



Conference & Expo

Pre-Show Broadcast E-mail

Deadline for submission: Monday, Aug. 31, 2009

Send a message to IFMA's World Workplace attendees by sending a pre-show **E-mail** to all pre-registered attendees. Broadcast e-mails will be sent September 21 – October 2, 2009.

Content Specifications:

- All broadcast messages must be created on your server. The URL to the message should be sent to tj.mendieta@ifma.org. IFMA will not house any graphics or attachments necessary for the message.
- **Due no later than Monday, Aug. 31, 2009.**
- 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.

Preferred send date: _____

Company name: _____

Contact name: _____

Address: _____

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

Telephone: _____ Fax: _____

E-mail: _____

Method of Payment: \$1500.00 (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
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