



November 30, 2009

Dear Sponsor/Exhibitor:

In preparation for MBA's 2010 National Secondary Market Conference & Expo at the Hilton New York, May 23-26, please find the Affiliate Space information enclosed.

It is imperative that we remind you of MBA's policy in obtaining affiliate function space. The purpose of MBA initiating this policy is to moderate the number of meetings taking place during our event, which conflict with our Program and Exhibits. By doing so, we are recognizing our Sponsors and Exhibitors by giving them special consideration for obtaining affiliate space. **Please note, all invited guests to your affiliate room must be paid registrants and wearing the official conference badge. Badge checking will be enforced.**

To qualify for affiliate space, your company must be a **Fully Paid Premium Exhibitor and/or Sponsor at the Bronze level or above.** **Premium Membership** may be considered if you do not reach either exhibit/sponsorship level. If you are interested in exhibiting or getting more details of the costs and benefits of our sponsorship programs, please contact the following individuals below:

**Exhibits:** Kim Newell, (202) 557-2791 or email: [knewell@mortgagebankers.org](mailto:knewell@mortgagebankers.org)

**Sponsorships:** Mark Brady, (202) 557-2790 or email: [mbrady@mortgagebankers.org](mailto:mbrady@mortgagebankers.org).

Each year, MBA accommodates requests for affiliate meeting space during the Secondary Conference in a location convenient to conference activities. Affiliate meeting space will be offered at the Hilton New York Hotel. Rental fees will apply and may be found on the following pages.

Affiliate space is assigned in order of Sponsorship level with Millennium being the highest. Due to limited space availability, we are **limiting requests to (2) rooms per company**. Once all requests have been fulfilled, additional space requests will be managed on a case-by-case basis. We will try to accommodate your specific room requests, if at all possible.

Please forward your completed form to my attention before the deadline of March 12, 2010. In mid-April, a contract agreement and invoice for space rental fees will be sent to you confirming your request.

If you have any questions, please feel free to contact me at (352) 592-4936 or email at [dsantasia@mortgagebankers.org](mailto:dsantasia@mortgagebankers.org).

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads 'Debbie Santasania'.

Debbie Santasania  
Consultant – Meetings & Conferences



MBA's National Secondary Market Conference & Expo  
 May 23-26, 2010  
 Hilton New York  
 New York, New York

## Affiliate Space Request Form

Please note: Affiliate Function Space is available only to fully paid Premium Exhibitors and/or Sponsors at the Bronze Level or above. Eligible companies, may return completed form by fax or e-mail to me by the deadline of March 12, 2010. **All companies interested in renting space during the Conference will be charged rental fees as specified on the attached Rental Fee sheet.**

**Fax:** Debbie Santasania (352) 597-6972

**Email:** dsantasania@mortgagebankers.org

<b>Contact Name:</b>		<b>Company:</b>		
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-mail:</b>		

### MEETING SPECIFICATIONS (All information must be completed):

<b>Day(s)/Date(s):</b>		<b>Beginning and Ending Times:</b>	
<b>Type of Function:</b> (e.g., Meeting, Breakfast, Lunch, Reception, Dinner, Hospitality Room)		<b>Room Set:</b> (e.g., Theatre, Classroom, Conference, U-Shape, Hollow-Square, Banquet Rounds of 8 or 10 people, Other-please provide square footage requirement)	
<b>Maximum # of People:</b> _____		<b>Square Footage Preferred/Required:</b> _____	
<b>Will you require any audio/visual equipment?</b>	<b>Yes or No</b>	<b>If Yes, brief description:</b>	
<b>Will you require advance set-up of room?</b>	<b>Yes or No</b>	<b>If Yes, how much advance time needed:</b>	

Affiliate space is assigned in order of Sponsorship level with Millennium being the highest. Due to limited space availability, we are **limiting requests to (2) rooms per company**. Once all requests have been fulfilled, additional space requests will be managed on a case-by-case basis. We will try to accommodate your specific room requests, if at all possible. An invoice will follow in early April for the space rental fees. Full payment must be received in order to officially confirm your space assignment. Once a meeting room has been assigned to you and you have received a confirmation letter, you will be responsible for working directly with the hotel for final room-set, audio/visual requirements, and food and beverage arrangements. If a confirmed exhibitor cancels their booth space or a sponsorship is cancelled at any time, the meeting space assigned will be forfeited automatically. A 20% cancellation fee will be applied if your space is cancelled more than (30) days prior to the function date. There will be no refund if space is cancelled less than (30) days prior to the event.



## Affiliate Space Rental Fees

---

**Affiliate Function Space is available only to companies at the Premium Exhibitor Level and/or Sponsors at the Bronze Level or above.**

### HILTON NEW YORK

<u>Price Category</u>	<u>Type of Event/Room Size</u>	<u>Rental Fee</u>
1A	Special Event - 3 hours or less (1000-2000 s.f.)	\$700 Flat Fee
2A	Special Event - 3 hours or less (2001++ s.f.)	\$1000 Flat Fee
* * * * *		
1B	Medium Meeting Room – 4 to 24 hours (1000-2000 s.f.)	\$2500 per day
2B	Large Meeting Room – 4 to 24 hours (2001-3000 s.f.)	\$3000 per day
3B	X-Large Meeting Room – 4 to 24 hours (3001++ s.f.)	\$3500 per day

\* \* \* \* \*