



LIN (Leasing Information Network) Marketing Meeting Host Form

Thank you for reserving a date to host a LIN Marketing Meeting at your property. Please read and complete this form including signatures. Submit to the 2021 LIN Chair, Riley McKee at riley@gotSPACEUSA.com. If you have any questions, please contact Riley McKee (NAI Maestas & Ward) at 505.379.1549.

Note: If you are hosting the December meeting, please contact the LIN Chair or the CARNM Office for special instructions.

Date of Meeting: _____

Property Name: _____

Address: _____

Type of Property: _____

Contact Name & Cell
Phone (**Morning of Meeting**): _____

Sound System Needed (usually warehouses): Yes No

Cancellation Policy: If cancellation occurs within three (3) weeks of the scheduled meeting, the canceling property host(s) is/are responsible for finding a replacement property. **There is a \$200.00 cancellation fee, paid by the host, if the scheduled meeting is cancelled less than 3 weeks before the date.**

Host Requirement Checklist: The host is required to provide the following items. Should the host not meet these requirements, the property host(s) shall be put on a three-meeting probation, with no meetings permitted during the probation. If a second offense occurs, the property host(s) shall be put on a six-meeting probation, with no meetings permitted during the probation. The property host(s) may offset the probation by payment of a \$300.00 fine for a first offense and a \$400.00 fine for a second offense.

- LIN Meeting Flyer. Please send your LIN Meeting flyer/brochure (created in **Word** or **PDF** format only) at least two (2) weeks (three (3) weeks is highly recommended!) prior to the meeting to: kendra@carnm.com. CARNM will send broadcast e-mails to CARNM members and sponsors two weeks in advance, one week in advance, and the day prior to the event to promote your breakfast.
- PowerPoint Presentation Slides. One (1) week prior to the meeting, please send your LIN Meeting flyer and any other property information and/or photos in **PowerPoint** format to admin@carnm.com.
- Provide projection screen for presentation.
- Host site should be open between 6:45-7:00 a.m. the morning of the meeting for CARNM administration.
- Host property provides a good, hot breakfast to draw attendance. Some recommendations are listed below. (Please ensure the breakfast includes water.)
- Provide tables and seating for 60-65 attendees.
- Provide head table for **three** LIN Committee members.
- Provide **one** large greeting table and **two** chairs for name badges, flyers, etc.
- Provide separate food table for buffet line.
- Door prizes for the drawing at end of meeting (cannot be I.O.U.'s, only genuine prize(s)).
- Container to collect business cards for drawing.
- Provide a centerpiece on each table; however, this is not mandatory.
- During winter months, please consider building temperatures.
- Provide clean, working restrooms.

Signatures:

Qualifying Broker _____

Landlord _____

Host (listing agent/broker) _____

Suggested Caterers: Above & Beyond 505-508-5638 • Blue Plate 505.255.2583 • Einstein Bros. Catering • Flying Star Restaurants • Grove Café Market 505.248.9800 • Hello Deli 505.797.3354 • Jan's on 4th: 505.350.0600 • El Camino: 505.459.5640

Suggested Table & Chairs: Blue Plate 505.255.2583 • Garcia's Tents 505.842.8368 • ABQ Tents 505.873.6190