



## Exhibitor Prospectus

### An Invitation from our Executive Director

Dear Insolvency Professional,

Please join us at our **33rd Annual Spring Meeting** back in Washington, D.C.! Exhibit with us and show attendees how your products and services can increase their bottom line. This annual event is on target to attract more than 1,000 high-caliber attendees, including attorneys (80% business, 20% consumer), financial advisors, trustees, judges, accountants, turnaround experts and other individuals with insolvency interest.

**The exhibit hall is located in a prime high-traffic location and is home to:**

- Opening Reception
- Three Breakfasts
- Five Refreshment Breaks
- Two Afternoon Cocktail Receptions

This is a key opportunity to connect with top insolvency decision-makers, build sound relationships and obtain valuable leads that will deliver a solid return on your investment. **No other insolvency event brings such a large group of professionals together into one place!**

**As an exhibitor, you will benefit from one-on-one conversations with key insolvency players, while enjoying these additional benefits:**

- 25% off advertising in the April issue of the ABI Journal. This bonus issue reaches ABI's entire 13,000+ membership, along with our captive on-site audience at the conference.
- A free 100-word company description in the "Directory of Sponsors & Exhibitors" section of this popular issue.

We cordially invite you to attend ABI's **33rd Annual Spring Meeting** as we venture back to D.C.! If this is your first time exhibiting with us, we welcome you into our community. Please take a moment to review the Exhibitor Prospectus and contact Sharisa Sloan at [ssloan@abiworld.org](mailto:ssloan@abiworld.org) with any questions. We hope to see you in April!

Sincerely,

Samuel Gerdano  
ABI Executive Director



## Exhibitor Information

### Exhibit Hours

Thursday, April 16

**Set-up:** 2:00 – 4:00 p.m.

**Exhibit:** 4:00 – 6:00 p.m.

Friday, April 17

**Exhibit:** 8:00 a.m. – 12:00 p.m. and 3:45 – 4:15 p.m.

Saturday, April 18

**Exhibit:** 7:30 – 11:15 a.m. and 2:00 – 4:30 p.m.

**Tear down:** 4:30 – 6:00 p.m.

**Please note:** To provide maximum visibility for our exhibitors and attendees, booths cannot be taken down before 4:30 p.m. on Saturday, April 18, 2015.

**Please schedule your flights accordingly.**

### Exhibit Space, Pricing & Information

Exhibit space includes one 6 foot table, two chairs, signage and a complimentary conference registration for the primary booth representative. You must pay the non member price if nobody from your organization is an ABI member. To reserve your space, please fax pages 3 and 4 to 703.739.1060 or email [ssloan@abiworld.org](mailto:ssloan@abiworld.org) with payment.

ABI Member Price                      **\$2,950**

Non-Member Price                      **\$3,245**  
*(Includes one year of ABI membership)*

### Hotel Information

Renaissance, Washington, DC Downtown  
999 9th Street Northwest,  
Washington, DC 20001

ABI has arranged for a special conference rate of **\$334 per night**. Reservations must be made by **March 25, 2015**, to secure this special rate. Reservations may be made only once you have registered with ABI. Once you have completed the exhibitor form and submitted with payment, you can reserve your room by calling the hotel directly at (202) 898-9000 and mention the ABI Spring Meeting.

### Questions

If you have additional questions regarding exhibiting, please contact Sharisa Sloan, at 703.739.0800 or email her at [ssloan@abiworld.org](mailto:ssloan@abiworld.org).



## Exhibitor Registration

### Company Information

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

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Primary Booth Representative (Registration is included; exhibitor information will be emailed to this person. About 6 weeks prior to the start of the conference.)

Primary Representative's Full Name \_\_\_\_\_ City/State \_\_\_\_\_

Representative #2 Full Name \_\_\_\_\_ City/State \_\_\_\_\_

Representative #3 Full Name \_\_\_\_\_ City/State \_\_\_\_\_

Additional Booth Representatives (\$500 per person; you can have up to two additional reps.)

### Exhibitor Fees

Exhibit Space Member Rate (includes one registration) **\$2,950** \_\_\_\_\_

Exhibit Space Non-Member Rate (includes one registration and ABI Membership) **\$3,245** \_\_\_\_\_

Additional Exhibitors \_\_\_\_ X **\$500** each \_\_\_\_\_

Final Night Entertainment **\$105** for Exhibitors **\$125** for spouses \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

### Payment Methods

Check enclosed Please make check payable to ABI and mail with a copy of this form to:  
**ABI, PO Box 34709, Alexandria, VA 22334-0709**

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

**ABI accepts VISA, MasterCard and AmEx.**



## Exhibitor Rules & Regulations

**Eligible Exhibits** ABI reserves the right, at any time and for any reason, to determine the eligibility of a company or product for inclusion in the exhibit area. No exhibitor may assign or transfer such approval without written consent of ABI. No subleasing or sharing of space with another business is permitted, unless approved in advance by ABI.

**Limitation of Liability** The exhibitor agrees to make no claim for any reason whatsoever on ABI, its members, agents or employees, or the lessors or owners of the exhibit premises, from and against any actions, losses, costs, theft, damages, claims and expenses (including attorney fees) arising from any damage to property or bodily injury to an exhibitor, his or her agents, representatives, employees by reason of the exhibitors occupancy or use of the exhibition facilities.

**Damage to Premises** Exhibitors or their agents may not allow any article to be brought into the exhibition or any act done on the premises that would damage/deface the facility.

**Hospitality Suites & Private Parties** Exhibitors agree not to host hospitality suites and/or private dinners or parties during scheduled hours of ABI's meetings, exhibits or other conference functions.

**Third-Party Vendors** No exhibitor may engage a third party vendor to provide services at its booth, unless approved in advance by ABI.

**Character of Display** Distribution of samples and/or printed marketing materials of any kind or any promotional material is restricted to the confines of the booth. Exhibitors may not leave merchandise or printed materials in the ABI registration areas, lounges, meeting rooms, guest rooms or other facilities of the convention hotel, except with the express written permission/consent of the ABI.

**Set up and Tear Down** All booths must be ready for show at 4:00 p.m. on Thursday, April 16, 2015. Dismantle will start at 4:30 p.m., Saturday, April 18, 2015. Booth spaces not occupied or set up by this allotted time may be used for other purposes. **Additionally, exhibits may NOT be taken down before 4:30 p.m. on Saturday, April 18.**

**Rejected Displays** The exhibitor agrees that their exhibit shall be admitted and remain, from day-to-day, solely in strict compliance with the rules set forth herein. ABI reserves the right to reject or prohibit any exhibit in whole or in part, any exhibitor or its representative, with or without giving cause and ABI shall have no liability to the exhibitor as a result of the cancellation of the exhibit. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of payment unearned at the time of rejection. If an exhibit or exhibitor is rejected for violation of these rules or for any other stated reason, no return of payment shall be made.

**Engineering and Security** All requests for electricity, telephone lines and equipment rentals are the responsibility of the exhibitor and will be made directly with the conference facility. Neither ABI nor the lessors or owners of the exhibit premises will assume any responsibility for exhibitors' property.

**Cancellation of Exhibit Space** Payment in full is due upon reservation of space as stated on the preliminary registration form. Written cancellations made and received by ABI prior to February 24, 2015 are subject to a **\$500.00** cancellation fee. Refunds will **NOT** be given for any cancellations received after March 24, 2015.

**Amendment to Rules** Exhibitor agrees that ABI shall have the right to make such rules and regulations or changes in floor plan arrangements of booths for said exhibitions as it shall deem necessary and to amend same from time to time. ABI shall have the final determination and enforcement of all rules, regulations and conditions.

I have read and understand the conference rules and regulations:

Exhibiting Firm \_\_\_\_\_ Authorized Signature \_\_\_\_\_