

February 23, 2007

Welcome to your February Exhibitor News Update.

As we get closer to the show date, we'll have an increasing amount of information for you so be sure to check each month. Some sections may have the same name, but they'll have updated information. For example, the registration section below provides you with new information and details on how you can now start registering for the Forum.

We're also making these Updates available on the the Exhibitor Resources section of the ACORD LOMA Forum Web site at www.acordlomaforum.org.

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Registration

Here's the latest registration information...

- Our registration system is now live!
- You will receive a personalized invitation to register.
- As our primary exhibit contact, you'll also receive the link which enables you to register your additional complimentary registrations (comps) as well as any additional associates.
- Your comp allocation is based on your booth size and membership status. Please refer to the *Booth Pricing and Complimentary Registrations* section of your exhibitor agreement for details.
- You can register additional associates from your company (above your allocated comp allocation) by clicking [here](#).

If you have any questions regarding Exhibitor registration, please contact Joan Orentlicher at LOMA (orentliche@LOMA.org).

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Hotel Reservations

Hotel Reservations are open. Please visit the [travel page](#) on our Forum site to book your hotel. This will link you directly into the ACORD LOMA room block where you will receive our negotiated room rates. As a reminder Forum registration fees are separate from hotel bookings.

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Show Decorator

Freeman is the exclusive decorator for the 2007 Forum. The exhibitor kit is available at www.myfreemanonline.com by searching ACORD LOMA. Audio Visual, Electric, Internet and Lead Retrieval order forms can be found by clicking the "Specialty Contractors" tab on the menu bar.

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Exhibit Hall Move In/Move Out

All booths must be set up by 12:00 noon on Sunday May 20, 2007. If, for any reason beyond your control, you cannot set up by this time, you must notify me no later than 12:00 noon on Saturday May 19, 2007. If you cannot set up by the specified time, we will need to store your boxes off the show floor. No set up will be permitted during show hours regardless of reason.

Saturday, May 19, 2007	Move In (Pacific Hall) 8:00 am - 5:00 pm
	Move In (Atlantic Hall) 12:00 pm - 5:00 pm
Sunday, May 20, 2007	Move In (All Halls) 8:00 am - 12:00 pm
Tuesday, May 22, 2007	Move Out (All Halls) 2:00 pm - 8:00 pm

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Private Meeting Rooms

We have made available for private, enclosed meeting rooms right on the show floor that will allow you to talk to prospects and customers behind closed doors in a 10 x 10 hard-walled room. The cost of rental for one room for the duration of the show is \$3,500. Rental includes one table with four chairs and one power supply. Meeting rooms will be located in Hall A which is in between the Atlantic and Pacific Halls. Hall A has a separate entrance which is accessible from the foyer and available for use during the following times:

Sunday, May 20, 2007	4:00 pm - 8:00 pm
Monday, May 21, 2007	8:00 am - 8:00 pm
Tuesday, May 22, 2007	8:00 am - 2:00 pm

To rent a meeting room, please contact [Alisen Herman](#). Rooms are limited and will be rented on a first-come first-served basis.

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Sponsorship Opportunities

Several exciting sponsorship opportunities are still available. These are the ideal way to enhance your Forum experience by gaining additional exposure. Please view the full listing on our [event site](#).

Democast Sponsorships

This year, we're enhancing the traditional Demo Area experience and helping you reach an even larger audience through video. The Demo Area itself will be transformed into a state of the art video recording studio. As you present your latest solution or service, the video will be broadcast live to plasma monitors placed throughout the exhibit hall. In addition, you'll receive a video clip or "[one clip](#)" for use on your Web site ... helping you communicate your message throughout the year. Demo slots are limited and on a first-come, first-serve basis so if you are interested, please act soon.

For more information on Demonstration or any other sponsorship, please contact [Alisen Herman](#).

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Certificate of Insurance

If you have not already done so, please be sure to send a copy of your Certificate of Insurance no later than February 16, 2007. Please refer to your exhibitor agreement for coverage and named insureds. Certificates which are not completed properly will be returned.

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Forum Bag Inserts

If you are interested in having promotional literature inserted into the official Forum bag, please contact Alisen Herman at aherman@acord.org. A sample of your bag insert must be submitted for approval by April 15, 2007. You must be a sponsor and/or exhibitor to have the materials inserted. The cost of this service is \$0.50 per-page, per-bag (at 2,800 bags). Materials must be supplied and shipped to Freeman to arrive on or before May 1, 2007. We cannot accept materials after that date.

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Questions

If you have any questions, please contact:

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