



Date: October 28, 2009

To: NACAS Exhibitors

From: Heather Brown, CEM, Director, Business Partner Services

Subject: 2010 Annual Conference Booth Space Selection

Thank you for choosing to exhibit at the NACAS 41st Annual Conference in Hawaii. Our valued exhibitors add tremendously to the NACAS Conference experience.

With your anticipated participation again next year, we have attached the following important documents for your review and action:

- The floor plan for the NACAS 42nd Annual Conference Exhibit Hall at the Broadmoor, Colorado Springs, Colorado. Please note that spaces have already been assigned for the Top 7 Priority Companies (as defined in our Policy Manual).
- The Exhibitor Contract to enable you to secure your booth position on the floor.
- The listing of priority points alphabetically.
- The listing of priority points in order of points.
- The listing of the 2009 NACAS exhibitors appointment times for 2010 booth space selection at the 2009 Annual Conference in Hawaii.
- A Proxy Exhibitor Contract for use in the event that you will not be present for your appointment time or prefer to send in your selection preferences prior to the Hawaii conference.

Space selection for the NACAS 2010 Conference & Trade Show at The Broadmoor will take place Sunday -Tuesday, November 8-10, 2009, at the Hawaii Convention Center. Please visit **the Hawaii Convention Center exhibit hall pre-sell area** at the appointed time to select your booth for the 2010 Conference. The pre-sell area is in the back draped off area of the exhibit hall. If you need assistance please stop by the NACAS Registration Desk.

Selection times are:

Sunday, November 8, 8:00 a.m. – 3:00 p.m.
Monday, November 9, 7:30 a.m. – 3:00 p.m.
Tuesday, November 10, 7:30 a.m. – 11:00 a.m.

If you or a representative from your company are unable to attend at the appointed selection time, or if you prefer to send in your selection preferences prior to the Hawaii conference there is an opportunity to complete and return a "Proxy" Registration Form beforehand. During your appointed time we will try to accommodate your preferred booth selection (please choose 3 location preferences). Every effort will be made to assign you one of your preferences. If your preference is not available then you will be slotted in the closest and best space available. Proxies must be received by NACAS no later than **Tuesday, November 3, 2009 at 2:00 p.m. Eastern.** After this date you can hand carry your proxy to Hawaii and bring it to the pre-sell office during open pre-sell hours.

If you do not appear on-site at your specified time, and your Proxy form is not received by our office prior to the conference, **you will lose your company's turn in this process.** After the conference, the next space selection will be first-come, first-served in December of 2009.

Exhibitors must maintain an active membership with NACAS throughout the year to participate in this selection process.

A written confirmation will be sent to exhibitors that participate in the above space selection process in December 2009. **Contracts and deposits not received by January 30, 2010 will result in a loss of the selected booth space.**

If you have any questions or concerns please feel free to contact me at the information below.

Take care,
Heather

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