

NAIOP

COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

TO: NAIOP Members

FROM: Stephen F. Clarke
NAIOP, President-Elect

DATE: December 10, 2009

RE: **Annual Awards Nominations**

NAIOP is pleased to announce that our Annual Awards Luncheon will be held on Thursday, February 18, 2010 to honor those NAIOP members among us in the Commercial Real Estate Industry who have been selected as the "Best of the Best." The luncheon will be held at the Denver Center for the Performing Arts, Seawell Ballroom, on 14th Street and Arapahoe Street.

Please be sure to read all information regarding the submission process carefully. Attached with this memo are the nomination forms and selection criteria for both the broker and developer categories.

Brokerage categories include:

- Office Broker of the Year
- Industrial Broker of the Year
- Investment Broker of the Year
- Land Broker of the Year
- Retail Broker of the Year
- Broker Outstanding Achievement Award

Development categories include:

- Office Development of the Year
- Industrial Development of the Year
- Mixed Use Development of the Year
- Development of the Year
- Owner/Developer of the Year
- Special Development of the Year

All nomination forms and supporting information must be submitted to the NAIOP chapter office on or before **Wednesday, January 6, 2010**. **Any materials received on or after January 7, 2010 will not be accepted.** Specific information about what must be submitted is listed in detail on the Broker and Developer Submission Check Lists. Questions regarding the awards program may be addressed to either me at 303.741.0700 or Kathie Barstnar at the NAIOP chapter office at 303.782.0155.

We look forward to receiving your nominations, prior to January 6, and to sharing the winners with you at our Awards Luncheon on February 18, 2010.

2009 Development Award General Rules and Judging Criteria

GENERAL RULES:

1. All nominees must be a member in good standing of NAIOP at the time of their nomination. Submission from non-members WILL NOT BE ACCEPTED.
2. The Judging Committee may decide in any given year not to make an award in a particular category; create a new category in a given year; re-categorize nominations to appropriately recognize deserving nominees; and that categories may change from year to year.
3. Nominees will be judged by a committee composed of former NAIOP Presidents and Executive Committee Members.
4. Any attempt to contact any NAIOP officials or judging committee member by a nominee will result in disqualification. Judges are further instructed not to receive any calls from persons making nominations.
5. Falsification of any documentation requested will result in a disqualification of your application.
6. DO NOT submit any development that did not receive its Certificate of Occupancy during calendar year 2009.
7. The Office Development of the Year can be a multi-use project that features office as a material component in the development or a project that was substantially renovated.
8. The Industrial Development of the Year may include R&D and Flex developments or a project that was substantially renovated.
9. The Mixed Use Development of the Year can include high density residential or a project that was substantially renovated.
10. The Development of the Year can be a stand-alone mixed use project, a business park/multi-use project, or a redevelopment undertaking.
11. The Special Development of the Year can be an office condo, medical office or other unique developments such as non-profits or community projects.

JUDGING CRITERIA: All submissions will be subject to the following criteria for judging.

1. Architecture
2. Financial feasibility
3. Enhancement to community or neighborhood
4. Innovative techniques and sustainability
5. NAIOP membership activity including length of membership, level of participation, CCF Investment, etc.
6. Contribution to the real estate industry
7. Contribution to the general community

2009 Development Submission Check List

Please review and provide all materials and information outlined on this form. Submit the required information in a typed format to the NAIOP office to arrive on or before **Wednesday, January 6, 2010**. **NOTE: Any materials received on or after January 7, 2010 will not be accepted. Required information includes three (3) printed sets of the Entry Form, Submission Check List, Truth of Information Release, Development Award Project Survey, and any collateral materials. **In addition, an electronic copy of the submission forms and any supporting documentation must be provided on a flash drive or CD-ROM.**

For All Categories

- 1. Provide completed Entry Form.
- 2. Provide completed Truth of Information Release.
- 3. Provide completed Development Award Project Survey.

For Office, Industrial and Mixed Use Development of the Year (In addition to the information for All Categories)

- 1. Provide project initial Certificate of Occupancy. Note: CO must have been received in 2009.
- 2. Provide information on the project plans, marketing materials and strategy, development team members, leasing and/or sales information, and developer profile.
- 3. Provide specific information on the project that demonstrates its significance to the real estate industry.
- 4. Provide electronic pictures of the development
- 5. Provide an electronic company logo.
- 6. Provide name of accepting designee at the Awards Lunch should you win.

For Development of the Year (In addition to the information for All Categories)

- 1. Provide information on the project, its size, the mix of components, its phasing or its redevelopment challenges, etc.
- 2. Provide information on the project that outlines its significance to the industry and to its immediate environment/community.
- 3. Provide samples of marketing materials, leasing/sales strategies, and successes to date.
- 4. Provide background information on the development team and its members.
- 5. Provide electronic pictures of the development
- 6. Provide an electronic company logo.
- 7. Provide name of accepting designee at the Awards Lunch should you win.

For Owner/Developer of the Year (In addition to the information for All Categories)

- 1. Provide company profile and/or corporate collateral materials.
- 2. List significant projects completed in 2009 and provide support marketing materials.
- 3. List leasing/sales/acquisition activity for 2009.
- 4. Provide information on company project execution of the past several years.
- 5. Provide information on the company involvement in NAIOP, the real estate industry generally, and the overall community.
- 6. Provide electronic pictures of the developments.
- 7. Provide an electronic company logo.
- 8. Provide name of accepting designee at the Awards Lunch should you win.

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For Special Development of the Year (In addition to the information for All Categories)

- 1. Provide information on the project, its size, the mix of components, its phasing or its development challenges, etc.
- 2. Provide information on the project that outlines its significance to the industry and to its immediate environment/community.
- 3. Provide samples of marketing materials, leasing/sales strategies, and successes to date.
- 4. Provide background information on the development team and its members.
- 5. Provide electronic pictures of the development
- 6. Provide an electronic company logo.
- 7. Provide name of accepting designee at the Awards Lunch should you win.

Submit nominations to arrive on or before Wednesday, January 6, 2010 to: Awards Nominations
c/o NAIOP – Colorado Chapter
1720 S. Bellaire Street, Suite 110
Denver, Colorado 80222
303.782.0155

ENTRY FORM

This Entry Form must be submitted along with the other requirements listed on the Broker or Developer Submission Check List. The Entry Form will serve as the cover page for each nomination.

- (Check only one.) Office Leasing Broker of the Year
 Industrial Broker of the Year
 Retail Broker of the Year
 Investment Broker of the Year
 Land Broker of the Year
 Broker Achievement Award
 Office Development of the Year
 Industrial Development of the Year
 Mixed Use Development of the Year
 Development of the Year
 Owner/Developer of the Year
 Special Development of the Year

NAME OF NOMINEE _____ TITLE _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

NAME OF NOMINATOR _____ TITLE _____

NOMINATOR'S COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

*Please send all materials to arrive on or
before Wednesday, January 6, 2010 to:*

Awards Nominations
c/o NAIOP Colorado Chapter
1720 S. Bellaire St., #110
Denver, CO 80222
303.782.0155

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COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

COLORADO CHAPTER

2009 Annual Awards Nominations Truth of Information Release

To the best of my knowledge, the information provided herein is true and complete. All financial information contained herein shall remain confidential unless I agree to its release in writing.

I understand that the information I provide on this application will be used by the independent panel of judges in selecting award recipients and I consent to the use of such information for that purpose. I further consent to the use of such information by NAIOP for research, educational or any other purpose as long as such use does not divulge my identity or the identity of the company to any other person other than the judges, and their respective affiliates.

If I am selected as a finalist or award recipient, I hereby authorize the use, in connection with the Awards program of my name, my company's (or organization's) name, non-financial information, photographs, video recordings, and audio recordings of me from whatever source. I agree that no compensation shall be due me or my company for such usage. I also agree that if I am a broker winner, I will make the presentation for my category at the Mid Year Economic Update in July and provide a copy of the presentation to NAIOP for posting on the website and distribution to program attendees. If I am unable to fulfill this responsibility, I agree to prepare the presentation and assure that a senior level representative from my company will present in my place. I will submit the name of my replacement no less than 60 days prior to the event for approval by NAIOP.

Nominee's Signature: _____ Date: _____