

88TH ANNUAL ATLANTA CLAIMS ASSOCIATION CONVENTION

April 14-16, 2010

Dear Atlanta Claims Association Exhibitor:

The Atlanta Claims 88th 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 14th. 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 along with your exhibit booth fee as soon as possible. Please make your check payable to the Atlanta Claims Association and send to: Joan White, 10240 Crescent Ridge Drive, Roswell, GA 30076 OR this year for the first time, we are offering online registration and payment through PayPal www.atlantaclaims.com. Once we receive your check, you will receive an email package from our exhibition coordinator, Freeman Decorating Company.

BANQUET: FRIDAY EVENING, APRIL 16, 2010

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. 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. If you have any questions, please contact Joan White at 770-442-1317 or joanwhite59@charter.net. You may also purchase your banquer tickets online at www.atlantaclaims.com

Sincerely,
Atlanta Claims Association Convention Committee