

# **THE ATLANTA CLAIMS ASSOCIATION**

P.O. Box 724627, Atlanta, GA 31139

[www.atlantaclaims.com](http://www.atlantaclaims.com)

## **88TH ANNUAL ATLANTA CLAIMS ASSOCIATION CONVENTION April 14-16, 2010**

Dear Atlanta Claims Association Exhibitor:

The Atlanta Claims 88<sup>th</sup> Annual Convention will be held April 14-16, 2010, at the Gwinnett Center. The Gwinnett Center has more than adequate space for all our hospitality suites and exhibit space. Once again, we have reserved Exhibit Halls B and C.

We are pleased to have The Freeman Decorating Company as our convention contractor again this year. They are one of the nation's most respected convention and trade show contractors and are noted for their quality service, creativity and performance.

The fee for the booth is \$750 (the fee for a double booth is \$1,500). The 8' X 10' booth includes the following:

- A backdrop
- Booth dividers (3 ft. high and 8 ft. deep)
- One 7' x 44' identification sign
- One 6 ft. table (topped and skirted)
- One wastebasket
- Two chairs

**Please note the exhibit area is not carpeted. If you want carpeting for your booth, you will have to purchase it directly from Freeman Decorating. Electrical service is not included in the exhibit booth fee.** Increase the size of the booth by two for a double booth.

If you have additional needs, such as telephone service, extra tables, etc., these **must be arranged directly with the exhibitor service department at Freeman Decorating.** Their telephone number is 404-253-6400.

The booth will need to be set up Wednesday, April 14, 2010, between 3:00pm and 6:00pm and taken down Friday, April 16, 2010, between 8:00am and 11:00am. We ask that your booth be staffed Thursday from 10:00am until at least 7:30pm. We will have coffee and Danish for our Exhibitors on Thursday, April 15, 2010, from 8:00am to 10:00am. There will be a **Reception** Wednesday evening, a **Luncheon** on Thursday, and **Banquet** on Friday night.

**You will be notified of your assigned space when you arrive at the convention on Wednesday, April 14<sup>th</sup>.**

Please come to the Exhibitors Registration area to get your booth assignment. Exhibitor packets for each booth will be placed in your booth on Wednesday between 3:00pm and 6:00pm.

We encourage each exhibitor to solicit business cards and award individual door prizes. If you do so, you are not required to award door prizes to a direct competitor that may enter your drawing. Many exhibitors ask about serving cokes, popcorn, cookies, etc. in your exhibit area. This is allowed only if advance arrangements are made with the Gwinnett Center. Please contact Angie Bogen at 770-813-7532 with the Gwinnett Center.

**Please go to the Atlanta Claims Association website and download the registration form and mail it along with your exhibit booth fee as soon as possible.**

Please make your check payable to **Atlanta Claims Association** and send it to:

Joan White  
10240 Crescent Ridge Drive  
Roswell, GA 30076

Once we receive your payment, you will receive an email package from our exhibition coordinator, Freeman Decorating Company.

If you have any questions, please contact Joan White at 770-442-1317 or [joanwhite59@charter.net](mailto:joanwhite59@charter.net).

The Atlanta Claims Association Convention Committee is enthusiastic about this upcoming event. We look forward to another successful convention and thank the exhibitors for your support.

Sincerely,  
Convention Committee  
Atlanta Claims Association

# EXHIBITOR REGISTRATION FORM

88TH ANNUAL ATLANTA CLAIMS ASSOCIATION CONVENTION

April 14-16, 2010

By completing this form and enclosing your payment, your company and all affiliated companies agree to: 1) defend and indemnify the Atlanta Claims Association (ACA) for all claims and damages caused by the acts or failure to act of your employees, agents, customers, and invitees, 2) release all ACA and its officers, directors, employees, agents, representatives, and volunteers from any and all claims (including claims involving their sole negligence), and to 3) immediately abide by ANY rule or request made by any officer, director or representative of the Atlanta Claims Association.

**Please print LEGIBLY and remember to send this form with your check. Failure to do so will cause a delay in processing your registration.**

**Signature of Company  
Representative**

\_\_\_\_\_

**Name of Company**

\_\_\_\_\_  
(as you want it to appear on booth sign)

**Address**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person**

\_\_\_\_\_

**Phone Number**

**Fax Number**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_  
(you will be contacted through your email address, please be sure to write LEGIBLY)

**Type of Business**

\_\_\_\_\_  
(adjusting, investigations, car rental, replacement services, rehabilitation, etc.)

**Number of Booths**

Single (\$750) \_\_\_\_ Double (\$1500) \_\_\_\_ Triple (\$2250) \_\_\_\_

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Joan White  
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Roswell, GA 30076

**You will be notified of your assigned space when you arrive at the convention on Wednesday, April 14, 2010. Please leave the booth number information on any form you receive from Freeman Decorating BLANK.**

Cancellation Notice: If you wish to cancel, you will receive 100% of the exhibitor fee as long as we receive notice of the cancellation at least two weeks prior to the convention. Between one and two weeks prior to the convention, you will receive 75% of the exhibitor fee and the week of the convention you will receive 50% of the exhibitor fee.

If you have any questions, please contact Joan White at 770-442-1317 or [joanwhite59@charter.net](mailto:joanwhite59@charter.net).

## ***EXHIBITOR ACTIVITIES***

88TH ANNUAL ATLANTA CLAIMS ASSOCIATION CONVENTION  
April 14-16, 2010

### ***EXHIBITORS PARTY***

Wednesday, April 14, 2010 5:00pm – 7:00pm

- All Exhibitors
- Atlanta Claims Association Officers
- Atlanta Claims Association Board of Directors
- Convention Committee Members

FOOD • LIVE MUSIC • DOOR PRIZES • CASH BAR

### ***LUNCH***

Thursday, April 15, 2010  
12:00 – 2:00pm

Each booth will receive 2 free lunch tickets.  
Additional lunch tickets may be purchased for \$15.00 each on Wednesday when you set up your booth.

### ***BANQUET***

Friday Evening  
April 16, 2010

Entertainment for the Banquet will be **GLOW**

Each booth will receive two free tickets (four with a double booth).  
If you wish to order additional banquet tickets, please contact Violet Mobley at 770-413-4992 X12  
or you may purchase at the registration booth.

If you have any questions, please contact Joan White at 770-442-1317 or [joanwhite59@charter.net](mailto:joanwhite59@charter.net).