

**2019 AIFA CONFERENCE
NAPLES GRANDE BEACH RESORT
PANELIST AND ITEMS SHIPPED FORM**

**Please fill out this form and return by February 15, 2019 to Joel Weston at
jaweston@westoninc.com**

Panelist(s):

Name _____ **Title** _____

Name _____ **Title** _____

Name of Company: _____

Address: _____

Name of Contacts _____
(Assistant and IR Person)

Telephone/Cell _____

Email Address _____

All panelists must register and make room reservations online at www.aifa-insurance.com . Please note that the email address entered at the registration/reservation site will receive all correspondence, including hotel confirmation. Please direct any questions regarding guest room or online registration to Nancy Williams at williams@westoninc.com or 336-725-1147.

Will you be handing out materials at your presentation?	YES	NO
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If yes, what type of materials: _____

Please have all materials sent to:

Please label your boxes in the following manner:

***Naples Grande Beach Resort
475 Seagate Drive
Naples, FL 34103
Hold for AIFA Conference
Conference Services Manager: Jennifer Wiggen***

- *Hold for AIFA meeting (name of speaker)*
- *Include date & time of your presentation on the box*
- *If you have multiple packages, mark them 1 of 10, 2 of 10, 3 of 10, etc.*

All information will be placed on tables outside the meeting room prior to the first presentation of each session.

Please e-mail a list of all conference materials, the number of boxes being shipped to the hotel and tracking numbers to Weston & Associates at jaweston@westoninc.com (see attached sheet).

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To: AIFA Presenting Companies
From: Joel Weston
Re: AIFA CONFERENCE - PRESENTATION & DISPLAY MATERIALS

Please e-mail the following information to Joel Weston at jaweston@westoninc.com by February 15, 2019. Weston & Associates, Inc. is the meeting management company for the 2019 AIFA Conference at The Naples Grande Beach Resort. We plan to inventory all presentation and display materials. We cannot do an accurate inventory without knowing what you have shipped. Thank you for your time and consideration.

1. Company name _____
 2. Number of boxes _____
 3. Type of boxes _____
 4. Ship to address _____
 5. Shipping Company and shipping category (i.e. ground, air overnight, etc.) _____
 6. Shipping origination point _____
 7. Tracking number(s) _____
 8. Ship date _____
 9. Business telephone number _____
 10. Cell number for weekend contact _____
 11. Any other pertinent information _____
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TO ENSURE THE SMOOTH HANDLING OF YOUR PRESENTATION AND MATERIALS, IT IS IMPORTANT THAT THIS QUESTIONNAIRE BE RETURNED TO WESTON & ASSOCIATES, INC. BY FEBRUARY 16, 2018

EMAIL: [JAWESTON@WESTONINC.COM](mailto:jaweston@westoninc.com)