

**TRADE SHOW BOOTH RENTAL AGREEMENT**  
**34th ANNUAL INSTITUTE OF REAL ESTATE MANAGEMENT TRADE SHOW**  
*In partnership with the DMAA (Detroit Metropolitan Apartment Association)*

The Institute of Real Estate Management, Michigan Chapter No. 5 and the Detroit Metropolitan Apartment Association is hereby authorized to reserve exhibit space for our use at the 34th Annual Trade Show to be held on Wednesday, March 18, 2009 at Burton Manor in Livonia. It is understood and agreed that all space will be assigned on a first-come, first-paid, basis. IREM and DMAA reserve the right to decline any application, disallow any exhibit, which is not in keeping with the character of the exhibition, to assign exhibitors to the best alternate space and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the show. This Contract must be properly executed and full payment received no later than March 1, 2009 to:

**IREM Michigan Chapter No. 5**  
**24125 Drake Road ■ Farmington, MI 48335**  
**248.615.3885 ■ fax: 248.615.3888 ■ email: irem5@aol.com**

**RESERVATION**

☐ Please reserve booth number(s) \_\_\_\_\_ in accordance with the General Information and Floor Plan sheets. I understand that booth space will be reserved on a first-come, first-paid basis.

☐ We will require the following: (please check the appropriate items)

☐ ☐ ☐ One 4 Foot Skirted Table ☐ ☐ ☐ Electrical Hookup (add'l \$50 per booth)

☐ ☐ ☐ One 6 Foot Skirted Table ☐ ☐ ☐ Backdrop Drape (add'l \$50 per booth)

☐ ☐ ☐ One 8 Foot Skirted Table

☐ One table, any size, is included at no extra charge. Each additional table is \$25.00

**\*VERY IMPORTANT\*** Tables, electrical hookup and drape requirements will not be available day of show, so please be specific about your needs.

**PAYMENT**

☐ Type of Payment: ☐ ☐ ☐ Check ☐ Credit Card: ☐ Visa ☐ MC ☐ AX

☐ Card #: \_\_\_\_\_ Expires: \_\_\_\_\_

☐ ☐ ☐ (Please note there will be a 3% processing fee for credit card payments.)

☐ ☐ ☐ **NO BOOTHS WILL BE RESERVED WITHOUT FULL PAYMENT**

**PROGRAM BOOK**

We have enclosed our business card with this contract. We understand that it will be displayed in the program at NO CHARGE. Without this card, we understand that only our name as shown on this contract will be printed.

In addition to the complimentary business card listing, we would like an additional display ad, as selected below. We understand this is at the additional cost as listed and the appropriate amount has been added to our payment. The program size is 5.5" x 8.5". We understand we must supply our own camera-ready copy for the ad. Ads are printed in black and white only. Ad copy must be received by IREM no later than February 9, 2009 in order to be included in the program.

☐ 1/2 PAGE \$50.00 ☐ FULL PAGE \$100.00 ☐ INSIDE COVERS \$150.00 ☐ BACK COVER \$200.00

**CONTACT INFO**

☐ Firm Name: \_\_\_\_\_

☐ Contact Person: \_\_\_\_\_

☐ Product/Service Exhibited: \_\_\_\_\_

☐ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Where did you hear about our show? ☒ DMAA

**Please do not assign us exhibit space near the following exhibitors:**

**\*\*\* THE 2010 TRADE SHOW WILL BE HELD AT THE ROCK FINANCIAL SHOWPLACE \*\*\***