



Leasing Mall Final Bulletin

International Council of Shopping Centers	1221 Avenue of the Americas New York, NY 10020-1099 646/728-3633, 3634 (732) 694-1733 fax	May 19-21, 2008
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To: 2008 Leasing Mall Exhibitors

From: Phyllis Peterson, Director, Leasing & Deal Making

Date: April 28, 2008

With little less than three weeks to go before the start of the 2008 ICSC Leasing Mall, here is a checklist of last minute reminders:

A. Move-In/Move-out

Please refer to the color-coded map found in the online exhibitor’s information section for the targeted date and time for your company’s move-in.

All requests for early move-in and set-up must be e-mailed to:

Kristie Wilson at GES
 Fax: (702) 515-5765
 Email: krwilson@ges.com

All exhibits must be set by 6:00 p.m., Saturday evening, May 17th. At this time, all crates and packing boxes (whether empty or full), will be removed from the show floor. Any crates or boxes that still contain show material will not be brought back into the hall until Monday evening, May 19th, after show hours, for set-up completion.

Empty crate removal schedule:

If your Move In Date is:	Must have crates tagged for removal by:
Wednesday, May 14 th	6 p.m., Friday, May 16 th
Thursday, May 15 th	6 p.m., Saturday, May 17 th
Friday, May 16 th	5 p.m., Saturday, May 17 th

Please note: No gang boxes, tools -- electrical or manual -- or tool chests will be allowed into Leasing Mall on Monday morning, May 19th.

IF YOU ARE UTILIZING AN INDEPENDENT CONTRACTOR, PLEASE MAKE SURE TO PASS THIS INFORMATION ONTO THEM

Move-out hours are as follows:

Thursday, May 22nd 8:00 a.m. - 6:00 p.m.

Friday, May 23rd 8:00 a.m. - 6:00 p.m.

Important: In fairness to your fellow exhibitors and in the interest of maintaining the integrity of the Leasing Mall, no one will be permitted to disassemble or remove their exhibit in whole or in part prior to 5:00 p.m., Wednesday, May 21st. ICSC policy against early departure is well established and violation of this policy constitutes a material default of the License Agreement (Lease Agreement). Any Exhibitor who does not strictly adhere to this policy will lose their location for the 2009 RECon Leasing Mall.

Light packing of personal items, company literature, brochures, etc. can begin after 5:00 p.m. on Wednesday evening, May 21st. Heavy move-out items such as crates, renderings packages, storage boxes etc. will be returned to your booth by 8 a.m. on Thursday, May 22nd.

Remember: All exhibiting companies must have their exhibits staffed by a company employee(s) **at all times** during the official show hours. At no time during the operating hours of the Leasing Mall is it permissible to have your exhibit unattended.

A. You can access the ICSC Spring Convention at www.icsc.org to check on who from your company is registered. Leasing Mall staff --both paid and free -- will be listed here as well.

Remember that in 2008 all attendees- including exhibitors- must have an ICSC issued photo badge.

B. Leasing Mall Staff Badges/Installer Badges

Leasing Mall staff badges and installer badges (to be used for set-up and tear-down only) may be picked up at the Las Vegas Convention Center Exhibitor Registration Area located in Meeting Room N 250, Mezzanine

Level, or S 220, second level of the South Hall beginning at 10 a.m. on Friday, May 16th.

C. Early Admittance to Leasing Mall

Once again, this year both *free* and *paid* Exhibitor badges (companies with booth space only) will be valid for early admission into the Leasing Mall on show days. All other attendees can gain access to the show during the official event hours: Monday 8:00 a.m. – 6:00 p.m., Tuesday 8:00 a.m. – 6:00 p.m. and Wednesday, 8:00 a.m. – 5:00 p.m.

Everyone must have a badge to enter the Leasing Mall. There will be no exceptions made. Please do not ask unregistered friends or business associates to meet you in your booth. They will not be allowed into the Leasing Mall until the show opens.


Important Note: The 2008 ICSC Spring Convention badge must be displayed at all times while in the Las Vegas Convention Center.

There will be a Leasing Mall information/message center set up in the ICSC Welcome Center located in the C2 Hall of the Leasing Mall. If you have ordered a telephone for your leasing suite, please make sure your telephone number is left with one of the Convention Service people staffing the information/message center. Please instruct any of your unregistered visitors to contact you through the information / message center. Welcome Center telephone numbers are (702) 943-3530 or 3531.

D. Shared Space:

Once again, we would like to remind you that your Leasing Mall space cannot be shared with another company without written notification to ICSC. **Nor can any non-company employee(s) utilize your space for meetings.** Failure to comply with this rule will result in forfeiture of your space.


E. Important Convention Telephone Numbers

 With the expansion of the Leasing Mall, there will be two Leasing Mall Headquarter offices in 2008.

North and Central Hall offices will once again be located in the Silver State Room. The telephone number is 702-943-3515. The South Hall Leasing Mall office will be located in the S3 Hall Pre-Function Lobby, on the second level of the South Hall. Telephone number: (702) 943 3525

 Message Center (702) 943 3530

The Convention Message Center will be located in the ICSC Welcome Center.

 Registration - Meeting Room N 250 (702)-943-3507 or S 220 (702) 943-3509

 ICSC Housing Hotline – (702) 943-3534

F. GES Service Center

GES Service Centers will be located in three areas this year: Meeting Room N101 located in the lower portion of the Grand Lobby of the Convention Center, and two areas in the South Hall - Meeting Rooms S211 and S212 located in the S4 Hall (second level), as well as on the first level on the north side of the S1 Hall.

G. Press Room

Exhibitors will be able to distribute company news releases, press kits and other publicity materials through the ICSC Press Room. This year the Press Room is located in Meeting Room N257 on the mezzanine level of the LVCC. Press Room hours are:

Sunday, May 18	9:00 a.m. - 5:00 p.m.
Monday, May 19	7:00 a.m. - 5:00 p.m.
Tuesday, May 20	7:00 a.m. – 5:00 p.m.
Wednesday, May 21	7:30 a.m. - 12:00 Noon

H. Tenant Signs

This year – and going forward - Exhibitors were responsible for ordering and paying for tenant identification sign. Signs will not be provided free of charge. The discount deadline for ordering a sign was April 23rd, 2008, however signs may still be ordered through GES at the regular rate. The tenant sign can only be attached to ICSC supplied walls.

Leasing Mall 2009 Space Applications

Applications to reserve space for the 2009 Leasing Mall will be mailed to your office in early June. You can also pick up a 2009 Leasing Mall space application at the ICSC Welcome Center or at the Leasing Mall office located in the Silver State Room (Central Hall) or S3 Hall Pre-Function Lobby. The deadline for applying for space in 2009 is August 29th, 2008.

I. Music

If you intend to use music in your leasing suite, it is your responsibility to obtain your own license to do so from ASCAP and/or BMI. If you have any questions regarding this, please contact Iris Petriske at (646) 728-3499.

J. Reminder: Hanging signs have been eliminated in the Leasing Mall.

K. Segways are not allowed in the ICSC Leasing Mall, Trade Expo, Green Zone or the Las Vegas Convention Center.

L. Only those attendees that have paid for a full convention registration will be admitted to convention sessions and meal functions. Free staff badges are valid for admission to the Leasing Mall and Trade Expo only.

To expedite your registration process and get you to your appointments in a timely manner, we encourage all paid Convention registrants to validate their badge at the following Satellite Badge Validation Centers:

Las Vegas Convention Center - Grand Lobby or in the South Hall Lobby outside of S1 (first level) or S3 (Second Level)

Hilton Las Vegas

Ballroom Foyer

McCarran Airport

South, Central and North Baggage Claim areas

All satellite Badge Validation Centers will be in operation:

Saturday, May 17 10:00 am – 10:00 pm

Sunday, May 18 8:00 am - 11:00 pm

Monday, May 19 6:30 am – 2:00 pm

REMEMBER: There is no registration or badge correction available at the Satellite Badge Validation Centers. Those functions will take place at the Las Vegas Convention Center only. Please advise your paid Convention staff of this important information.

Plan to join us on Sunday evening, May 18th from 4:30-6:00 pm for the ICSC Open House Reception located in the ICSC Trade Exposition (South 1 Hall, first level). This popular kick-off event provides a relaxed atmosphere for networking and offers you the opportunity to visit with over 700 state-of-the art exhibitors showcasing their products and services.

And once again this year, ICSC will feature the ICSC Public Sector Showcase. The Showcase -- located in the Trade Exposition -- is designed to promote ICSC members from our city, state and economic development sectors. Representatives from participating cities, state and development organizations will be on hand during the Open House to meet with you and get a head start on Convention networking. Showcase hours will continue on Monday the 19th from 8:00 a.m. – 6:00 p.m., Tuesday, May 20th from 8:00 a.m. – 6:00 p.m., and Wednesday, May 21st from 8 a.m. to 5 p.m.

Please stop by the ICSC Welcome Center located in the C2 Hall of the Leasing Mall to take a look at the many services that ICSC has to offer. The ICSC Welcome Center will be opened daily beginning on Monday, May 19th. Please check your Convention Schedule At- A- Glance -Program for hours of operation.

Please remember, if you have any questions or need any additional assistance, do not hesitate to call me at (646) 728-3633 or Scott L. Jacobi, ICSC Coordinator of Leasing and Deal Making. Scott can be reached at (646) 728-3634.

2008 marks the 26th anniversary of the ICSC Leasing Mall. With the Leasing Mall now occupying over 980,000 net square feet, the '08 Mall promises to be exciting, electrifying and among the very best. We are confident that your participation at RECon will be productive and successful!