



Dear Sponsor,

Thank you for your participation in The Distressed Hotel Summit presented by Hotel & Motel Management magazine. The Summit will take place this upcoming November 1st – 2nd at the Hamilton Crowne Plaza Hotel.

We are pleased to present you with your sponsor service kit (attached) which contains all the information you will need to successfully transport, set-up/tear-down, and equip your booth. All necessary forms and information for services to be rendered at the hotel are included. Please make sure to carefully read all the instructions and shipping details.

Here is a list of available services available for The Distressed Hotel Summit:

- 1) Internet
- 2) AV/Computer Equipment
- 3) Floral
- 4) Electric

PLEASE RETURN ALL REQUESTED INFORMATION BY OCTOBER 15, 2010.

BOOTH INFORMATION - DEADLINE: OCTOBER 15

As a silver, gold or platinum sponsor of the event, you are allotted 1 6ft skirted (blue) table, 2 chairs and a wastebasket. Please check one of the following:

_____ You will be utilizing your sponsor table only to exhibit

_____ You are using your company's tradeshow exhibit booth or back wall display (no more than 10ft by 10ft of floor space), therefore you will **NOT** need a sponsor table

_____ You are using your company's exhibit booth or back wall display (no more than 10ft by 10ft of floor space), **along with** your sponsor table

If you haven't already, be sure to make your travel and hotel arrangements!

If you have any questions at any time, please feel free to call or email me at (617) 219-8367 or kowen@questex.com.

We are pleased to have you on board as a sponsor in The Distressed Hotel Summit and look forward to successful event!

Sincerely,

Keith Owen
Exhibitor Services Manager



QUICK FACTS

LOCATION

Hamilton Crowne Plaza
14th & K Streets, NW
Washington, DC 20005
(202) 682-0111, (202) 682-9525

BADGES

All sponsor badges will be available at the registration table starting at 9 am Monday, November 1st.

SET UP TIME

Monday November 1 10:00 am - 1:00 pm

TEAR DOWN TIME

Tuesday November 2 5:00 pm

SCHEDULE AT A GLANCE

Monday, November 1, 2010

2 pm - 4 pm Market Overview & View from the top
4 pm - 4:45 pm Break-out sessions
Session #1: How to de-stress a hotel
Session #2: Strategies from Asset Managers
5 pm - 6:30 pm Networking Reception

Tuesday, November 2, 2010

8 am - 9 am Breakfast
9:15 am - 10:45 am General Session - Special Servicer Panel
10:45 am - 11:15 am Networking break
11:15 am-12:15 pm Break-out sessions
Session #1: Banker Panel
Session #2: How to keep the cost savings in place on the upswing?
12:30 pm - 1:30 pm Luncheon
1:45 pm - 2:45 pm Break-out sessions
Session #1: Keeping Brand, Banker and Guest Happy
Session #2: Distressed Asset Valuation
2:45 pm - 3:45 pm Networking refreshment break
3:45 pm - 5 pm Power Hour: Today's Executives Discuss Working in the New Economy

**Schedule is subject to change*



EXHIBITOR INFORMATION – DUE OCTOBER 15, 2010

Name of Conference: _____

Dates of Exhibit: _____

Exhibitor Name: _____

Contact Name: _____

Contact Phone Number: _____

- Shipments should not arrive more than (2) days prior to Exhibitor Set Up. Please label your shipments as follows:

**Hamilton Crowne Plaza
1001 14 K Street
Washington DC 20002
Distressed Hotel Symposium – (Exhibitor Name)
(# of boxes)**

- There is a \$3.00 per box fee for storage and handling of standard size packages that arrive more than (2) days prior. There will be a labor fee for handling of excessive packages.
- All packages must be scheduled for inside delivery. The hotel will not be responsible for unloading materials from the delivery truck.
- Bring tracking numbers in the event your packages do not arrive as expected.
- Bring return shipping labels for your outgoing packages.

Please indicate your Exhibit needs:

	Dates Requested	Price	Quantity	Total
Electricity (Includes Power Strip & Extension Cord)		\$40		\$
High-Speed Internet (Wireless)		\$100		\$
Computer Monitor (48-hour notice required)		\$150		\$
32" Television Monitor		\$250		\$
Banner Hanging		\$65 each		\$
Screen Support Package		\$150		\$
Other		\$tbd		\$
Service Charge		22%		\$
Tax		5.75%		\$
Grand Total including Tax and Service Charge				\$

* Prices are per-day, and subject to tax and service charge

Credit Card Number: _____ **Exp. Date:** _____

Signature of Card Holder: _____

Please return BY OCTOBER 15 via fax to J.C. French at 202-218-7601 or email to jc.french@ihrc.com

Please call 202-218-7555 with questions.