



SIOR 2018


**SPONSORSHIP
& EXHIBIT
PROSPECTUS**

A comprehensive prospectus on how to connect with commercial real estate's most successful industrial and office professionals.

The Society of Industrial and Office REALTORS (SIOR) is the world's leading industrial and office brokerage association. Over 3,000 industrial and office real estate professionals worldwide have met stringent qualifications to earn the SIOR designation, certifying their expertise and success.

TABLE OF CONTENTS

01	About SIOR	21	Who Participates
04	Exhibiting Opportunities	23	Exhibit & Sponsorship Contract
07	Sponsorship Opportunities		



ABOUT SIOR

SIOR members are decision-makers and influencers who have significant input in the direction of their respective companies. The benefit of having your message in front of over 3,100 high caliber real estate brokerage professionals is exponentially increased by the number of people each member impacts on a daily basis.

WHY SIOR?

SIOR EXPERTISE

The Society of Industrial and Office Realtors is the world's leading industrial and office brokerage association.

- SIOR represents today's most knowledgeable, experienced, and successful commercial real estate brokerage specialists.
- Real estate professionals who have earned the SIOR designation are recognized by corporate real estate executives, commercial real estate brokers, agents, lenders, and other real estate professionals as the most capable and experienced brokerage practitioners in any market.

Brokers do not join SIOR, they earn the SIOR designation. Requirements include:

- Experience
- Endorsements
- Ethics
- Production
- Education

Member Firms



60%
Large Firms/Networks

40%
Independent Firms

Member Specialization



63%
Industrial

32%
Office

5%
Both Industrial & Office

OUR CONFERENCES

Nothing beats face-to-face networking to build relationships. Everyone wants to do business with someone they know and trust. SIOR World Conferences are the place to meet top brokers, agents and professionals in commercial real estate to establish those long-term relationships.

SIOR holds two World Conferences each year, one in the spring and one in the fall. Members and other industry professionals gather from around the world for high level networking and education. SIOR is fertile ground for business opportunities.

2018 Spring World Conference

Conference Program Dates: April 11-14

Exhibit Hall Dates: April 12-13

Fairmont Austin, Austin, Texas

2018 Fall World Conference

Conference Program Dates: October 11-13

Exhibit Hall Dates: October 11-12

Sheraton Downtown Denver, Denver, Colorado

Exhibit Hall Statistics - 2016 Fall World Conference

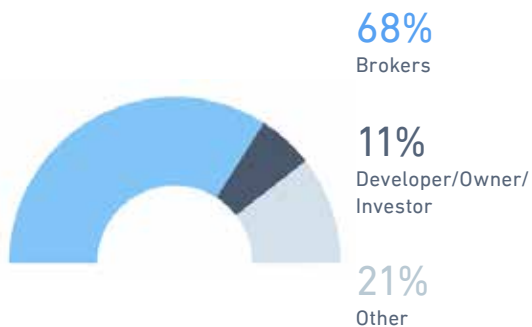
912 Attendees visited the exhibit hall at the 2016 Fall World Conference.

627 Avg. number of attendees in hall during open exhibit hours periods.

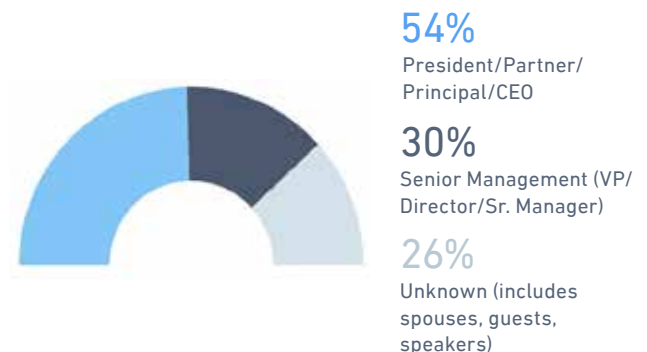
40 During any given exhibit hall open period, attendees spent an average of 40 minutes in the hall.

8 Avg. amount of minutes an attendee spends per booth.

Conference Attendees by Business Scope



Conference Attendees by Job Title



WORLD CONFERENCES EXHIBIT

SIOR places the exhibit hall in a centrally located area to allow for maximum traffic and exposure. Don't miss out on this opportunity to promote your organization to the world's leading commercial real estate professionals.

EXHIBIT WITH SIOR

Benefits & Inclusions

- Two complimentary registrations per single booth
- Three complimentary registrations per double booth
- Over 50 percent discount on all additional registrations for company attendees
- Company profile on SIOR's conference website and in the conference mobile app
- Complimentary entry into the Exhibitor Raffle (gift provided by exhibiting company)
- Complimentary attendee email list pre- and post-conference
- Six-foot draped table and two chairs; nightly security
- Exhibitor ribbons for company attendees

Exhibitor Raffle

Each exhibitor is encouraged to donate a quality gift to be awarded to conference attendees by way of a random drawing. Each attendee will be given a raffle card to complete. SIOR will promote the drawing and require attendees to have their raffle card marked by each participating exhibitor to qualify for the drawing. This is a great way to drive traffic to your booth.

For more information on exhibiting, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

PREMIUM BOOTH

\$7,000

Be among the first exhibitors to choose your booth location in the hall.

STANDARD BOOTH

\$6,500

Choose booth location after premium exhibitors.



Companies who commit to exhibit at both conferences receive a discount.

EXHIBIT TERMS & CONDITIONS

Conditions of Participation

The reservation form must be completed and signed by an authorized individual at which time the form becomes a contract. Booth assignments will not be guaranteed until payment is received. Assignments are handled on a first-come, first-served basis and in order of priority (premium booths choose before standard booths).

Attendee List Usage

All exhibitors will receive one pre- and one-post conference attendee email list for one time use. Prior to receiving the list, exhibitors must submit the piece that will be distributed to attendees to SIOR for approval. Approval will take approximately two (2) business days.

Entertainment Policy

SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, including one day prior and one post, please contact SIOR to coordinate times.

Early Dismantling of Booths

Exhibits are to remain set up until the dismantle time noted by show management. Any requests to dismantle early must be made and approved prior to the conference. Any exhibitor found to be dismantling before the close of show may lose access to the post-show attendee list.

Rules & Regulations

All exhibitors are required to adhere to all exhibit rules and regulations noted on pages 24 and 25.

For more information on exhibiting, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.





SPONSORSHIP OPPORTUNITIES

Choose from a variety of networking, educational, branding, and giveaway opportunities to find the sponsorship that works best for you.

WORLD CONFERENCES SPONSOR

OVERVIEW

Sponsorship opportunities at SIOR conferences allow participating companies ongoing exposure before, during and after each conference. SIOR offers a wide range of opportunities so you can pick the best option to meet your marketing needs.

Sponsoring companies have prominent visibility throughout SIOR conferences and are seen in support of SIOR by the membership. SIORs are loyal and support those who support them.

Benefits of Sponsoring

- Complimentary conference registrations or reduced rate registrations based on the amount of sponsorship
- Logo placement on signage throughout the conference (logo size dependent upon sponsorship level)
- Thank you from SIOR President and logo shown on screens during a general session
- Logo on SIOR website and conference mobile app with company listing
- Invitation to President's VIP Reception
- 1 page insert in conference bag/registration packet (insert provided by sponsoring company)
- Sponsor ribbons for company attendees

SPONSORSHIP TERMS & CONDITIONS

Conditions of Participation

The reservation form must be completed and signed by an authorized individual. Sponsorships will not be confirmed until full payment is received. All sponsorships are handled on a first-come, first-served basis.

Attendee List Usage

All sponsors will receive one pre- and one-post conference attendee email list for one time use. Prior to receiving the list, sponsors must submit the piece that will be distributed to attendees to SIOR for approval. Approval will take approximately two (2) business days.

Entertainment Policy

SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, including one day prior and one post, please contact SIOR to coordinate times.

For more information on sponsoring, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

SPONSORSHIP TIERS

Sponsorship Recognition Tiers

SIOR will recognize sponsors based on total conference spend (sponsorship items and exhibit space) based on a system of six tiers. Tiers are per conference and not determined by cumulative spend for the year.

- Diamond - \$70,000 & above
- Platinum - \$50,000-\$69,999
- Gold - \$25,000-\$49,999
- Silver - \$15,000-\$24,999
- Bronze - \$7,500 - \$14,999
- Supporter - \$5,000-\$7,499

Each level of sponsorship includes standardized benefits. Depending on items sponsored, additional benefits may apply, as noted on the following pages.

*To qualify as a sponsor, you must purchase at least one sponsorship item. The purchase of an exhibit booth alone is not considered a sponsorship.

For more information on sponsorships, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.



SPONSORSHIP BENEFITS & RECOGNITION

DIAMOND - \$70,000 AND ABOVE

- Premium double (8x20) exhibit booth
- 10 complimentary conference registrations
- 10 invitations to President's VIP reception
- Diamond Sponsor signage in exhibit booth
- Ad in conference mobile app
- Logo in attendee emails
- 1 insert in conference registration packets

PLATINUM - \$50,000-\$69,999

- Premium single (8x10) exhibit booth
- 8 complimentary conference registrations
- 8 invitations to President's VIP reception
- Platinum Sponsor signage in exhibit booth
- Ad in conference mobile app
- Logo in attendee emails
- 1 insert in conference registration packets

GOLD - \$25,000-\$49,999

- Premium single (8x10) exhibit booth
- 6 complimentary conference registrations
- 6 invitations to President's VIP reception
- Gold Sponsor signage in exhibit booth
- Logo in attendee emails
- 1 insert in conference registration packets

SILVER - \$15,000-\$24,999

- Upgrade to premium exhibit booth, if exhibiting
- 3 complimentary conference registrations
- 3 invitations to President's VIP reception
- Silver Sponsor signage in exhibit booth, if exhibiting
- 1 insert in conference registration packets

BRONZE - \$7,500-\$14,999

- Upgrade to premium exhibit booth, if exhibiting
- 2 complimentary registrations
- 2 invitations to President's VIP reception
- Bronze Sponsor signage in exhibit booth, if exhibiting
- 1 insert in conference registration packets

SUPPORTER - \$5,000-\$7,499

- 1 complimentary registration
- 1 invitation to President's VIP reception
- Supporter Sponsor signage in exhibit booth, if exhibiting
- 1 insert in conference registration packets

SOCIAL & NETWORKING EVENTS

Note: The pricing listed below is per conference.

FRIDAY NIGHT PARTY (SPRING)

\$63,000

This social event, open to all attendees, is themed around the conference location and features dinner, cocktails and live entertainment. It is a great way for your company to make a splash at the conference.



Welcome address at the party



Cocktail napkins with company logo



Access to VIP area for you and your invited guests



Signage at event with company logo

THURSDAY OPENING COCKTAIL PARTY (FALL)

\$63,000

We all love a good party! Held on the first night of the fall conference, this is your chance to be a part of the festivities and be the name people see all night. Open bar with heavy hors d'oeuvres – this is the event everyone attends.



Welcome address at the party



Cocktail napkins with company logo



Access to VIP area for you and your invited guests



Signage at event with company logo

BULL 'N' BEER RECEPTION (SPRING & FALL)

\$27,500

Get great exposure during this popular networking event. At the close of the trade show on Friday, names are drawn for the exhibitor raffle. This is a lively event that draws crowds.



Welcome address at the party



Cocktail napkins with company logo



Signage at event with company logo

SOCIAL & NETWORKING EVENTS CONT.

Note: The pricing listed below is per conference.

THURSDAY EXHIBIT HALL CRAWL (SPRING)

\$31,500



Cocktail napkins with company logo



Signage at event with company logo

The Exhibit Hall Crawl and Reception, after the first full day of sessions, is where attendees continue their networking and mingle with exhibitors while enjoying complimentary cocktails and hors d'oeuvres.

NETWORKING LUNCH (SPRING & FALL)

\$20,000



Cocktail napkins with company logo



Signage at event with company logo

Networking lunches, held on the first day of the spring and fall conferences and the second day of the fall conference, is for all attendees ensuring maximum exposure during your event.

LEADERSHIP RECEPTION (SPRING & FALL)

\$35,000

SOLD



Welcome address at the party



Cocktail napkins with company logo



Signage at event with company logo

This is your opportunity to network with and get in front of SIOR's board of directors, committee and member group chairs and vice chairs, and chapter leaders. This event, held on Wednesday evening, is by invitation only.

PRESIDENT'S VIP RECEPTION (SPRING & FALL)

\$11,000



Welcome address at the party



Cocktail napkins with company logo



Signage at event with company logo

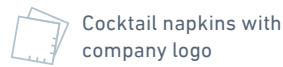
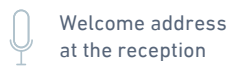
This reception, hosted by the SIOR President, is by invitation only. This is your opportunity to network with and get in front of SIOR's VIPs.

SOCIAL & NETWORKING EVENTS CONT.

Note: The pricing listed below is per conference.

YOUNG PROFESSIONALS & NEW MEMBER RECEPTION (SPRING & FALL)

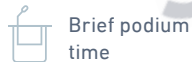
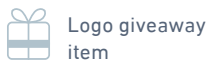
\$11,000



Welcome young professionals and new members to the conference at this invitation only reception.

NEW MEMBER LUNCHEON (SPRING & FALL)

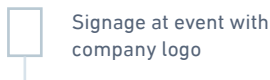
\$11,000



This is a unique opportunity to put your company in front of new SIORs during their formal welcome luncheon.

MEMBER GROUP EVENTS (SPRING & FALL)

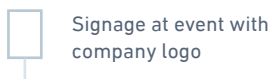
\$7,000-\$10,000



Sponsor dinner for a targeted group of SIOR members. Additional information on available dinners can be found on page 16

NETWORKING BREAKS (SPRING & FALL)

\$7,200



Networking breaks held in the exhibit hall at various times through each conference are a great opportunity to expose all attendees to your company brand.

EDUCATION PROGRAMS

Note: The pricing listed below is per conference. All include an opportunity to introduce the session or speaker.

FRIDAY GENERAL SESSION (SPRING & FALL)

\$75,000

Sponsoring a keynote presentation from a nationally recognized speaker or industry expert places your organization in front of all attendees.



Introduction of speaker



Participation in selection of speaker



Signage at event with company logo



Post-session invitation-only meet and greet with speaker

OPENING GENERAL SESSION (SPRING & FALL)

\$30,000

The Opening General Session kicks off the conference on the first day and always fills the room. Show your company's support as an industry leader and problem solver for today's most timely topics.



Introduction of speaker



Signage at event with company logo

CLOSING GENERAL SESSION (SPRING & FALL)

\$22,000

This is an excellent opportunity for your company to receive maximum exposure at the last official event of the conference. Your company will be the final impression on attendees.



Introduction of speaker



Signage at event with company logo

BREAKOUT SESSIONS (SPRING & FALL)

\$5,000 each

Concurrent sessions allow a brief company "commercial" and the opportunity to introduce the session.



Logo giveaway



Signage at event with company logo

GIVEAWAYS & OTHER SPONSORSHIPS

Note: The pricing listed below is per conference. The cost of the giveaway item is included in the sponsorship fee, unless otherwise noted.

CONFERENCE TOTE BAGS

\$8,300

SOLD

CONFERENCE LANYARDS

\$9,000

SOLD

HOTEL KEY CARDS

\$10,500

SOLD

CONFERENCE WI-FI

\$11,000

CHARGING STATION AND LOUNGE

\$11,000

CONFERENCE NOTEPAD & PEN

\$7,500

CONFERENCE SURVIVAL KIT

\$12,000

ROOM DROP - ITEM PROVIDED BY SPONSOR

\$6,000

WATER BOTTLES

\$12,000

DESIGN YOUR OWN SPONSORSHIP

Have a specific idea or budget in mind, but can't find the perfect sponsorship listed? Contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

MEMBER GROUP SPONSORSHIPS

Do you have a targeted group of attendees you'd like to network with? The following provides further detail on member group specific sponsorships.

SIOR INDEPENDENT BROKER GROUP (IBG) SPONSORSHIP

The SIOR Independent Broker Group (IBG) is an SIOR member specialty group that provides a network of highly qualified independent SIOR brokers around the world who collaborate, share information and enhance business opportunities for independent SIOR members.

Sponsoring the IBG at an SIOR world conference provides companies ongoing exposure before, during and after each conference.

The IBG will host events at the 2018 SIOR World Conferences:

- IBG Networking Dinner on Thursday, April 12 in Austin, Texas (attendance 125-150 SIOR members)
- IBG Breakout Session on Thursday, April 12, in Austin, Texas (attendance 200 SIOR members)
- IBG Networking Dinner on Friday, October 12 in Denver, Colorado (attendance 125-150 SIOR members)
- IBG Breakout Session (date TBA) in Denver, Colorado (attendance 200 SIOR members)

All sponsorships include:

- Two (2) tickets to the IBG Dinner

IBG Specific Recognition

- Opportunity to address dinner attendees
- Recognition on dinner specific marketing and signage

Post-Conference

- Paired with an IBG Ambassador to connect with SIORs after the conference.

MARQUIS SPONSORSHIP

\$10,000

 PER CONFERENCE

Additional Benefits:

- 2 complimentary conference registrations
- 2 additional tickets to IBG Dinner
- 2 invitations to President's VIP Reception
- 1 insert in conference registration packets
- Upgrade to premium exhibit booth (if exhibiting)
- Opportunity to address breakout session attendees
- Recognition as a Conference Bronze Sponsor

SUPPORTER SPONSORSHIP

\$7,000

 PER CONFERENCE

Additional Benefits:

- 1 complimentary conference registration
- 1 invitation to President's VIP Reception
- 1 insert in conference registration packets
- Recognition as a Conference Supporter Sponsor

For more information on sponsoring the Independent Broker Group, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

SIOR YOUNG PROFESSIONALS MEMBER GROUP

The SIOR Young Professionals Member Group is comprised of SIOR's under the age of 46. The YP Member Group provides a network of highly successful next-generation brokers, the future of the commercial real estate industry.

The SIOR Young Professionals will host several events during the 2018 SIOR World Conferences:

- Young Professionals Evening Out on Wednesday, April 11 in Austin, Texas (attended by 100 SIOR members)
- Young Professional & New Member Reception on Thursday, April 12 in Austin, Texas (attended by 100 SIOR members)
- Young Professionals Evening Out on Wednesday, October 10 in Denver, Colorado (attended by 100 SIOR members)
- Young Professional & New Member Reception on Friday, October 12 in Denver, Colorado (attended by 100 SIOR members)

All Young Professional Event Sponsorships Include:

- Recognition as a Conference Bronze Sponsor
- Upgrade to premium exhibit booth (if exhibiting)
- 2 complimentary conference registrations
- 2 invitations to President's VIP Reception
- 1 insert in conference registration packet.

For more information on sponsoring the Young Professionals Member Group, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

YOUNG PROFESSIONALS EVENING OUT (SPRING & FALL)

\$10,000 PER CONFERENCE

Additional benefits:



Signage at event with company logo.



Company logo on invitations

YOUNG PROFESSIONAL & NEW MEMBER RECEPTION (SPRING & FALL)

\$11,000 PER CONFERENCE

Additional benefits:



Welcome address at the reception



Cocktail napkins with company logo



Signage at event with company logo.

SIOR OFFICE MEMBER GROUP SPONSORSHIP

The SIOR Office Member Group is an SIOR member specialty group that provides a network of highly qualified SIOR office specialists around the world who collaborate, share information and enhance business opportunities for SIOR office specialists.

Sponsoring the SIOR Office Member Group at an SIOR world conference provides companies ongoing exposure before, during and after each conference.

The Office Member Group will host a networking dinner event at the 2018 SIOR World Conferences:

- Office Networking Dinner on Thursday, April 12 in Austin, Texas (attendance 100 SIOR members)
- Office Networking Dinner on Friday, October 12 in Denver, Colorado (attendance 100 SIOR members)

Overall Benefits:

- Two (2) tickets to the Office Dinner
- Opportunity to address dinner attendees
- Recognition on dinner specific marketing and signage
- Paired with an office broker member to serve as an ambassador

For more information on sponsoring the Office Member Group, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100.

BRONZE SPONSORSHIP

\$10,000 PER CONFERENCE

Additional Benefits:

- 2 complimentary conference registrations
- 2 additional tickets to the Office Dinner
- 2 invitations to President's VIP Reception
- 1 insert in conference registration packets
- Upgrade to premium exhibit booth (if exhibiting)
- Opportunity to address breakout session attendees
- Recognition as a Conference Bronze Sponsor

SUPPORTER SPONSORSHIP

\$7,000 PER CONFERENCE

Additional Benefits:

- 1 complimentary conference registration
- 1 invitation to President's VIP Reception
- 1 insert in conference registration packets
- Recognition as a Conference Supporter Sponsor

SIOR INVESTMENT MEMBER GROUP SPONSORSHIP

The SIOR Investment Member Group is an SIOR member specialty group that provides a network of highly qualified SIOR designees around the world who specialize in office and industrial investment transactions and collaborate, share information and enhance business opportunities.

Sponsoring the SIOR Investment Member Group at an SIOR world conference provides companies ongoing exposure before, during and after each conference.

The Investment Member Group will host the following events at the 2018 SIOR Spring World Conference, April 11-14, 2018 in Austin, Texas:

- Investment Networking Lunch & Learn
- Investment Breakout Session

The Investment Member Group will host the following events at the 2018 SIOR Fall World Conference, October 11-13, 2018 in Denver, Colorado:

- Investment Networking Lunch & Learn
- Investment Breakout Session

Overall Benefits:

- Recognition on conference signage
- Thanked by SIOR President at a general session
- Opportunity to address reception/luncheon/breakout session attendees, depending on sponsorship selected.

LUNCHEON BRONZE SPONSORSHIP

\$7,500

Additional Benefits:

- Upgrade to premium exhibit booth, if exhibiting
- 2 complimentary registrations
- 2 invitations to President's VIP reception
- Bronze Sponsor signage in exhibit booth, if exhibiting
- 1 insert in conference registration packets
- Recognition as reception or luncheon sponsor, depending on conference

BREAKOUT ONLY SUPPORTER SPONSORSHIP

\$5,000

Additional Benefits:

- 1 complimentary registration
- 1 invitation to President's VIP reception
- Supporter Sponsor signage in exhibit booth, if exhibiting
- 1 insert in conference registration packets

For more information on sponsoring the Investment Member Group, please contact Vicki Cummins at vcummins@sior.com or 856.429.0100

WHO PARTICIPATES?

The following is a sample of some of the sponsors and exhibitors from past SIOR World Conferences. If your competition is participating, shouldn't you?

PARTIAL LIST OF PAST PARTICIPANTS

Advanced GeoEnvironmental	DCT Industrial Trust	Mohr Capital
Agracel, Inc.	Dermody Properties	Montoni Group
Apto	Ductilcrete Slab Systems, LLC	NAI Global
ARCO Design/Build	Duff & Phelps	Napa Logistics Park
Astro Applications	Duke Realty	National Association of REALTORS Commercial
AXIS Insurance Services	East Central Indiana Regional Partnership	North Central Illinois Economic Development
Bank of America Merrill Lynch	ElmTree Funds	Panattoni Development Co.
Becknell Industrial	Engrain	Prologis
BH Properties	Environmental Logic LLC	Rabin Worldwide
Big-D Construction	Exeter Property Group	RealNex
BlueScope Properties Group	FCL Builders	Rockefeller Group
Brennan Investment Group	First Industrial Realty Trust	Roll Real Estate Development
Bridge Development Partners, Inc.	Goodman	San Joaquin Partnership / Team California
Brinkmann Constructors	Greater Des Moines Partnership	Scannell Properties
Buildout	Hickey & Associates	SVN International Corp.
Bullhorn	Hightower	Strategic Coach
Cawley Chicago Real Estate	Hollingsworth Cos.	Tejon Ranch Company
CCIM Institute	IDI Gazeley	Ten-X Commercial
CenterPoint Properties	IMPLAN	USAA Real Estate Company
ci design, inc.	Indiana Economic Development Corporation	VanTrust Real Estate, LLC
Commercial Development Company	Industrial Property Trust	VTS
CompStak	JLL	West Virginia Development Office
Conor Commercial Real Estate	Lee & Associates	Westwood Net Lease Advisors
CORFAC International (Corporate Facility Advisors)	Liberty Property Trust	Wonderful Real Estate Developpment
CoStar Group	LinkedIn Corporation	Xceligent
CRG	Massimo Group	Zions Bank
Cushman & Wakefield Pyramid Brokerage Company	Mericle Commercial Real Estate Services	
Dalfen America Corp.		

2018 SIOR World Conferences – Sponsorship & Exhibit Contract

Company Information (as it will appear on the website and mobile app):

COMPANY NAME: _____

WEBSITE: _____

STREET ADDRESS: _____

PHONE: _____

CITY: _____

STATE/PROV/ZIP: _____

PRE-CONFERENCE CONTACT:

PHONE: _____

EMAIL: _____

ONSITE CONTACT:

CELL PHONE: _____

EMAIL: _____

OPTION A: SPRING & FALL*

Exhibit Booth Pricing:

Standard Booth

Premium Booth*

Single Booth

US \$12,500 *Spring: \$6,500*
Fall: \$6,000

US \$13,500 *Spring: \$7,000*
Fall: \$6,500

Double Booth

US \$19,500 *Spring: \$10,000*
Fall: \$9,500

US \$20,500 *Spring: \$10,500*
Fall: \$10,000

OPTION B: SPRING ONLY **OR** OPTION C: FALL ONLY

Exhibit Booth Pricing:

Standard Booth

Premium Booth*

Single Booth

US \$6,500

US \$7,000

Double Booth

US \$10,000

US \$11,000

*Once booth assignments are made, premium booths are no longer available.

SPONSORSHIP RESERVATION

OPTION A: SPRING & FALL

Sponsorship Items: _____

Fee: _____

OPTION B: SPRING ONLY **OR** OPTION C: FALL ONLY

Sponsorship Items: _____

Fee: _____

I have read and agreed to all terms and conditions.

Date: _____

Print Name: _____

Title: _____

Signature: _____

Invoice Mastercard Visa AmEx

Sponsorship Fee: _____

3% Processing Fee (credit card only): _____

Total Due (USD): _____

Card #: _____

Exp Date: _____ CW # _____

Signature: _____

Please submit form to Vicki Cummins at vcummins@sior.com or fax to 856.494.1660. If paying by check, please include a copy of the form and mail to Society of Industrial & Office Realtors, 1201 New York Ave., NW Ste.350, Washington DC 20005-6126.

SPONSOR/EXHIBITOR RULES & REGULATIONS—2018 SIOR Spring World Conference

All Sponsors and Exhibitors, by submission of their application, agree to abide by the following regulations:

1. CONDITION OF PARTICIPATION: This Contract must be completed and signed by an authorized individual. When payment is received, your exhibit space or sponsorship reservation will be made and a confirmation will be sent to the pre-conference contact listed. Reservations and booth assignments will not be confirmed until full payment is received. Booth assignments are handled on a first-come, first-served basis. If full payment is not received prior to the conference, you will not be able to set up your booth until payment has been received.

2. CODES AND AGREEMENTS: The Exhibitor or Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.

3. SPACE ASSIGNMENTS: Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor locations will be assigned to booths based on best fit. Society of Industrial and Office REALTORS (SIOR) reserves the right to make final assignments. Within these rules, decisions regarding space are solely at the discretion of SIOR.

4. EXHIBIT HOURS: Set up—Wednesday, April 11, 1-5pm

Exhibit Hall Hours—Thursday, April 12: 11:30am-1pm; 2:30-3:30pm; 5-6pm, Friday, April 13: 8-9:15am, 11:15am-12:30pm. **Breakdown**—Friday, April 13, 12:30-4pm. Hours are subject to change.

5. USE OF SPACE: The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign the booth space in whole or in part without written notice to and approval from SIOR. The Exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the installation period (5pm April 11, 2018). The space may be resold, reassigned, or used by the exhibit management.

6. EARLY DISMANTLING OF BOOTHS: Exhibits may not be dismantled before the close of the show. Any exhibitor found breaking down their booth before the close of the show may lose access to the post-show attendee list. Exhibits must be removed by the exhibitors from the premises no later than the time indicated in the official Exhibitor Service Manual.

7. SHIPPING OF BOOTHS: It is the exhibitor's responsibility to arrange shipping of booth and/or materials from the exhibit floor. An official service contractor will be on-site to assist in this effort. Please note, should you choose not to use our official service contractor for shipping, all of your exhibit items must be removed from the 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.

8. EXCLUSION: SIOR reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. SIOR shall have the right to prohibit use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. SIOR reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.

9. SAFETY REGULATIONS: The use or storage of flammable liquids, gases or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked and sound does not negatively impact the surrounding booths. Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed and other material must comply with fire department regulations.

10. LIABILITY: Exhibitor shall be fully responsible to pay for any and all damages to property owned by Fairmont Austin (Hotel), its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend,

indemnify and hold harmless Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, SIOR Staff and show management, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof. Exhibitor agrees to adhere to any Hotel rules and regulations and local and state requirements/laws.

11. GUARD SERVICE: SIOR will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of Exhibitors' material and display. Beyond this, SIOR, its officers, agents, employees, subsidiaries, affiliates, contractors, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, accidents or other causes.

12. FOOD & BEVERAGE: If you plan on distributing food and/or beverages from your booth, you must receive prior approval from SIOR. Any additional fees that are levied by the Hotel will be your sole responsibility. Please contact SIOR prior to the event to determine the costs associated with your consumable giveaway.

13. MINIMUM AGE FOR ENTRY: To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall, but must remain in the stroller and be accompanied by an adult at all times.

14. OFFICIAL SERVICE CONTRACTOR: To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, the official service contractor is Teamwork. The official service contractor will send all confirmed exhibitors a service kit containing information on furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental and recommended transportation carriers.

15. AMENDMENT OF RULES: Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SIOR and the Hotel. These rules and regulations may be amended at any time by SIOR and the Hotel. All amendments shall be binding on Exhibitors.

16. CANCELLATION/REFUND: Once your exhibit fee is received and SIOR has reserved a booth space in your company's name, it is considered a contract. Cancellations for the 2018 Spring World Conference prior to February 11, 2018, will incur a 50% penalty, which is non-refundable and if not already paid, due regardless of participation. After February 11, all exhibit fees become non-refundable if paid, or due in full if not paid at the time of cancellation. Cancellations must be made in writing.

17. ENTERTAINMENT POLICY: SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, please contact SIOR to gain approval and coordinate times.

18. ATTENDEE LIST USAGE: All Exhibitors will receive one pre- and one post- conference attendee email list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees and agree to the terms of use. Approval will take approximately 2 business days.

The foregoing regulations have been formulated for the best interest of all parties.

I have read and agree to the terms and conditions set forth.

INITIAL: _____ DATE: _____

SPONSOR/EXHIBITOR RULES & REGULATIONS—2018 SIOR Fall World Conference

All Sponsors and Exhibitors, by submission of their application, agree to abide by the following regulations:

- 1. CONDITION OF PARTICIPATION:** This Contract must be completed and signed by an authorized individual. When payment is received, your exhibit space or sponsorship reservation will be made and a confirmation will be sent to the pre-conference contact listed. Reservations and booth assignments will not be confirmed until full payment is received. Booth assignments are handled on a first-come, first-served basis. If full payment is not received prior to the conference, you will not be able to set up your booth until payment has been received.
- 2. CODES AND AGREEMENTS:** The Exhibitor or Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.
- 3. SPACE ASSIGNMENTS:** Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor locations will be assigned to booths based on best fit. Society of Industrial and Office REALTORS (SIOR) reserves the right to make final assignments. Within these rules, decisions regarding space are solely at the discretion of SIOR.
- 4. EXHIBIT HOURS: Set up**—Wed., October 10: 1 - 5pm, Thur., October 11, 7:30-10:30am; **Exhibit Hall Hours**—Thurs., October 11: 11am-12:45pm, 3-4pm; Fri., October 12, 8:30-9:45am, 11:30am-1pm, 4:30-5:30pm **Breakdown**—Fri., October 12, 5:30 - 8 p.m. Hours are subject to change.
- 5. USE OF SPACE:** The Exhibitor shall not sublet or share the booth space provided by SIOR, nor shall the Exhibitor assign the booth space in whole or in part without written notice to and approval from SIOR. The Exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the installation period (10:30am, October 12, 2018). The space may be resold, reassigned, or used by the exhibit management.
- 6. EARLY DISMANTLING OF BOOTHS:** Exhibits may not be dismantled before the close of the show. Any exhibitor found breaking down their booth before the close of the show may lose access to the post-show attendee list. Exhibits must be removed by the exhibitors from the premises no later than the time indicated in the official Exhibitor Service Manual.
- 7. SHIPPING OF BOOTHS:** It is the exhibitor's responsibility to arrange shipping of booth and/or materials from the exhibit floor. An official service contractor will be on-site to assist in this effort. Please note, should you choose not to use our official service contractor for shipping, all of your exhibit items must be removed from the 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.
- 8. EXCLUSION:** SIOR reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. SIOR shall have the right to prohibit use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. SIOR reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.
- 9. SAFETY REGULATIONS:** The use or storage of flammable liquids, gases or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked and sound does not negatively impact the surrounding booths. Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed and other material must comply with fire department regulations.
- 10. LIABILITY:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Sheraton Denver Downtown (Hotel), its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, SIOR Staff and show management, from any

damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof. Exhibitor agrees to adhere to any Hotel rules and regulations and local and state requirements/laws.

- 11. GUARD SERVICE:** SIOR will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of Exhibitors' material and display. Beyond this, SIOR, its officers, agents, employees, subsidiaries, affiliates, contractors, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, accidents or other causes.
- 12. FOOD & BEVERAGE:** If you plan on distributing food and/or beverages from your booth, you must receive prior approval from SIOR. Any additional fees that are levied by the Hotel will be your sole responsibility. Please contact SIOR prior to the event to determine the costs associated with your consumable giveaway.
- 13. MINIMUM AGE FOR ENTRY:** To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall, but must remain in the stroller and be accompanied by an adult at all times.
- 14. OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, the official service contractor is Teamwork. The official service contractor will send all confirmed exhibitors a service kit containing information on furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental and recommended transportation carriers.
- 15. AMENDMENT OF RULES:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SIOR and the Hotel. These rules and regulations may be amended at any time by SIOR and the Hotel. All amendments shall be binding on Exhibitors.
- 16. CANCELLATION/REFUND:** Once your exhibit fee is received and SIOR has reserved a booth space in your company's name, it is considered a contract. Cancellations for the 2018 Spring World Conference prior to August 15, 2018, will incur a 50% penalty, which is non-refundable and if not already paid, due regardless of participation. After February 11, all exhibit fees become non-refundable if paid, or due in full if not paid at the time of cancellation. Cancellations must be made in writing.
- 17. ENTERTAINMENT POLICY:** SIOR requires that no business, social or educational activity be scheduled at a time that competes with any scheduled SIOR function throughout the duration of the conference. If your company wishes to plan any events during the SIOR conference dates, please contact SIOR to gain approval and coordinate times.
- 18. ATTENDEE LIST USAGE:** All Exhibitors will receive one pre- and one post- conference attendee email list. Prior to receiving the lists, Exhibitors must submit to SIOR for approval the piece that will be distributed to attendees and agree to the terms of use. Approval will take approximately 2 business days.

The foregoing regulations have been formulated for the best interest of all parties.

I have read and agree to the terms and conditions set forth.

INITIAL: _____ **DATE:** _____



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