



## Post-Show Broadcast E-mail

Deadline for submission: Monday, Sept. 29, 2008

Capitalize on your presence at World Workplace while it's still fresh in the attendees mind by sending a post-show **E-mail** to all attendees following the show. Post-show e-mails will be sent between Oct 27 – Nov 7.

Content Specifications:

- All broadcast messages are to be sent to [tj.mendieta@ifma.org](mailto:tj.mendieta@ifma.org) in HTML format, with all images in the file referencing the Web server for the exhibitor's Web site. IFMA will not house any graphics or attachments necessary for the message. **Due no later than Monday, Sept 29, 2008.**
- Clearly state the **subject line** for the message in your communication with Show Management.
- All content referencing the show must be consistent and in this form: **"IFMA's World Workplace"**
- IFMA will not alter the post attendee distribution list for any reason.

*Show management must approve the document being sent to the attendees. E-mail addresses will not be given to you. You will E-mail the document to the contact listed and Show Management will send it for you.*

**Preferred send date (between Oct 27 and Nov 7):** \_\_\_\_\_

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Method of Payment: \$1000.00 (US)**

Check (enclosed)     American Express     Diners     Discover     MasterCard     Visa

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ 3 or 4 digits Authorization: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

Please return to: T.J. Mendieta  
IFMA's World Workplace 2008  
1 E. Greenway Plaza, Suite 1100  
Houston, TX 77046-0194 USA  
Ph: 1-713-623-6777 ext. 173, Fax: 1-281-974-5680  
E-mail: [tj.mendieta@ifma.org](mailto:tj.mendieta@ifma.org)