

2010 NAI Global Convention Sponsor Quickstart Checklist

Sponsors 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 (Refer to Prospectus for the number of attendees permitted with each sponsorship level). The Registration Form can be found at www.naiglobal.com/events.aspx
- Refer to the **Exhibitor Quickstart Checklist** as space in the Expo Hall is included in your Sponsor package
- 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 – CYMK. 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.
- Platinum and Green Sponsors should provide their 3-minute commercial/video to Patricia Faulkner, NAI Global, 4 Independence Way, Princeton, NJ 08540 no later than December 18, 2009
- Review **Expo Hall floor plan** and advise Patricia Faulkner of your space preference by emailing pfaulkner@naiglobal.com immediately.
- Go to **Freeman Online** for the NAI Global Exhibitor Package. NOTE: Electrical information is listed under the "Specialty Contractors" section.
- 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 no later than December 18, 2009.
- Download **Convention Agenda** (to be posted Fall 2009, www.naiglobal.com/events.aspx)
- Save on airfare through **Continental Airlines Reservations/Discounts**
- Submit online and print advertising per **Print Advertising Guide** and **Electronic Advertising Guide** (where applicable)
- 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 a Sponsor in 2010!

