

**2009 REISA Annual Conference & Trade Show
The Bellagio Hotel, Las Vegas - October 18-20, 2009**

Pertinent Sponsor Information as of 9/22/09

****Please print and read thoroughly to make the best of your REISA experience!**

REISA Contact for Logistics	Please contact Meg Slentz Nagy, REISA's Exhibit & Onsite Coordinator at meg@MeetingsToOrder.com or at (321) 733-2670, if you have questions regarding the logistics of your sponsorship, penthouse suites, booth assignments, exhibit hall floor plan, and service manual.
REISA Contact for Marketing Materials	Please contact Jill Delaney, REISA's Director of Communications at jdolaney@reisa.org or at (317) 663-4175, if you have any questions regarding sponsor ads (purchased separately) or company profile to be included in the conference book. The deadline for submission is Friday, September 25, 2009.
REISA Contact for Online Registration and Agenda Development	Please contact Anne Boley, REISA's Director of Meetings and Education at aboley@reisa.org or at (317) 663-4174, if you have any questions regarding online registration and modifications, attendee lists, speakers, and the meeting agenda.
Conference Hotel	The Bellagio Hotel 3600 Las Vegas Boulevard South Las Vegas, NV 89109 (888) 987-6667 (Reservations) (702) 693-7111 – Main # (702) 693-8585 – Guest Fax in Business Center The Business Service Center will leave a message in the guest's room if the guest has a fax or package waiting for them at the Business Center. The guest can either go to the Business Center (located in the Convention Area) to pick up their item(s) or it can be delivered in their room. Note: The guest must be in the room to sign for the item(s). There are no fax machines in the guest rooms. Current Business Center Hours are: Monday – Friday – 6am – 8pm; Saturday and Sunday – 8am – 6pm
Hotel Room Reservations	The Bellagio guest room link is active on REISA's website at http://www.reisa.org/sections/events.conference.hotel.information.php on the hotel/travel page. Attendees can register online for room reservations as well as call the Bellagio directly at (888) 987-6667 and mention group code REISA9 or group name. The housing link (below) will also be available when registering for the conference online. Feel free to make your reservations now. (You may have to copy & paste the link into your browser.) https://reservations.mgmmirage.com/bookingengine.aspx?pid=190&host=offer&code=REISA9
Bellagio Room Rate	The negotiated group rate at the Bellagio for deluxe rooms is \$159 for single/double occupancy for October 16-20, plus 12% tax. Bellagio suites are \$399 plus 12% tax. A charge of \$35 will be added for each guest over double occupancy.
Reservation Cut-Off Date	The cut-off date at the Bellagio is Friday, September 25, 2009. Hotel allows individual attendees the right to cancel their guest room/suite reservations without penalty up to forty-eight (48) hours prior to the attendee's scheduled arrival date. The Hotel will charge the individual attendee one night's guest room/suite rate and tax for cancellation within forty-eight (48) hours of the scheduled arrival date or failure of the individual to check-in on the scheduled arrival date. Any remaining nights of a "no show" reservation will be canceled.
Booth Selection Process	In order to provide a fair process to all sponsors, booth selection is based on the time the sponsorship registrations were received. It is strictly on a first-come, first-served basis. Platinum sponsors choose their booth locations first, then gold sponsors. A floor plan will be provided when booths are selected. Each sponsor will identify its top 3 booth preferences. The exact day when sponsors will be notified is not certain since this is a time-consuming process.
Platinum Sponsors	Platinum sponsors receive (2) 10'x10' booths (side-by-side) and (2) full conference attendee registrations. (This is in lieu of the exhibitor hall passes.) A company representative from each sponsor will occupy a one-bedroom penthouse suite for entertaining and/or meetings. The attached room has a king bed. REISA will pay for 3 nights. Sponsors are financially responsible for any additional nights and all incidental expenses. Sponsors can submit a brief company profile for the conference binder and will receive the appropriate recognition on the REISA website, in pre-conference e-blasts and during the Conference. Platinum sponsors will also have the opportunity to make a presentation during one of the general sessions.

Platinum Sponsors – Reserving One-Bedroom Penthouse Suite	Please e-mail Meg Slentz Nagy with the name of the person occupying the suite as well as the appropriate arrival and departure dates. Meg will make your reservation with the hotel directly and will provide confirmation numbers when received. REISA will pay the room and tax for 3 nights only.
Suite Food & Beverage (platinum sponsors)	If you require any food and/or beverage for the penthouse suite, please contact Jaime Gilbert, Bellagio In Room Dining, @ jjgilbert@bellagioresort.com or at 888-987-7111 ext. 7900 or 702-693-7900 direct.
Gold Sponsors	Gold sponsors receive (1) 10'x10' booth and (1) full conference attendee registration. (This is in lieu of the exhibitor hall pass.) Sponsors can submit a brief company profile for the conference binder and will receive the appropriate recognition on the REISA website, in pre-conference e-blasts and during the Conference.
Complimentary Registrations for Platinum and Gold Sponsors	A link will be provided to sponsors to register the appropriate number of complimentary staff. Platinum sponsors receive (2) free registrations and gold sponsors receive (1) free registration. This is a new benefit for sponsors in response to the current economic conditions. You cannot register complimentary staff using the general online registration link. https://www.oquest.com/cgi-bin/oqregister.pl?evc=TA2111&goto=admin_rgstr
Contact for Ads	Full- and half-page ads are not included in the sponsorship packages. Ads must be purchased separately. Contact Jill Delaney, REISA's Director of Communications at jdelaney@reisa.org or at (317) 663-4175 to purchase an ad or if you have any questions regarding these materials. Deadline for ads is September 25, 2009 .
Exhibit Booth Workers	The platinum and gold sponsorship packages include complimentary full conference registrations in lieu of the exhibitor hall passes. Therefore, no exhibit hall only passes will be provided.
Silver Sponsors (Tabletop Exhibitors)	The tabletop exhibitor sponsorship package includes one (1) 6-ft. skirted tabletop, (1) chair, signage and recognition in the conference binder, the REISA website and pre-conference e-blasts. All materials must fit on the tabletop. No standing banners, etc. will be allowed. Items set on the floor will be removed.
Exhibition Company	REISA has contracted GES to be its exclusive service provider for its Exhibit Hall. A link for the service manual is below. REISA will also e-mail the link directly to all sponsors. We encourage all exhibitors to ship booth materials through GES and not through the hotel to avoid additional surcharges. GES Hotline number is (800) 475-2098 . Please find the REISA Service Manual (Exhibitor Kit) link below: (You may have to copy & paste into your browser.) http://marketing.ges.com/kits/11/0910/05412
Discount Deadline through GES	REISA has negotiated a discount deadline date of Monday, September 28, 2009 , for sponsors to place their orders through GES. The last date to ship materials to the GES warehouse without additional surcharges is Wednesday, October 14, 2009 .
GES Booth Package	Each booth consists of a 10'x10' (gold) or (2)10'x10' (platinum) space, pipe and draped in <i>black and beige</i> (to match the existing ballroom carpeting). Back panels will be in black with beige in the middle, black side panels (3 feet high), (1) black skirted 6-foot table, (2) chairs, (1) wastebasket and an ID sign for each 10'x10' space. Renting additional carpeting is not necessary. Tabletop packages include (1) 6-ft. skirted tabletop, (1) chair, and signage.
Shipping Discount is Available	REISA has an affinity agreement with YRC for freight shipping. Therefore, YRC will also offer discounts to REISA attendees/exhibitors. By using YRC, exhibitors should save up to 67% when shipping its booth/materials to the GES warehouse. You are certainly not required to use YRC but you are welcome to use them if the price is right. You will need to register with YRC and identify yourself as a part of REISA's program. Please keep in mind that you will still be responsible for all shipping costs. Enroll online at www.enrollhere.net . For questions, call YRC at 800.647.3061 or e-mail associations@yrcw.com .

Exhibitor Rules	<p>1. All exhibitors must sign an exhibitor contract which is available on www.reisa.org and return to Anne Boley at aboley@reisa.org.</p> <p>2. Furniture and/or fixtures must be confined to the 10'x10' (gold sponsor) or 10' x 20' (platinum sponsor) outlines of the Exhibitor's rented space and may not spill out into aisles or adjacent spaces. This includes couches, tables, carpets, and other furniture pieces.</p> <p>3. Booth furniture and/or fixtures may not block the view of adjacent booths; in particular, no furniture or fixtures may exceed 48" in height more than 4 feet off the back wall of the space.</p> <p>4. Sound from computers or TV monitors must be kept to a level that does not intrude upon adjacent booths.</p> <p>We trust that all exhibitors will design and operate their booths in a manner that respects the rights of other exhibitors and visitors.</p>
Exhibitor Move-In	<p>Sunday, October 18, 2009 – Grand Ballroom 1-2-4-5-8 -- 8:00 am – 5:00 pm. Some exhibitors may require additional time to set up. Please notify Meg Slentz Nagy if you need to arrive earlier. Opening reception on Sunday begins at 5:30 pm.</p>
Exhibitor Tear-Down	<p>Tuesday, October 20, 2009 – Grand Ballroom 1-2-4-5-8 – 7:30 pm – 9:30 pm. The REISA conference ends after the Tuesday reception at 7:30 pm. We are required to tear-down the exhibit hall Tuesday evening.</p>
Booth Food & Beverage	<p>Exhibitors can not bring in outside food and/or beverage into the ballroom. If you would like to order any F&B for your booth, please contact: Leslie Laher, Bellagio Catering Sales Manager, at (702) 693-7134 or llaher@bellagioresort.com. **Sponsors will be financially responsible for all charges. No alcohol may be distributed or served from the booths.</p>
Exhibit Times	<p>Specific exhibit hours are outlined on the agenda; mainly during breakfast, morning & afternoon breaks, lunches and receptions. Most F&B functions will take place in the expo hall. Booth traffic will be heavy during these times. However, the hall will be open throughout the day so please staff your booth accordingly.</p>
Private Functions & Materials Distribution	<p>REISA encourages all of its sponsors to entertain and network with attendees. Please review REISA's policies on Auxiliary Meetings and Materials Distribution during a meeting on REISA's website at www.reisa.org. Please schedule your functions after REISA events.</p>