

The NAEPC Education Foundation *and*  
National Association of Estate Planners & Councils

# 49th Annual Conference

**SPONSOR & EXHIBITOR PACKAGE 2012**

November 7 ~ 9, 2012

Orlando, *Florida*

**Buena Vista Palace**



*Downtown Disney Marketplace is the place to go for dining, entertainment, nightlife and shopping.  
It is home to the largest Disney character store in the world.*

*The Association of Choice for Estate Planning Professionals*

The NAEPC Education Foundation  
1120 Chester Ave., Ste. 470 ~ Cleveland, OH 44114-3514  
(866) 226-2224 ~ fax (216) 696-2582 ~ [conference@naepc.org](mailto:conference@naepc.org)

## **ABOUT THE NAEPC EDUCATION FOUNDATION ...**

The **NAEPC Education Foundation** was formed in 2005 to educate the public regarding the benefits of the team concept of estate planning. The organization's primary objective is to educate the public on what estate planning is, why it is so important and how to develop a team of qualified estate planners to assist with their needs. This goal will be achieved through continuing education programs like conferences, seminars, forums and meetings about estate planning for practicing professionals and through quality public estate planning day programs in communities throughout the United States. By supporting this conference, you are reaching far beyond the benefits associated with the event and are truly helping to fulfill the mission of The NAEPC Education Foundation.

The **National Association of Estate Planners & Councils (NAEPC)** is a national organization of 1,500+ Accredited Estate Planner<sup>®</sup> (AEP<sup>®</sup>) and Estate Planning Law Specialist (EPLS) designation holders. Its 230+ affiliated estate planning councils and their 27,000+ members are focused on establishing and monitoring the highest professional and educational standards. NAEPC fosters public awareness of the quality services rendered by professionals who meet these standards. NAEPC supports the team approach to estate planning and assists The NAEPC Education Foundation in helping to spread awareness and understanding of the need for estate planning by a qualified team of professionals.

Visit [www.naepc.org](http://www.naepc.org) for more information about either organization.

## **CONFERENCE & LOCATION INFORMATION**

The 3-day conference program features one day devoted solely to affiliated local estate planning council leadership development. As such, the Wednesday, November 7, 2012 schedule is geared toward information for leaders from the affiliated councils throughout the country. Approximately 125 council leaders attend the sessions on Council Leadership Day. The remainder of the program is of a technical nature and will feature a talented collection of local and national speakers. Additional attendees will join for the technical education portion of the event with total attendance anticipated to be at or near 400. Each participant is a professional who devotes a major portion of his or her practice and business to estate planning. The conference will draw attorneys, trust officers, accountants, insurance and financial planners and planned giving professionals from across the country.

Soaring 27 stories above the world's favorite destination, Buena Vista Palace Hotel & Spa in the WALT DISNEY WORLD<sup>®</sup> resort raises the bar for exceptional quality and service in this sunny locale. Guests may take a refreshing dip in one of three outdoor pools, schedule a soothing treatment at the full-service spa and salon, or experience the thrill of world-famous Downtown Disney, with its vibrant shops, delicious restaurants, and exhilarating nightlife.

## **SPONSOR / EXHIBITOR INFORMATION**

Sponsor and exhibitor arrangements will be confirmed when The NAEPC Education Foundation receives an executed commitment form (page 14 of this packet). By completing, signing and returning an executed commitment form, the sponsor / exhibitor agrees to abide by the rules & regulations outlined on pages 16 and 17 of this document. Conference attendee postal mailing information will be released one month prior to the start of the conference and within 30 days of the conclusion of the conference, both in an electronic format for one-time sponsor / exhibitor use in contacting registered participants. Please note that email information for participants is not provided.

Exhibitor set-up will take place the morning of Wednesday, November 7, 2012 and teardown will take place during the afternoon of Friday, November 9, 2012. Exhibitors will be open during all meal and break periods for the duration of the conference and during the welcome reception the evening of Wednesday, November 7, 2012. Attendees from sponsoring / exhibiting companies are encouraged to attend all conference related events.

# DIAMOND

Commitment Level	\$25,000 (one per industry noted below)
Payment Terms	\$10,000 due with commitment form Balance paid by August 3, 2012

## Benefits

### Special Benefits

- Exclusivity within each industry (accounting, appraisal/auction, disability insurance, financial planning, life insurance, legal and trust/banking). Assigned on a first come, first served basis
- Right of first refusal for 2013 conference participation at the Diamond Level (commitment must be received by December 31, 2012 to take advantage of this benefit)
- Opportunity to host “*Sponsor Bonus Session*” with additional fee waived (space permitting at the time commitment form is received) – see page 13 for additional information
- Noted as sponsor of Thursday evening social event, signage present onsite, six additional tickets to the social event
- Verbal recognition as the sole sponsor of a nationally recognized speaker
- Logo on conference brochure– provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)
- Opportunity to provide the conference registrant “goodie bag”

### Conference Participation

- Expanded exhibition space (if desired) – *see page 11 for add'l exhibitor details*
- 6 full conference registrations

### Pre and Post-Conference Public Relations

- Listed on all NAEPC conference-related communications prior to event
- ***Extra benefit!*** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))
- Logo on NAEPC website with a link to company website
- Pre & post-conference list of postal mailing addresses for registered attendees

### On-Site Conference Public Relations

- Full-page ad in conference binder
- Recognition from podium during conference
- Prominent logo included on banner displayed on site during conference
- Opportunity to insert additional take away item into conference registrant “goodie bag”

# PLATINUM

Commitment Level	\$10,000 (unlimited per industry)
Payment Terms	\$5,000 due with commitment form Balance paid by August 3, 2012

## Benefits

### Special Benefits

- Verbal recognition as the sole sponsor of a nationally recognized speaker\*
- Logo on conference brochure– provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)

### Conference Participation

- Expanded exhibition space (if desired) – *see page 11 for add'l exhibitor details*
- 4 full conference registrations

### Pre and Post-Conference Public Relations

- Listed on all NAEPC conference-related communications prior to conference
- Logo on NAEPC website with a link to company website
- **Extra benefit!** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))
- Pre & post-conference list of postal mailing addresses for registered attendees

### On-Site Conference Public Relations

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

*\*This benefit does not offer an opportunity to provide or introduce a speaker for the session.*

## *Upgrade!*

## PLATINUM ADVANTAGE SPONSORSHIP ·

*additional \$2,500*

By participating as a Platinum Advantage Sponsor, you are able to host a *Sponsor Bonus Session* on either Thursday or Friday morning. See page 13 for additional details!

Please note, an application is required at the time your commitment form is received.



Commitment Level                      \$5,000 (unlimited)  
Payment Terms                              Full payment due with commitment form

**Benefits**

**Special Benefits**

- Verbal recognition as sponsor of a breakout speaker\*
- Printed name on conference brochure – provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)
- **Extra benefit!** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))

**Conference Participation**

- Tabletop exhibition space (if desired) – *see page 11 for add'l exhibitor details*
- 3 full conference registrations

**Pre and Post-Conference Public Relations**

- Pre & post-conference list of postal mailing addresses for registered attendees

**On-Site Conference Public Relations**

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

*\*This benefit does not offer an opportunity to provide a speaker for the session.*

*Upgrade!*

**GOLD ADVANTAGE SPONSORSHIP ·**

*additional \$2,500*

By participating as a Gold Advantage Sponsor, you are able to host a Sponsor Bonus Session on either Thursday or Friday morning. See page 13 for additional details!

Please note, an application is required at the time your commitment form is received.

# SILVER

Commitment Level	\$2,500 (unlimited)
Payment Terms	Full payment due with commitment form

## **Benefits**

### **Conference Participation**

- Tabletop exhibition space (if desired) – *see page 11 for add'l exhibitor details*
- 2 full conference registrations

### **Pre and Post-Conference Public Relations**

- Pre & post-conference list of postal mailing addresses for registered attendees

### **On-Site Conference Public Relations**

- Printed name included on banner displayed on site during conference
- Half-page ad in conference binder
- Opportunity to insert take away item into conference registrant “goodie bag”

**Conference Continuing Education Credit Sponsorship**

Your company logo will be placed on the “information for attendees” page distributed to all continuing education credit-seeking attendees.

Commitment Level	\$25,000
Payment Terms	\$10,000 due with commitment form Balance paid by August 3, 2012

**Benefits**

**Special Benefits**

- Logo on conference brochure– provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)
- Only one sponsor accepted for this offering
- Right of first refusal for 2013 conference participation as the Continuing Education Credit Sponsor (commitment must be received by December 31, 2012 to take advantage of this benefit)
- Verbal recognition as the sole sponsor of a nationally recognized speaker\*
- Company logo placed on “information for attendee” sheet supplied to continuing education credit seekers at conference

**Conference Participation**

- 8 full conference registrations
- Expanded exhibition space (if desired) – *see page 11 for add’l exhibitor details*

**Pre and Post-Conference Public Relations**

- Listed on all NAEPC conference-related communications prior to conference
- Logo on NAEPC website with a link to company website
- ***Extra benefit!*** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))
- Pre & post-conference list of postal mailing addresses for registered attendees

**On-Site Conference Public Relations**

- Full-page ad in conference binder
- Continual recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

*\*This benefit does not offer an opportunity to provide or introduce a speaker for the session.*

## Conference Binder Sponsorship

Your company logo will be placed on the front of the conference book and compact disk distributed to all registered Council Leadership and Technical Education attendees.

Commitment Level	\$10,000
Payment Terms	\$5,000 due with commitment form Balance paid by August 3, 2012

## Benefits

### Special Benefits

- Logo on conference brochure– provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)
- Only one sponsor accepted for this offering

### Conference Participation

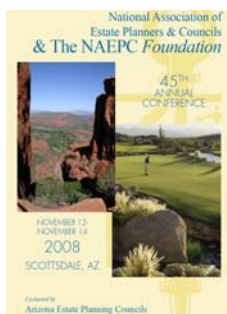
- 2 full conference registrations
- Tabletop exhibition space (if desired) – *see page 11 for add'l exhibitor details*

### Pre and Post-Conference Public Relations

- Listed on all NAEPC conference-related communications prior to conference
- Logo on NAEPC website with a link to company website
- **Extra benefit!** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))
- Pre & post-conference list of postal mailing addresses for registered attendees

### On-Site Conference Public Relations

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”







### **Name Badge Sponsorship**

Your company logo will be placed on the name badge holder that is distributed to all registered attendees.

Commitment Level	\$10,000
Payment Terms	\$5,000 due with commitment form Balance paid by August 3, 2012

### **Benefits**

#### **Special Benefits**

- Logo on conference brochure– provided to 20,000 estate planning professionals in the United States (commitment must be received by April 27, 2012 to take advantage of this benefit)
- Only one sponsor accepted for this offering

#### **Conference Participation**

- 2 full conference registrations
- Tabletop exhibition space (if desired) – *see page 11 for add'l exhibitor details*

#### **Pre and Post-Conference Public Relations**

- Listed on all NAEPC conference-related communications prior to conference
- Logo on NAEPC website with a link to company website
- ***Extra benefit!*** Logo placement on the online publication *NAEPC Journal of Estate & Tax Planning* from the time of commitment through April 30, 2013 ([www.naepcjournal.org](http://www.naepcjournal.org))
- Pre & post-conference list of postal mailing addresses for registered attendees

#### **On-Site Conference Public Relations**

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”



**Sponsored Daily Delivery of the Wall Street Journal**

Company design will be placed onto a wrap or bellyband surrounding the *Wall Street Journal* and will be delivered to all guests staying at the resort from Wed. – Fri.

Commitment Level	\$7,500
Payment Terms	\$2,500 due with commitment form Balance paid by August 3, 2012

**Benefits**

**Special Benefits**

- Only one sponsor accepted for this offering

**Conference Participation**

- 3 full conference registrations

**Pre and Post-Conference Public Relations**

- Pre & post-conference list of postal mailing addresses for registered attendees

**On-Site Conference Public Relations**

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

**Sponsored Nightly Turn Down Service**

Your company logo/design will be placed onto the box that surrounds two wonderful pieces of chocolate and delivered to all guests staying at the resort from Wed. – Fri.

Commitment Level	\$7,500
Payment Terms	\$2,500 due with commitment form Balance paid by August 3, 2012

**Benefits**

**Special Benefits**

- Only one sponsor accepted for this offering

**Conference Participation**

- 3 full conference registrations



**Pre and Post-Conference Public Relations**

- Pre & post-conference list of postal mailing addresses for registered attendees

**On-Site Conference Public Relations**

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

**Sponsored Resort Key Cards**

Your company logo/design will be placed onto guest room key cards for all guests staying at the resort for the conference.

Commitment Level	\$7,500
Payment Terms	\$2,500 due with commitment form Balance paid by August 3, 2012

**Benefits**

**Special Benefits**

- Only one sponsor accepted for this offering



**Conference Participation**

- 3 full conference registrations

**Pre and Post-Conference Public Relations**

- Pre & post-conference list of postal mailing addresses for registered attendees

**On-Site Conference Public Relations**

- Full-page ad in conference binder
- Recognition from podium during conference
- Logo included on banner displayed on site during conference
- Opportunity to insert take away item into conference registrant “goodie bag”

# EXHIBITOR

Commitment Level	\$1,250 Space is limited and available first come, first served with priority given to diamond, platinum, gold, silver and alternative sponsors.
Payment Terms	Full payment due with commitment form

## **Benefits**

### Conference Participation

- 1 full conference registration  
Additional registrants from exhibiting company \$400 (*including those that will staff the exhibit booth only*)  
**Registration sharing is not permitted**
- All meals and breaks will be in exhibit area

### Pre and Post-Conference Public Relations

- Pre & post-conference list of postal mailing addresses for registered attendees

### On-Site Conference Public Relations

- Half-page ad in conference binder

## **Basic Exhibitor Information**

Show Hours (during meal and break periods). A specific schedule will be released in the sponsor/exhibitor kit.

- Wednesday, November 7, 2012 ~ 12:00 noon – 7:00 pm  
A Welcome Reception will take place within the exhibit hall on Wednesday, November 7, 2012 from 5:00 pm – 7:00 pm.
  - Thursday, November 8, 2012 ~ 7:30 am – 5:00 pm
  - Friday, November 9, 2012 ~ 7:30 am – 3:00 pm
- \*All exhibitors must be set up by 11:30 am on Wed., November 7, 2012

### On-Site Accommodations

- One 6 ft. skirted table
- One chair per registrant
- Wastebasket
- Identification sign
- Fully carpeted

### Display Guidelines

- Due to space limitations, only tabletop displays will be permitted (with the exception of diamond, platinum and continuing education credit sponsors). This policy is strictly enforced.

# ADVANTAGE SPONSORSHIPS .

## *Sponsor Bonus Session Information*

**Sponsor Bonus Sessions are provided as a way for those organizations supporting the annual conference\* to enrich the educational experience of the 49<sup>th</sup> Annual Conference.**

*When are the sessions offered?*

These special sessions will be offered from 7:00 am – 7:50 am on the mornings of both Thursday, November 8, 2012 and Friday, November 9, 2012 (4 available, 2 concurrent sessions each morning).

*What does my company need to do to participate?*

The sponsoring company must agree to provide content that is both timely and educational in nature, and must submit a complete application (page 15 of this packet) along with the commitment form. Applications will be reviewed by NAEPC and a determination will be communicated within 30 days of receipt. Please note that NAEPC reserves the right to deny an application that is incomplete or does not meet the guidelines with regard to subject matter.

*What will NAEPC do to promote our session?*

Those companies that have applied and been approved to participate by April 1, 2012 will have information about their Sponsor Bonus Session included in the hard-copy registration brochure. Please note that the materials will clearly indicate that the program is a Sponsor Bonus Session and will include notice of which company sponsored the session.

*What will NAEPC provide for our session?*

- NAEPC will provide standard audio-visual equipment for the session (podium, microphone, screen, and projector). Speakers must provide their own laptop and audio-visual support will be available to assist with set up (if necessary). Additional needs must be arranged with the hotel directly and all fees are the responsibility of the hosting company. NAEPC staff will provide the company representative with an appropriate contact to make arrangements.
- Complimentary conference registration for one (1) presenter for each Bonus Session, attendee must be registered in advance.

*Can our Company Provide Continuing Education Credit for the Program?*

Yes! Although NAEPC will not file any Sponsor Bonus Session for credit, hosting companies are encouraged to do so to the extent that they are able. The hosting company is completely responsible for all filings, fees, forms, attendance monitoring, record retention, reporting of credit, and certificates of completion.

*How Many People Will Attend Our Session?*

NAEPC does not estimate or guarantee attendance for a Sponsor Bonus Session, but will make a reasonable effort to promote the session as described above when a timely commitment form and application is received. Those commitments received after April 1, 2012 will be promoted to the best of NAEPC's abilities online and in print.

\*Platinum, Diamond, and Gold sponsors are eligible to host a Sponsor Bonus Session.

## **49<sup>th</sup> ANNUAL CONFERENCE SPONSOR / EXHIBITOR COMMITMENT FORM**

	Commitment Level	Amount	Exhibit Space	Host Bonus Session? (application req'd, pg 15)
	Diamond Sponsor Will you provide the "goodie bag" for attendees?	\$25,000	Yes / No Yes / No	Yes / No
	Continuing Education Credit Sponsor	\$25,000	Yes / No	NA
	Platinum Sponsor	\$10,000	Yes / No	Yes (add'l fee) / No
	Gold Sponsor	\$5,000	Yes / No	Yes (add'l fee) / No
	Silver Sponsor	\$2,500	Yes / No	NA
	Conference Binder Sponsorship	\$10,000	Yes / No	NA
	Name Badge Sponsorship	\$10,000	Yes / No	NA
	Daily Delivery of the <i>Wall Street Journal</i> Sponsorship	\$7,500	NA	NA
	Daily Turn Down Service Sponsorship	\$7,500	NA	NA
	Resort Key Card Sponsorship	\$7,500	NA	NA
	Exhibitor	\$1,250	Yes	NA

Company Contact Information (please print clearly)

**PRINT COMPANY NAME EXACTLY AS IT SHOULD APPEAR ON ALL MATERIAL**

Contact Name \_\_\_\_\_  
 Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_

By signing below I/we agree to comply with the rules & regulations outlined within the sponsorship packet.

Signature \_\_\_\_\_  
 Title \_\_\_\_\_

Our specialty is (check all that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting         | <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Life Settlements |
| <input type="checkbox"/> Banking            | <input type="checkbox"/> Insurance          | <input type="checkbox"/> Trust Services   |
| <input type="checkbox"/> Business Valuation | <input type="checkbox"/> Law                | <input type="checkbox"/> Other: _____     |

Promotional Item Contact Information

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_

\$\_\_\_\_\_ check payable to "The NAEPC Education Foundation"  
*\*only diamond, platinum and select alternative sponsorship payments may be deferred*

**OR**

Bill credit card number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Amount \_\_\_\_\_ Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

# ADVANTAGE SPONSORSHIP .

## Sponsor Bonus Session Application

Company Name \_\_\_\_\_

Please complete this portion if the contact person is different than the person noted on the commitment form:

Contact Name \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Please provide information about your session below taking special care to note that the **information you include will be published in the annual conference registration materials**, if program is accepted.

Program Title (not topic) \_\_\_\_\_

Speaker Full Name & Professional Designations\* \_\_\_\_\_

*\*please attach a biography for the speaker*

Program Description (one paragraph) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a preference with regard to the day of your session?      Thursday    Friday    No Preference

*\*NAEPC will do its best to comply with the preference noted above, but will accommodate all programs on a first come/first served basis.*

Do you intend to provide continuing education credit for attendees?      Yes      No

If yes, please explain which disciplines and/or type of credit will be offered here \_\_\_\_\_

\_\_\_\_\_

By signing below I/we agree to comply with the rules & regulations outlined within the sponsorship packet and specifically for the Sponsor Bonus Session. If my/our information is accepted, I agree that the subject matter will be appropriate to the audience, educational, not of a sales nature and not selling a product or service offered by my/our company, and will be an accurate reflection of what has been outlined within this page. Furthermore, I understand that NAEPC cannot guarantee attendance at my/our session.

Signature \_\_\_\_\_

Title \_\_\_\_\_

# The NAEPC Education Foundation / NAEPC

## *Sponsor & Exhibitor Rules and Regulations*

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### ***1. Act of God ~***

In the case of cancellation of the conference, or unavailability of the exhibit hall, due to Acts of God, war, threats or acts of terrorism, governmental authority, fire, strike, labor disputes, or any other cause beyond the control of the NAEPC/The NAEPC Education Foundation, this agreement shall terminate, and the Association shall not be responsible for any damages or expenses incurred by the sponsor or exhibitor in connection therewith.

### ***2. Assignment of Exhibit Space ~***

Assignment of space will be determined by the NAEPC. The Association has the right to rearrange the floorplan in the event of conflicts.

### ***3. Cancellation Policy ~***

All sponsor / exhibitor commitments are non-refundable.

### ***4. Character of Exhibits ~***

No exhibit shall be permitted to interfere with another exhibit, impede access to another exhibit, use the space of another exhibit, or interfere with the free use of the aisle in front of any exhibit. All exhibit materials, including decorations, exhibit display, and audiovisual equipment must conform to fire regulations and electrical codes of the hotel. Exhibitors with audible electric devices, videos and other exhibits or devices, which might prove objectionable to other exhibitors, may be required to accept booth assignments that diminish reasonable objections.

### ***5. Compliance ~***

These instructions and regulations have been formulated for the best interest of the sponsor / exhibitor. Failure to comply may result in removal of an exhibit or cancellation of a sponsorship with no refund of fees to the sponsor / exhibitor.

### ***6. Dismantling ~***

No booth may be dismantled until the time noted within the final sponsor/exhibitor kit. Any exhibitor that begins dismantling before this time will revoke their right to exhibit at any future NAEPC/The NAEPC Education Foundation conference.

### ***7. Distribution of Printed Matter ~***

Except from within rented space, exhibitors and sponsors shall not distribute printed matter, samples, souvenirs, and the like. Distribution of materials elsewhere in the exhibit hall, general or breakout session space, in the hotel or on hotel property is not permitted.

### ***8. Functions ~***

All functions scheduled by a sponsor / exhibitor during conference dates must be submitted in writing and pre-approved by the NAEPC/The NAEPC Education Foundation no less than 30 days prior to the start of the conference. This includes, but is not limited to, receptions, dinners, hospitality suites or alternative transportation to off-site conference related events. Any sponsor / exhibitor deemed to have scheduled a competing event will revoke their right to participate in future NAEPC/The NAEPC Education Foundation conferences. Pre-paid sponsor / exhibitor fees will NOT be refunded.



## ***9. Insurance & Liability ~***

Sponsor / exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the National Association of Estate Planners & Councils/The NAEPC Education Foundation and its employees and board of directors harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's transportation, installation, removal, maintenance, occupancy, display or use of exhibits, or of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of National Association of Estate Planners & Councils/The NAEPC Education Foundation and its employees and board of directors.

## ***10. Mailing List ~***

Sponsors / exhibitors are entitled to a list of registered attendees one month prior to the start of the conference and within 30 days of the conclusion of the event. The electronic file is provided for the sole purpose of contacting attendees of the event to promote your attendance. The list is provided for one-time use and may not be duplicated or entered into a database.

## ***11. Programming ~***

Sponsors / exhibitors may not conduct promotional educational programming including lectures, demonstrations or audiovisual presentations during conference programming hours.

## ***12. Property Damage ~***

Sponsors / exhibitors are responsible for damage to property. No signs or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors, etc., in such a manner as to deface or destroy.

## ***13. Shipping Instructions, AV, Electricity & Telephone Service ~***

Information regarding these items will be available to sponsors / exhibitors prior to the conference and will be distributed via US Mail and/or email.

## ***14. Staffing ~***

A company representative must be in attendance at the exhibit booth during the hours the exhibit hall is open.

## ***15. Subletting Space ~***

Subletting space is not permitted. Two or more firms may not exhibit in a single space unless arrangements have been approved by the NAEPC /The NAEPC Education Foundation in advance.

