

# 2010 NAI Global Convention Exhibitor Quickstart Checklist

**Exhibitors are invited to print and follow this Quickstart Checklist to ensure that their information is received by the deadlines posted.**

**Select underlined text below for direct links to information.**

- Complete the Registration Form** no later than December 1, 2009 (2 attendees with exhibitor registration; additional attendees at \$1200 per person, which includes 2 nights hotel – limit 4 attendees per company, per booth). The Registration Form can also be found at [www.naiglobal.com/events.aspx](http://www.naiglobal.com/events.aspx)
- Upload your 75-word Company Description and Company Logo.** Your company description and logo are included in the Convention Program. Your Company Logo is used on all print and online event promotion and on posters and banners at the Convention. To preserve the integrity of all logos in both small and large formats, all logos should be presented in Adobe Illustrator CS2 or lower, saved as an EPS with all fonts outlined – CMYK. Placing a Photoshop image in Illustrator and saving as an Illustrator EPS removes all vector capability. All logos must be presented in their native format – Illustrator CS2 or lower
- Review **Expo Hall floor plan** and advise Patricia Faulkner of your space preference by emailing [pfaulkner@naiglobal.com](mailto:pfaulkner@naiglobal.com) immediately.
- Go to **Freeman Online** for the NAI Global Exhibitor Package. NOTE: Electrical information is listed under the "Specialty Contractors" section.
- Download **Convention Agenda** (to be posted Fall 2009, [www.naiglobal.com/events.aspx](http://www.naiglobal.com/events.aspx))
- Fax a Certificate of Insurance with a minimum limit of \$1,000,000 General Liability Insurance per incident and \$2,000,000 aggregate, and naming New America Network, Inc., dba NAI Global, as additional insured, to Patricia Faulkner via fax at 732 238 1137 or send a scanned document via email to [pfaulkner@naiglobal.com](mailto:pfaulkner@naiglobal.com) no later than December 18, 2009.
- Save on airfare through **Continental Airlines Reservations/Discounts** (to be posted Summer 2008).
- Sponsors and Exhibitors should plan to participate on a pre-convention teleconference to be held at 4 PM ET on January 7, 2010. We will go over last minute instructions and answer your questions. Great for both first time and returning exhibitors!

**Dial in instructions:**

**North America – 866 946 0515; International - +646 216 4858. Participant PIN: 3218068#**

- Sponsors eligible to provide an insert for the Convention Registration Bag will be provided with shipping instructions via email before the end of December, 2009

**Thank you for your support as an Exhibitor in 2010!**