



APPLICATION FOR SPACE AT THE AFP ANNUAL CONFERENCE

Los Angeles Convention Center
Los Angeles, CA ♦ October 19 – 22, 2008

Company Information	<p>This person is who will receive all exhibitor related materials for your company.</p> <p>Company Name: _____</p> <p>Primary Contact: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>City, State Zip Country: _____, _____</p> <p>Phone/Fax: _____ - _____ - _____ / _____ - _____ - _____</p> <p>Contact Email: _____</p> <p>Web Site Address: www. _____</p>		Corporate/Client Information Only												
			<p>Company Name: _____</p> <p>Address: _____</p> <p>City, State Zip Country: _____, _____</p> <p>Phone: _____ - _____ - _____</p> <p><i>This section only needs to be completed if your corporate headquarters or client information is different from the contact information provided to the left.</i></p>												
Exhibit Space Selections	<p>Step 1 – Indicate the size and choice of booth space(s) you are requesting.</p> <p>Cost*: \$5,800 for the first 10x10 unit; \$4,100 for each additional 10x10 unit.</p> <p>Size: _____</p> <p>Location: _____</p> <p>1st Choice: _____</p> <p>2nd Choice: _____</p> <p><small>* All contracts include the AFP pre-/post-attendee conference list and a Directory of Service Providers listing.</small></p>	<p>Step 2 – To reserve a Demo Room indicate the number of room(s) and the room number(s) you are interested in.</p> <p>Cost: \$3,300 per room</p> <p># of Demo Rooms Need: _____</p> <p>Location: _____</p> <p>1st Choice: _____</p> <p>2nd Choice: _____</p>	<p>Step 3 – To reserve a Meeting Room indicate which room(s) you are interested in. Each meeting room is approximately a 46'L x 28' W (1,288 sq. ft.)</p> <p>Cost: \$3,300 per room per day</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Room 301A</td> <td><input type="checkbox"/> Room 304C</td> </tr> <tr> <td><input type="checkbox"/> Room 301B</td> <td><input type="checkbox"/> Room 305</td> </tr> <tr> <td><input type="checkbox"/> Room 303A</td> <td><input type="checkbox"/> Room 306A</td> </tr> <tr> <td><input type="checkbox"/> Room 303B</td> <td><input type="checkbox"/> Room 306B</td> </tr> <tr> <td><input type="checkbox"/> Room 304A</td> <td><input type="checkbox"/> Room 308A</td> </tr> <tr> <td><input type="checkbox"/> Room 304B</td> <td><input type="checkbox"/> Room 308B</td> </tr> </table> <p>Reserve For: Sun Mon Tue</p> <p>The room numbers above are subject to change.</p>	<input type="checkbox"/> Room 301A	<input type="checkbox"/> Room 304C	<input type="checkbox"/> Room 301B	<input type="checkbox"/> Room 305	<input type="checkbox"/> Room 303A	<input type="checkbox"/> Room 306A	<input type="checkbox"/> Room 303B	<input type="checkbox"/> Room 306B	<input type="checkbox"/> Room 304A	<input type="checkbox"/> Room 308A	<input type="checkbox"/> Room 304B	<input type="checkbox"/> Room 308B
<input type="checkbox"/> Room 301A	<input type="checkbox"/> Room 304C														
<input type="checkbox"/> Room 301B	<input type="checkbox"/> Room 305														
<input type="checkbox"/> Room 303A	<input type="checkbox"/> Room 306A														
<input type="checkbox"/> Room 303B	<input type="checkbox"/> Room 306B														
<input type="checkbox"/> Room 304A	<input type="checkbox"/> Room 308A														
<input type="checkbox"/> Room 304B	<input type="checkbox"/> Room 308B														
Payment Information	<p>CHECK: Make checks payable, <u>in U.S. Funds Only</u>, to the Association for Financial Professionals (AFP).</p> <p>MAIL TO: AFP P.O. Box 64714-E Baltimore, MD 21264</p> <p style="text-align: right;">CREDIT CARDS: Call 301-961-8879</p> <p>For other methods of payment contact the AFP Sales Team.</p>														

I have read the information printed on the back of this application and agree to all terms and conditions. As an exhibiting company, I expressly consent to receiving communications by email, fax, and direct mail from AFP at the numbers and address listed above.

Signature: _____ Date: _____

Printed Name and Title: _____

Accepted by AFP: _____ Date: _____

Name and Title: _____

AFP USE ONLY:

Date Received: _____

CC/CK#: _____

Amount: \$ _____

LB Date: _____

For additional information contact the AFP Sales Team at 301-961-8826; fax 301-961-8894.

THE AFP ANNUAL CONFERENCE SPACE APPLICATION TERMS AND CONDITIONS

- I. Exhibit Eligibility.** The Association for Financial Professionals (AFP) reserves the right, in its sole discretion, to accept or reject, at any time, any application to exhibit. Applications rejected by AFP will be returned with refund of payment.
- II. Application Acceptance.** An application becomes effective once it has been received and countersigned by AFP. Once countersigned by AFP, this application will be a binding agreement between the parties. An executed copy of this application along with confirmation of your exhibit space will be sent to the exhibitor upon acceptance.
- III. Application for Exhibit Space.** Exhibit space is defined as any combination of booth space (10x10 or greater), demo rooms or meeting rooms used to display products/services to AFP conference attendees. Applications from exhibitors that have outstanding balances from any previous year due AFP, its contractors, or vendors will not be processed without full payment of delinquent accounts.
- IV. Rental Rates. Booth cost** for the AFP Annual Conference is \$5,800 for the first 10x10 unit; \$4,100 for each additional unit and includes two (2) full conference registrations per 10x10 unit purchased. All contracts include the AFP pre-/post-attendee conference list and inclusion in the Directory of Service Providers. Additional registrations may be purchased at the full conference rate based on the membership status of the registered attendee with AFP. Booths 20x20 or larger will receive one (1) booth coordinator registration.
- AFP also offers **Demo Room(s)** at the rate of \$3,300 for each 10x10 room. Each demo room includes four (4) walls, a lockable door, carpeting (show color) and an electrical outlet. In order to reserve a demo room(s) your company must be a current exhibitor/sponsor. Demo Rooms do not come with registrations.
- AFP will also offer **Meeting Rooms** at the rate of \$3,300 per room, per day. Meeting Room(s) measure approximately 46x28 (1,288 sq. ft.). In order to reserve a meeting room(s) your company must be a current exhibitor/sponsor. Meeting Rooms do not come with registrations.
- V. Payment:**
- Contracts **received prior** to October 24, 2007 – A 50% deposit will be due on January 11, 2008; the balance will be due on May 16, 2008.
 - Contracts **received after** October 24, 2007 – payment in full required within 45 days of your signed contract.
 - Contracts **received after** August 1, 2008 – payment in full required with your signed contract.
- If your payment is not received by the above scheduled deadlines, AFP will consider your application VOIDED and your selection(s) will be released for general sales.
- VI. Assignment of Booth Space.** AFP assigns booth space in its sole discretion based on internal methodologies, which may be modified at any given time.
- VII. Floor Plans.** AFP reserves the right to change the floor plan at any time. AFP reserves the right to relocate exhibitors should it become necessary for causes beyond the control of AFP, or advisable in the best interest of AFP.
- VIII. Exhibit Space Occupancy.** Exhibit space not occupied by 12:00 p.m., Sunday, October 19, 2008, for which no special arrangements have been made with AFP, may be resold or reassigned by AFP without obligation on the part of AFP to refund exhibit fees, and without obligation to assign the exhibitor to other space. All exhibits must be open for business during the posted exhibit hall hours. Any exhibit not manned during these hours will forfeit the use of their space. Exhibitors may not dismantle their displays until the official closing of the AFP Annual Conference. Failure to comply with this rule will allow AFP to exercise all remedies and may affect your participation in future AFP conferences.
- IX. Subletting of Space.** Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the exhibitor.
- X. Cancellation of Exhibit Space.** All cancellations must be sent in writing to AFP. Cancellations requested prior to May 16, 2008 are entitled to a 50% refund if your space has been paid in full. Cancellations requested after May 16, 2008 are not entitled to a refund; no exceptions will be made by AFP. Exhibitor understands and agrees that Sections XII, XIII, XIV, XV, XVI, XVII and XVIII survive cancellation indefinitely and Exhibitor will continue to be bound thereby.
- XI. Exhibitor Manual.** Approximately four (4) months prior to the conference, AFP will issue an Exhibitor Manual to each primary contact on file.
- XII. Exhibitor Rules and Regulations.** As an Exhibitor, I agree to abide by the rules and regulations set forth by AFP as provided in the General Conference Rules & Regulations, Exhibitor Manual and the IAEM Guidelines for Display Rules and Regulations for booth displays, each of which is incorporated by reference herein and made a part hereof. AFP Rules & Regulations are attached hereto, incorporated in reference herein and made apart of this agreement. Any exception to these rules will be listed in the AFP Exhibitor Manual. The exhibitor understands and agrees that the AFP Exhibitor Terms and Conditions are an integral and binding part of this contract.
- XIII. Insurance and Liability** The Exhibitor is fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from any injury to any person, or any loss of or damage to property where such an injury, loss, or damage is incident to, arises out of, or is any way connected with exhibitor's participation in the conference. Exhibitor agrees to obtain at its own expense, any or all licenses and permits to comply with all federal, state and local laws and California ordinances for any activities conducted in association or as part of the AFP Annual Conference. The Exhibitor shall protect, indemnify, hold harmless and defend AFP, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AFP, its officers, directors, agents or employees. Exhibitors should maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with the exhibitor's participation in the Annual Conference, in an amount of not less than one million dollars (\$1,000,000) for personal injury, death or property damage in any one occurrence. Such insurance should include coverage of the indemnification obligations of the exhibitor under the AFP Terms and Conditions and should cover AFP, its officers, directors, agents, or employees. Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an expense waiver by the exhibitor's insurance company of any right of subrogation as to any claims against AFP, its officers, directors, agents, or employees. All agents or representatives performing services at the Los Angeles Convention & Exhibition Center directly for an exhibitor other than the exhibitor's employees must provide AFP with original certificates of insurance. In the event any part of the exhibit hall is destroyed or damaged so as to prevent AFP from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of the assigned space during any part or the whole of the exhibition period is prevented by strikes, Acts of God, war, terrorism, national emergency or other cause beyond the control of AFP, then exhibitor will be charged for space during the period it was or could have been occupied by the exhibitor; and exhibitor hereby waives any claim against AFP, its directors, officers, agents or employees for losses or damages which may arise in consequence if such inability to occupy assigned space, its sole claim against AFP being for a refund of rent paid for the period it was prevented from using the space.
- XIV. Official Conference Hours.** AFP will designate the official conference hours by February 8, 2008.
- XV. Conference Facilities.** Conference facilities include the convention center and AFP conference hotels, including hospitality suites and function space.
- XVI. Functions and Receptions.** AFP will have space available in the convention center ("designated space") for exhibitors/sponsors to host product demonstrations, client meetings, and/or user groups. Exhibitors/Sponsors wishing to use such designated space should contact AFP. Exhibitors/Sponsors may not host events (including, without limitation, product demonstrations, client meetings, receptions and user groups) outside the designated space approved by AFP that conflict with official conference hours. Companies who do not either exhibit or sponsor are not allowed to host any events or reserve/rent space in any Conference Facility during the conference. Please contact AFP for more information.
- XVII. Hotel Reservations.** AFP reserves the right to cancel hotel room reservations within AFP's reserved room block for individuals not registered for the AFP conference.
- XVIII. Remedies.** In the event Exhibitor breaches this agreement (including, without limitation, by engaging or planning to engage in conduct prohibited hereby), the parties agree that AFP may avail itself of any and all legal and equitable remedies including, but not limited to, recovering damages, seeking injunctive relief, terminating this agreement, revoking Exhibitor priority points, removing Exhibitor and its attendees and employees from the convention and/or barring Exhibitor from attending future conventions.