

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.

For any additional catering for your stand, please contact our official supplier, the Sisters Cuisine: nywhitakerinc@gmail.com and 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

CONTACTS

Executive Event Coordinator – Metropolitan Pavilion

Devon Greenbaum

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Programme Coordinator – Reed Midem

Sigolène DUBOIS

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Gold Sponsor Lounge

Gold Sponsor Lounge



- 3 armchairs
- 1 coffee table
- 2 cubes
- 1 locker

- 1 Literature rack
- 1 waste basket
- 1 plant

- Self standing Panel
(see next page)

- Free WIFI
- Electricity
- Daily Cleaning

** Visual inspiration of the show – not contractual*

Gold Sponsor Lounge

Artwork Dimensions to provide:

59"W x 78"H (meterboard)
(EPS, PDF File minimum 130 DPI real size)

+ Company Logo: Vector file (.eps or .ai)

DEADLINE: 30 October 2019

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