

SOCIETY OF CORPORATE SECRETARIES AND GOVERNANCE PROFESSIONALS

62nd NATIONAL CONFERENCE

Boca Raton Resort & Club June 25-29, 2008 Boca Raton, FL

EXHIBITOR SPACE APPLICATION & CONTRACT

The undersigned hereby makes application for space in the exhibit area at the above meeting as indicated below. The exhibit fee of \$4400 should be received by the Society on or before May 19, 2008. All payments are to be made to the Society of Corporate Secretaries and Governance Professionals faxed or mailed to Ophelia King. (fax 212-681-2005)

**THE CONTACT INFORMATION REQUESTED ON THIS PAGE MUST BE COMPLETED IN ITS ENTIRETY.
ANY MISSING INFORMATION WILL INVALIDATE YOUR APPLICATION.**

Company Name _____

Company Contact: _____

(Who should receive the booth information? Also list the name again if this person is working the booth.)

Address _____

phone # _____ fax # _____

e-mail _____

CRITERIA FOR ASSIGNMENT OF SPACE

Space will be assigned on a first come, first served basis depending on when the completed application is received, general grouping of exhibits for appropriate display, payment of exhibit space and amount of exhibit space requested. We reserve the right to limit the number of booths per exhibit company.

If necessary, the current exhibit hall diagram may be changed to accommodate the final number of booths requested.

We request that payment for the exhibit booth be made on or before May 19, 2008. After this date, if payment is not received, your booth location and/or booth space may be released and made available to another exhibiting company.

IMPORTANT NOTES REGARDING EXHIBIT HALL FLOORPLAN

- The main business sessions will be held in the other half of the Grand Ballroom. Conference registration will take place in the foyer area of the Grand Ballroom. The locations of food/beverage and registration areas as noted on the floorplan are subject to change.
- The "Pre-Assembly" (foyer area) will be used only if the Grand Ballroom cannot accommodate all the booth space needed. Should this be the case, and you would like a foyer location, be sure to note one of the foyer space booths (#59 - 70) as your 1st choice.

If you would like more than 1 booth, how many booths in total are you requesting? _____

For multiple booths, end caps (such as #43 AND #44) are not permitted.

BOOTH LOCATION PREFERENCE: select in 4 separate rows/areas of entire exhibit area

1st choice, booth #(s) _____

3rd choice, booth #(s) _____

2nd choice, booth #(s) _____

4th choice, booth #(s) _____

Representatives attending the booth (if known at this time). Use additional sheet if needed.

1. _____ - Included in the standard \$4400 fee
e-mail _____ phone _____
2. _____ - Included in the standard \$4400 fee
e-mail _____ phone _____
3. _____ - At an additional \$895 registration fee
e-mail _____ phone _____
4. _____ - At an additional \$895 registration fee
e-mail _____ phone _____

Once you have submitted this contract, please complete the attached sheet requesting information about your company. This information will be used for National Conference materials such as the Exhibit Hall Guide, signage, etc.

I am sending payment in the amount of \$_____.

Check # _____ or American Express _____ Visa _____ MasterCard _____

Account # _____ Expiration Date _____

Signature _____

Check here to request an invoice to facilitate prompt payment of exhibit booth fees.

The undersigned agrees that all the provisions of the Exhibit Hall "General Information" and "Rules and Regulations" attached hereto are incorporated in and are part of this contract.

By: _____
(Print Company Name)

(Signature of Company Representative) (Date)

(Print Name and Title of Company Representative)

ACCEPTED: Society of Corporate Secretaries and Governance Professionals, Inc.

By: _____
Ophelia M. King, Director of Meeting Administration (Date)

Please direct contracts, payments and inquiries to:

Ophelia King
Director of Meeting Administration
Society of Corporate Secretaries
521 Fifth Avenue - 32nd floor
New York NY 10175

oking@governanceprofessionals.org
phone 212-681-2009 / fax 212-681-2005

Please complete this sheet and return as soon as possible by June 4 once the booth application has been submitted.

Fax to Ophelia King at 212-681-2005 or send the requested information via e-mail to oking@governanceprofessionals.org. Thank you.

**INFORMATION TO BE USED IN NATIONAL CONFERENCE MATERIALS
SUCH AS THE EXHIBIT HALL SIGNS AND GUIDE**

(info is for contact from individuals interested in your company's products or services,
NOT pertaining to your exhibit booth or registration for the conference)

How should the corporate name or trade name be listed? *(one line only)*

Address to be listed? _____

Phone # to be listed? _____

Website to be listed? _____

Provide a 1 paragraph (or less) description of products you plan to exhibit or services you offer.
(e-mail to oking@governanceprofessionals.org, use space below or, attach separate sheet)

Also – please list any of ***your company's competitors*** – as it is our practice to try not to place competitors directly next to or across from each other.
