

UPDATES TO LEASING MALL 2009 BULLETIN 1

Leasing Mall Hours -- new and revised

Monday, May 18th 8:00 am - 6:00 pm
Tuesday, May 19th 8:00 am - 6:00 pm
Wednesday, May 20th 8:00 am - 1 pm

All requests for early-move in and set-up must be emailed to GES Freight operations at REConfreight@ges.com.

Move Out Hours

Wednesday, May 20th 1:00 pm - 6:00 pm
Thursday, May 21st 8:00 am - 6:00 pm
Wednesday, May 22nd 8:00 am - 6:00 pm

Exhibitor Identification Signs (Deadline for ordering was March 25)

Only those exhibitors utilizing the 10' ICSC wall system may order an Exhibitor ID sign. The exhibitor ID sign and gem sign frame can only be installed on the ICSC exterior wall system. A maximum of one exhibitor ID sign per exhibit space is allowed. In 2009, ICSC will be utilizing a double sided gem framed sign frame measuring 12.5" x 16/5". Please refer to the Leasing Mall Design Criteria (on the web page) for an illustration of this sign.

Booth Carpet deadline was April 2, 2009.

ICSC walls (correction)

In each tenant area there are support braces that are part of your leasing area. The support braces are 33 1/8" high x 14 3/16" wide x 2 9/16" thick and are placed every 12' from the entrance or every three 4' x 10' wall panel. There is a 2'x10' front support wall on each side of your booth entrance. Due to structural requirements, the walls cannot be removed by anyone other than GES personnel. Our safety, the safety of your neighbors and of all Leasing Mall attendees is of paramount importance. Please do not compromise the safety of the wall installation by attempting to relocate or remove any of the exterior walls without using GES personnel.

Light items may be hung on the walls using Velcro or special hooks obtained at the GES Servicenter. Items are not to exceed ten pounds per four-foot panel. Do not tape, staple, nail or otherwise fasten anything to the walls. Invoices will be issued for damage to walls.

If your display is a free standing unit and if you feel some or all of your exterior walls provided by ICSC are not needed please e-mail Tamie Morgan at twilsonmorgan@ges.com with your exterior wall request for removal.

Important Requirement -- Booth design submissions must be emailed to Val Cataffa at RECon09@ddg-usa.com. Submissions were due February 13, 2009.

An additional copy of the design should be forwarded to GES (Attention: Tamie Morgan. Email address is twilsonmorgan@ges.com)