

NYC Real Estate Expo 2024

New York Hilton Midtown, 1335 Avenue of the Americas, New York, NY 10019

Wednesday, October 16th 8am – 5pm

Hello Exhibitors... and thank you for choosing to be a part of the 2024 NYC Real Estate Expo. We are gearing up for a busy and very productive event. Be sure to fully read the following exhibitor instructions to assist you in the smooth running of your day. We recommend you print this form out and bring a copy to the event for your reference.

Answers to most frequently asked questions....

Arriving at the Hilton: If you have your own small cart, you are permitted to bring up your exhibit booth/boxes via the elevators to the 2nd floor. Otherwise there are bellmen in the lobby ready to assist you (**\$15 per cart movement**). We are not allowed to carry heavy or large items on the escalators (use the elevators) For extra large items, see below.

HOTEL Valet Parking: Entrance on 53rd or 54th Streets between 6th Avenue and 7th Avenue. Phone 212-261-5351

Current Pricing:

Standard Vehicles / Oversized Vehicles:

½ hour **\$15.00 / \$30.00**

1 hour **\$39.00 / 54.00**

2 hours **\$43.00 / \$58.00**

10 hours **\$54.00 / \$69.00**

24 hours **\$85.00 / \$100.00**

EXHIBITOR GUIDELINES

Exhibit Set-Up: from 10pm - 3am (Tuesday) night OR 4am - 8am the morning of the event (Wednesday).

The Hotel has us currently contracted starting Wed. morning at 12am. They are working with the group in there prior to us, so once They have their schedule we can work on figuring out if there is an opportunity to get in sooner. (Standby)

HELP: Be sure to bring adequate help to carry and set up/dismantle your exhibit.

Dismantling: begins at **4:30pm**. Please do NOT begin to dismantle your exhibit before **4:30pm**.

Expo will supply a table, white tablecloth and 2 chairs.

Exhibit Spaces: are 8 x 8. If you have a larger panel, you must contact Anthony ASAP to see if special arrangements can be made.

Supplies: Bring in strong tape, pins, bowl for business cards and any other supplies you may need to set up.

Name badges: for **Staff Team** (Exhibitors) and your **Guest(s)** will be mailed to you. You in return will mail out or hand out to your Staff / Guest(s)

Please don't forget to bring your name badges in with you and pick up a Lanyard(s) at the Registration Table marked: Staff/Guest.

Speaker / Panelist - Please pickup your Custom Badge up front at the Registration Table

One of our Team Members will stop by your Table with **Exhibitor Ribbon** for your name badges

NEED Extra Furniture - Cocktail Table / Captain Chair / High Chair / Etc, (Email me ASAP)

All exhibit panels, boxes, supplies can be brought in through the main entrance of the hotel, street level on Avenue of the Americas, between 53rd and 54th street. However, any large exhibit panels , boxes, etc...that will not fit through the front door, will have to use the Dock which is located on 54th Street in the middle of the street between 7th and 6th Avenue. If you need to use the Dock or need loading dock specifications please contact Anthony ASAP (646.210.2545 or akazazis@nycreexpo.com)

If you need info on exhibit/package pre-shipping or use of the package/storage room please contact:

Pre-Event Shipments - If you need to ship anything in advance for your exhibit booth, it may arrive at NY Hilton Midtown 2 days prior to the event, starting on Monday, October 14th. Please inform me of any shipments to the Hilton, so I can relay information about deliveries to the Hilton team. The items can be sent to the following address:

Name (of person who will be on-site)

NYC Real Estate Expo – "*Exhibitor Name*" (**Your Company Name**)

C/O New York Hilton Midtown

1335 Avenue of the Americas

New York, NY 10019

Attention: Package Room

Event Date: October 16, 2024

Load-Out

Timing: All items must be removed from the event spaces **by 6:00 PM on October 16th**. We cannot store items at the hotel after the event. The bell staff will be present to help exhibitors that need to take items via a cart down to the lobby level.

Shipping Question: *"Will you or your exhibitors need to ship anything out once the event is over?"* If so, please make sure exhibitors bring return labels for any items they will need to ship out. The hotel Package Room Team will be available to pick up your packages (charges apply) for

shipment. Please note, all boxes must be taped and labeled. FedEx and UPS pickup from the hotel daily.

Electric: Electric pricing starts at \$250 for hookup.

For Wifi \$125 per device

For Audio/Visual Equipment, contact Anthony and/or Nassa Charles at 212.261.2144 or ncharles@psav.com

For breakfast, lunch & snacks you can visit Herbn' Kitchen on the first floor.

Breakfast 6am-11am – Lunch 11am-1pm

For Kosher Food - Abigail's is a common caterer for NYC
<http://www.greatkosherrestaurants.com/restaurants/2/abigaels>

NEED HELP WITH...

Marketing Materials, Promotional Items & Video Production Contact

julie@illustremultimedia

914.924.0354 julie@illustremultimedia.com

Dress code is business attire.

Once again thank you for your participation and we are looking forward to a truly successful event! If you have any questions... you know who to contact!

Watch Out for Fraudulent Companies trying to sell Expo Attendee List

We do not Sell our List!

ROOM RESERVATIONS

New York Hilton Midtown 1335 Avenue of the Americas NYC 10019

To make a reservation call 212.586.7000

and ask for Group Rate Discount at the Reservations Desk and they will be happy to assist you. The specific code for our event is **NYCRE**

STANDARD ACCOMMODATIONS \$ **75**