate Industry



New York Association of Realty Managers is dedicated to raising the standards of excellence for the real estate professional through education, information, legislative initiative and a peer network that makes NYARM the benchmark for technological advancement and career enhancement.

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To: NYARM Expo Exhibitors

Fr: Margie Russell

Re: Set up & Shipping For Sept. 26, 2008 Expo

SET UP:

- From **1pm until 7pm on Thursday, Sept. 25**
- Go through the freight entrance on 33rd Street to the 18th Floor.
- Or use the hotel lobby if your items are no larger than a large suitcase.

• SHIPPING

(All packages will be accepted and held beginning on Sept 16, 2008):

Hotel Pennsylvania

401 7th Avenue

New York, NY 10001

Attn: Gerry Mercado, Convention Services/18th Floor

NYARM RE Expo – 9/26/08

If you have further questions concerning shipment, contact Gerry,
212-502-8717x8508, 212-502-8760 fax, or gmercado@hotelpenn.com.

• If you would like to rent a Badge Reader to assist you in recording sales leads, please see attached.

• If you would like an additional presence beyond the show floor, consider **Billboard Sponsorships**. The Billboard Signage is a new and unique way to have a presence in the Expo reception/seminar room. The floor plan, on the opposite page, shows how the 2'w by 4'h signs surround the room. Your marketing sign would be fitted with a business card holder, **WITH YOUR CARDS** readily available, along with a depository for the cards of those who wish to be contacted by you. The sign can be customized by you, with your picture, or send us your logo, picture and marketing info and we will create it for you. Inclusive with the cost of the signage is a ½ page ad in the program.

Thank you very much!

Margie Russell

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