

EXHIBIT / SPONSORSHIP / SILENT AUCTION / DOOR PRIZE REPLY FORM

(Please print or type all information requested)

Name of Company / Organization: _____

Name / Title of Contact: _____

Mailing Address: _____

City: _____ State / Province: _____ Zip / Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

YES! COUNT US IN.

I/We hereby make application to exhibit. (Check your choice below):

One 8'x10' Space Two 8' x 10' Spaces Other Specify: _____

Space Choice(s) #1 _____ **Space Choice(s) #2** _____ **Space Choice(s) #3** _____

Please indicate your choices of space. AICP will make every attempt to assign one of your choices; however, we cannot guarantee any space to any exhibitor.

We agree to exhibit products and/or services for the education and benefit of the members of AICP and to comply with all schedules, requirements, rules, and restrictions as outlined on the back of this form. Payment is due **September 1, 2007**. Payments made/postmarked after **September 1, 2007** will incur a late fee of \$100.00. Exhibitors will be notified of space assignments by **September 15, 2007**. No space will be assigned if payment in full has not been received.

EXHIBITOR PROFILE

(A brief description of your organization and the products/services you will be displaying to be used in the Conference Program.)

SPONSORSHIP (Check your choice below; see Exhibitor brochure for details):

PLATINUM LEVEL CONTRIBUTOR (\$2,500) **GOLD LEVEL CONTRIBUTOR (\$1,500)**

SILVER LEVEL CONTRIBUTOR (\$1,000) **PATRON LEVEL CONTRIBUTOR (\$500)**

PLEASE ALLOCATE MY/OUR SPONSORSHIP DOLLARS TO (Select one):

Sunday evening Welcome Reception Meal function (breakfast or lunch)

Refreshment break Monday evening Fall Celebration

Other (please specify): _____

SILENT AUCTION

If you will be donating an item(s) for the AICP Silent Auction, please note the name of the item (e.g. Sony CD Player) or description (e.g. computer valet on wheels) here:

The credit line should read: Donated by _____

DOOR PRIZE

Specify if you will provide a Door Prize item(s) below. All door prizes will be announced at the Tuesday morning general session.

I/we would like to donate a door prize item(s)

I/we would like to donate \$_____ toward door prizes. (Cash prizes will be based on the total amount contributed.)

If you will provide a Door Prize item(s), please note the name of the item (e.g., Sony CD Player) or description (e.g., computer valet on wheels) here: _____

PAYMENT INFORMATION

I am paying by check (check should be made payable to AICP)

The enclosed check includes the door prize amount indicated above

Please bill my credit card as follows:

Amex Visa Mastercard Please add the door prize amount indicated above to my credit card

Name on Card: _____ Number: _____

Signature: _____

Expires: _____



Association of Insurance Compliance Professionals

20th Annual Conference October 28–31, 2007

The Hilton Portland & Executive Tower
Portland, Oregon

TO SUBMIT THIS APPLICATION

FAX: If you are paying by credit card, you may fax this application to AICP at 703-435-4390

MAIL: If you are paying by check, please mail the application with payment to:

AICP
12100 Sunset Hills Road, Suite 130
Reston, VA 20190

Registrations and payments postmarked after September 1, 2007 will incur a late fee of \$100.00.

FOR AICP USE ONLY

Date Received: _____

Payment Received: _____

Exhibit Space Assigned: _____

Date: _____

Sponsor Level: _____

Silent Auction

Item: _____

Door Prize Item: _____

RULES FOR EXHIBITING

PURPOSE: The AICP Annual Conference and Exhibit is held exclusively for the display of industry support and supplier accessories and services to promote and stimulate interest in and demand for these products and services. This exhibit is an integral part of AICP's educational program by providing a forum for insurance compliance professionals to enhance their knowledge of the industry and for the introduction of members to new products and services.

ELIGIBILITY: Participation is open to all industry suppliers and manufacturers who do business on a national basis and is limited to booth displays.

CHARACTER OF THE EXHIBIT: In compliance with the purpose of the exhibit, each exhibitor agrees (a) to exhibit only products and services listed on the Application To Exhibit/Sponsor in a manner intended to describe and depict the advantages of using that product or service; (b) to NOT engage in the sale of any of the products or services being displayed. Order taking shall be permitted for delivery after the exhibit. AICP reserves the right to prohibit any exhibit or part thereof which in the opinion of AICP violates the agreement described above or is in anyway not suitable to and in keeping with the educational nature and spirit of the exhibit or in conformance with the rules and regulations. AICP further reserves the right to close an exhibit that is found in violation of these Rules for Exhibiting in which case the exhibitor shall be liable for all resulting expenses and shall forfeit any money paid to AICP.

NOISE AND SOUND DEVICES: Use of sound slides, sound motion pictures, loud speakers, and/or other sound devices will be maintained at a conversational level to avoid interference with neighboring exhibits.

REASSIGNMENT OF SPACE: No exhibitor may assign or apportion the whole or any part of the space assigned to that exhibitor to any subsidiary or related company, firm, individual or organization. Nor shall any exhibitor or other firm, corporation or individual advertise or distribute literature concerning the products of any other subsidiary or related company, firm, individual or organization within the assigned space.

EXHIBITOR RESPONSIBILITY: The exhibit booth must be staffed at all times by qualified employees of the exhibitor or that exhibitor's authorized representative during the open hours of the exhibit. Exhibitors must limit their activities to within the confines of their booth space.

CANCELLATION, WITHDRAWAL OR REDUCTION OF SPACE: Any exhibitor who cancels or withdraws from the exhibit or reduces the size of their space for any reason forfeits any money paid to AICP according to the cancellation provisions outlined in the accompanying brochure.

FAILURE TO OCCUPY SPACE: Any space not occupied by freight or other signs of occupancy by 6:30 p.m. on the day of designated move-in will be considered cancelled and forfeited by the exhibitor. AICP reserves the right to resell this space with no obligation to the previous exhibitor.

LIMITS AND LIABILITY: AICP shall not be liable for any injury to any person or damage to any property at the exhibit. Exhibitor agrees to protect, indemnify and save harmless, AICP, its service contractor, and the hotel from any and all liability, damage or expense arising out of or connected with any injury to any person or any loss, theft, or damage or injury to property resulting directly or indirectly from any act or omission of the exhibitor, its agents or employees. AICP shall not be responsible for any failure to perform any of its obligations hereunder in the event the premises become, in the sole judgment of AICP, unfit for occupancy as a result of strikes, lockouts, acts of God or other causes beyond the control of AICP and which cannot be overcome by due diligence. In the event of such termination, the exhibitor expressly waives any claim against AICP for such events and releases AICP from all claims for damages and agrees that AICP shall have no obligation to the exhibitor except to refund the fee paid for booth space less a proportionate share of all expenses incurred by AICP for the exhibit.

FIRE LAWS: The exhibitor must strictly observe Federal, State and City fire laws. Cloth and non-fire retardant materials must be flame proofed. Electrical wiring must comply with Fire Department and Underwriters' rules. No combustibles of any nature may be stored behind an exhibitor's booth.

INSURANCE: Each exhibitor must carry its own risk insurance on its property and must be covered by extended public liability insurance. Neither the hotel nor AICP nor any of its service contractors will be responsible for loss or damage of any merchandise while in transit to or from the hotel or while in the idea center. AICP may, at its option, require the exhibitor to provide proof of insurance coverage.

GUARD SERVICE: AICP will provide perimeter guard service in the exhibit center. While every reasonable precaution will be taken to protect property, AICP will not be responsible for any loss due to theft.

SERVICE CONTRACTOR: The official service contractor will communicate with each exhibitor to help meet booth requirements and furnishing needs. Furniture, accessories, signs, electrical outlets, etc., are the responsibility of the exhibitor and should be ordered in advance from the service contractor on forms provided in the Exhibitor Service Kit.

AMENDMENT TO THE RULES: Any and all matters or questions not specifically covered in the Rules for Exhibiting shall be subject solely to the decision of AICP. These rules may be amended at any time by AICP and all amendments so made shall be binding on the exhibitor equally with the Rules for Exhibiting.

CHOICE OF LAW: The laws of the State of Virginia shall govern The Application To Exhibit / Sponsor. Any disputes will be adjudicated in that State at a location of the choice of AICP.