

mipimi  
PROPTech  
NEW YORK

WITH METAPROP NYC

# Exhibitor Manual



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# Useful Information

## EXHIBITION HALLS

### **METROPOLITAN PAVILION**

125 W 18th St  
New York, NY 10011, USA

### **THE ALTMAN BUILDING**

135 W 18th St  
New York, NY 10011, USA

*Please note that there is no parking at Metropolitan Pavilion or the Altman Building.*

## YOUR E-BADGE

Your e-badge is your primary means of identification during the show.

It is strictly personal and your photo will appear on security guards' monitors when they scan it.

Your e-badge provides access to all exhibition areas, conference sessions and networking events during the opening hours.

Please wear your badge at all times, and be ready to show it at entry points of the exhibition.

Shared badges will be confiscated and not returned.

## OPENING HOURS

### **BUILD-UP**

11 November 6.00 am – 6.00 pm

### **SHOW DAYS**

12-13 November

### **BREAK DOWN**

13 November 6.30 pm – midnight

### **PRE-OPENING REGISTRATION**

11 November 5.00 pm – 6.30 pm

### **REGISTRATION OPENING HOURS**

12 November 7.30 am – 7.30 pm

13 November 8.00 am – 6.00 pm

### **MARKET OPENING HOURS**

12 November 8.00 am – 8.00 pm (*exhibitors: 7.30am*)

13 November 8.30 am – 6.30 pm (*exhibitors: 8.00am*)

### **EVENING DRINKS BY MIPIM PROPTECH & FRIENDS**

12 November 6.30 pm – 8.00 pm

## CLUBS & CONFERENCE ROOMS

### **METROPOLITAN PAVILION**

#### *Groundfloor:*

- Cloakroom
- Exhibition Area
- Flash Talk Zone
- Networking Lounge
- Press Club
- Registration
- Sponsors corners
- Startup Showcase Area

#### *Level 2:*

- Metropolitan Room

### **THE ALTMAN BUILDING**

#### *Groundfloor:*

- Altman Room

#### *Level -1:*

- Friends Room

## ON SITE SERVICES

### **NETWORKING LOUNGE**

Open to all, this lounge was conceived to induce networking after each conference session. One of the central points to exchange, relax or discuss business after key conferences and have a drink at the bar.

### **FOOD AND DRINKS**

Free Breakfast and Lunch will be served on Days 1 & 2 in the Networking Lounge.

### **MEDICAL ASSISTANCE**

If you require Medical Assistance then please come to the Organisers Office, or alert a member of the security team.

### **LOST & FOUND**

Please go to the Organisers Office.

### **CLOAKROOM**

Located just after the Registration Area when you enter the hall.  
12 November 7.30 am – 8.30 pm  
13 November 8.00 am – 7.00 pm

### **CONNECTIVITY SERVICES**

Free Wi-Fi is available throughout the exhibition.

**Network:** MipimProptechNYC2019

**Password:** proptechNYC2019

## DELIVERIES

Any items should be sent on Monday, November 11th and NOT earlier.

Post event, exhibitors are in charge of arranging their own courier services for load out (FedEx, UPS, etc.) and all items must be out of the venue by November 13th at 11:59pm as there is another event the next day.

All deliveries must be sent to the loading entrance: 124 West 18th Street, New York, NY 10011.

Each box must be labeled as follows:

**Proptech NY (November 12th + 13th 2020)**  
**Company Name**  
**Contact Name & Phone Number**  
**and which Box of the total number it is (e.g. Box 1 of 4)**

*Please refer to the Loading Guidelines Agreement document.*

## BREAK DOWN

All materials must be removed from stands by 6.30 pm on Wednesday 13 November 2019.

Any items remaining in the halls after this time will be disposed of as rubbish and any costs incurred will be charged to the exhibiting company.

## CATERING

Free Breakfast and Lunch will be served on Days 1 & 2 in the Networking Lounge.

You can bring your own coffee machine or snacks. In that case, please contact Devon Greenbaum from Metropolitan Pavilion for an additional electric box:

[devon@metropolitanevents.com](mailto:devon@metropolitanevents.com).

For any additional catering for your stand, please contact our official supplier, the Sisters Cuisine: [nywhitakerinc@gmail.com](mailto:nywhitakerinc@gmail.com) and [r.rogers703@gmail.com](mailto:r.rogers703@gmail.com)

## ALCOHOL

Metropolitan Pavilion has its own liquor license so please purchase alcohol through them.

Please contact Devon Greenbaum from Metropolitan Pavilion:  
[devon@metropolitanevents.com](mailto:devon@metropolitanevents.com)

## CONTACTS

### **Executive Event Coordinator – Metropolitan Pavilion**

Devon Greenbaum

P: 212-463-0200 ext. 230

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[devon@metropolitanevents.com](mailto:devon@metropolitanevents.com)

### **Programme Manager – Reed Midem**

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### **Programme Coordinator – Reed Midem**

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# 8 x 8 Stand Package

# 8x8 Pod

8' x 8'



## Artwork Dimensions to provide:

38''W x 78'' H

(EPS, PDF File minimum 130 DPI real size)

**DEADLINE: 28 October**

[stephanie.rodriguez@reedmidem.com](mailto:stephanie.rodriguez@reedmidem.com)

*\* Visual inspiration of the show – not contractual*



# 8x8 Pod furniture



- 2 high stools
- 1 high table
- 1 locker
- 1 plant

- 1 TV screen 43"
- Self standing Panel
- Literature rack

- Free WIFI
- Electricity
- Daily Cleaning

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