

MIPIM 2016

Next Tuesday marks the start of the much anticipated MIPIM 2016.

Please read through this briefing note and feel free to email or call Sarah Mayo or Ellie Bull if you have any questions:

Key Contacts

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| Organisation & Front Desk | Sarah Mayo, Ellie Bull, Rachel O'Brien |
| Press | Alice Mitchell, Daisy Ziegler |
| IT Support | Robert Trueman |

Please do introduce yourself to the team listed above and any of your Knight Frank colleagues that you don't recognise, as this is a great opportunity to build strong and lasting relationships.

Bags, luggage and suitcases

Due to very limited storage space we have a no-luggage policy at our pavilion. Please avoid leaving your suitcases, briefcases, handbags and coats at the pavilion. We cannot guarantee the safety of any belongings left unattended at the pavilion.

Food and Drink

Refreshments will be provided throughout the day at our pavilion. There are also plenty of cafes and restaurants in the surrounding area if you wish to purchase extra refreshments.

Technical Support

There is free WiFi available throughout the exhibition. We also have full IT support on the stand to help you with your technical enquiries. Please speak to Robert Trueman if you have any questions.

Events on at MIPIM

Chris Bell, MD of Europe, is hosting an informal Drinks Reception on our stand from 5pm – 7pm at our pavilion on Tuesday 15th March. This is a great opportunity to get to know your international colleagues better so we look forward to seeing you there.

The European Valuations team are hosting a drop-in European Valuations Breakfast event from 9am – 10:30am on Wednesday 16th March. Please feel free to invite clients along to this.

The Global Capital Markets team are hosting a Drinks Reception from 4:30pm – 7pm on Wednesday 16th March. Please note this event is strictly by invitation only.

Andrew Hay, Global Head of Residential, is taking part in a 'Pecha Kucha' in the Grand Auditorium from 11:00am – 12:30pm on Thursday 17th March.

Dealing with visitors & clients

- There will be a front desk set up at our pavilion which will be the first port of call for visitors to the stand. It is your responsibility to assist in engaging with the visitor to find out their company's requirements and see where the opportunities lie.
- If you know of a Knight Frank attendee who would be best suited to assist the visitor and they are not on the stand at present, there will be contact booklets on the stand where you will find their details. These booklets are for distribution.
- Please let the front desk know when you arrive and leave the stand (and where applicable, when you are likely to return)
- Make sure you are prepared for pre-arranged appointments; don't keep clients waiting.
- If you (or anyone else on the stand) are not able to advise a client, please request a business card and leave it in the business card book at the front desk with a brief description of their enquiry.

How to document visitor queries

Please leave client business cards along with a description of the query in the business card book at the front desk. Ensure that you regularly check this book to see if anyone has been looking for you.

Collateral

We will have the following publications available on the stand:

- The Wealth Report
- Global Cities
- European Quarterly
- China Outbound Investment Report
- A selection of City Market Reports
- MIPIM Special
- European Valuations Track Record

Any additional collateral should be used by the teams themselves and not on central display.

Promotional Merchandise available

- Branded Knight Frank Pens
- Branded Knight Frank Tins of Mints
- Branded Knight Frank Lanyards
- Branded Knight Frank Sunglasses

Stand 'opening times'

Tuesday - Thursday: 9:00am - 7:00pm
Friday 9:00am – 12:00pm

Dress code

All Knight Frank attendees are ambassadors of the firm; formal business attire must be worn at all times.

Exhibition passes

Please print and bring along your e-ticket which will have been sent to you via email. Remember to check your Junk folder for this. If you forget your pass, you will need to go to the exhibition desk and provide them with your details and they will print you another one. We have Knight Frank branded lanyards for you to wear with your pass with.

Table reservations for pre-arranged meetings

We have a table reservation system for four of the tables at our pavilion. There are a couple of other seating areas that can be used for spontaneous meetings too.

Team contact details

Available Monday – Friday:

- Sarah Mayo: +44 7468 727 986
- Ellie Bull: +44 7717 755 592
- Rachel O'Brien: +44 7776 769 996
- Robert Trueman: +44 7779 542 809

We look forward to seeing you at MIPIM!

