



Collaborative Efforts in Financial Education

April 18 - 20, 2012 | Caribe Royale | Orlando

2012 Exhibitor Registration Form

Exhibitor Information

Attendee Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

Description of products/services being exhibited?

How did you learn about the Conference?

Will you be attending the EIFLE Awards Dinner on April 18, 2012? (no additional charge)

Yes

No

Exhibitor Fee (\$450) Includes:

- 6 ft. exhibit table with chair
- Conference attendance for 1 representative
- Conference meals for 1 representative
- EIFLE Awards Dinner for 1 representative

Hotel Accommodations

- Room reservations should be made directly with the hotel. Reservations can be made by:
 - * **phone:** 1-888-258-7501
 - * **web:** <https://resweb.passkey.com/go/IFL>
- Conference room rate: \$159 per night, plus tax.
- Remember to tell the hotel you are with the Institute for Financial Literacy's Annual Conference on Financial Education to get the conference room rate!
- To obtain the conference room rate, you must reserve a room by March 26, 2012.



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Payment Information

Exhibitor Fee: \$450.00

Check enclosed, payable to Institute for Financial Literacy

Credit/Debit Card (MC, Visa, Discover)

Name as it appears on card: _____ Exp. Date: _____

Card Number (16 digits): _____ CVV: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

Signature above authorizes IFL to charge the listed card for the amount marked

Cancellations & Refunds

- Cancellations must be made in writing.
- \$50 service fee deducted from refunds for cancellations postmarked before March 5, 2012.
- \$100 service fee deducted from refunds for cancellations postmarked before March 26, 2012.
- **NO REFUNDS AFTER March 26, 2012.**
- Exhibitor substitutions may be made in writing by the original registrant.

PHOTO DISCLOSURE: By attending this conference, all attendees agree that their image or likeness may be captured in one or more media, and that said images may be reproduced by the Institute for Financial Literacy for its reasonable business purposes.

EXHIBITOR DISCLOSURE: The exhibitor and its employees, agents and representatives will abide by the "Exhibitor Agreement" as well as policies reasonably set forth by the Institute for Financial Literacy and/or the Caribe Royale.

Fax or mail this form to:
Institute for Financial Literacy
Attn: ACFE Exhibitor Registration
260 Western Ave., Suite 1
South Portland, Maine 04106

Phone: (207) 221-3663 | Fax: (207) 221-3681 | Conference@FinancialLit.org

Please submit this form by April 3, 2012

**EXHIBITOR REGISTRATION WILL NOT BE ACCEPTED WITHOUT PAYMENT
OR SIGNED EXHIBITOR AGREEMENT**

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Exhibitor Terms & Conditions

- 1. Eligibility:** The Institute shall at its sole discretion determine the eligibility of a company, product or service for inclusion in the exhibit hall. Eligibility is contingent upon Exhibitor's compliance with the terms and conditions set forth herein.
- 2. Liability:** Exhibitor waives any and all claims, for any reason and to the fullest possible extent allowed by law, against the Institute, its agents or employees and the lessors or owners of the exhibit facilities for any actions, losses, cost, damages, claims, theft or expenses relating to Exhibitor's property or bodily injury to its agents, representatives or employees.

Exhibitor must leave the exhibit space in the same condition as it was found. Exhibitor or its representatives shall not injure or deface the walls, columns, floors, or furniture of the exhibit facilities. All property destroyed or damaged by Exhibitor or its representatives must be replaced in its original condition by Exhibitor at its own expense.
- 3. Character:** The character of exhibits is subject to approval by the Institute. Distribution of promotional or marketing materials of any kind is limited to the confines of the Exhibitor's booth. Exhibitor may not leave materials in registration areas, meeting rooms, guest rooms or other facilities of the convention hotel without the permission of the Institute.
- 4. Substitution:** Exhibitor may not assign or sublet any portion of the space assigned without the written permission of the Institute. Exhibitor may not display any article not regularly manufactured or handled by Exhibitor nor may Exhibitor distribute marketing or promotional materials for another company without the written permission of the Institute.
- 5. Private Functions:** Exhibitor agrees not to hold private functions and/or host hospitality suites during the scheduled hours of the conference or its related functions without the written permission of the Institute.
- 6. Exhibit Assignments:** The Institute reserves the right to determine location assignments and to make changes at any time, as it may in its sole discretion deem necessary.
- 7. Exhibit Set Up/Break Down:** Exhibitor must be set up and be fully operational by 11:00 a.m. on April 18. All exhibit booths must remain open for the entire duration of the conference. Because exhibitors will be located in the same room as the seminars, booths may not be set up or taken down during a seminar. All exhibits must be removed by 2:00 p.m. on April 20. Anything leftover will be discarded.
- 8. Storage:** Exhibitor shall be responsible for storing all shipping and packing materials out of sight while the conference is in session. The Institute and the Caribe Royale are not responsible for the storage of any display materials or empty crates.
- 9. Electrical and Internet Services:** Access to electrical outlets and internet connections may be obtained from the exhibit facilities at additional cost. All electrical work must be ordered through and installed by the exhibit facilities to ensure that it will meet necessary safety requirements. Exhibitor should contact the exhibit facilities for more information about electrical and internet needs. Exhibitor is responsible for all related fees.



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Exhibitor Terms & Conditions (Cont.)

10. Handling: Exhibitor shall be responsible for arranging its own shipment of materials to and from the Caribe Royale. All shipments to and from the Caribe Royale shall be made no earlier than April 11, 2012 and no later than April 27, 2012. Exhibitor should contact the exhibit facilities for more information about freight receipt policies and charges. Exhibitor is responsible for all related fees. All packages should be addressed to:

(Exhibitor Name)

(Organization)

Annual Conference on Financial Education

April 18-20, 2012

Caribe Royale

8101 World Center Drive

Orlando, FL 32821

11. Security: The Institute and the exhibit facilities will not provide security for the exhibit area. Neither the exhibit facilities nor the Institute is liable for or insures against damage to or theft of Exhibitor property.

12. Compliance with Laws: Exhibitor must comply with all local laws, rules, regulations and ordinances or they will be asked to leave the conference.

13. Amendment to Rules: The Institute reserves the right to change or add terms and conditions as it shall deem necessary

14. Cancellations & Refunds: All requests for cancellations and refunds must be made in writing. A \$50 service fee will be deducted from refunds postmarked before March 5, 2012. A \$100 service fee will be deducted from refunds postmarked before March 26, 2012. No refunds are available after March 26, 2012. Exhibitor substitutions may be made in writing by the original registrant.

By signing below, the Exhibitor accepts the terms spelled out in this agreement.

Authorized Signature

Date

EXHIBITOR REGISTRATION WILL NOT BE ACCEPTED WITHOUT PAYMENT
OR SIGNED EXHIBITOR AGREEMENT

2012 Exhibitor Agreement