



Pre-Show Broadcast E-mail

Deadline for submission: Friday, Sept. 12, 2008

Send a message to IFMA's World Workplace attendees by sending a pre-show **E-mail** to all pre-registered attendees.

Content Specifications:

- All broadcast messages are to be sent to 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 Friday, Sept. 12, 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 above and Show Management will send it for you.

Preferred send date: _____

Company name: _____ Booth #: _____

Contact name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Method of Payment: \$1000.00 (US)

*A 50%, non-refundable deposit is due within 30 days of IFMA's acceptance of this application. **All reservations made after April 4, 2008 must include full payment to be secured.***

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
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