

AIFA 2017 MID-WINTER CONFERENCE BOCA RATON RESORT & CLUB PANELIST AND ITEMS SHIPPED

Please fill out this form and return by February 17, 2017 to Joel Weston at
jaweston@westoninc.com

Panelist(s): Please list name and title

Name _____ **Title** _____

Name _____ **Title** _____

Name of Company: _____

Address: _____

Name of Contacts _____
(Assistant and IR Person)

Telephone/Fax /Cell _____

Email Address _____

All panelist 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 giving out information at your presentation?	YES	NO
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If yes, what type of information: _____

Please have all materials you intend to distribute sent to:

***Boca Raton Resort & Club
501 East Camino Real
Boca Raton, FL 33432
Hold for AIFA Conference
Conference Services Manager: Eddie Negron***

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

Please label your boxes in the following manner:

- *“Hold for AIFA meeting—(name of speaker)”*
- *Write the 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.*

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).

AIFA 2017 MID-WINTER CONFERENCE
BOCA RATON RESORT & CLUB
QUESTIONNAIRE AND ITEMS SHIPPED

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 17, 2017. Weston & Associates, Inc. is the meeting management company for the 2017 AIFA Conference at The Boca Raton Resort & Club. 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 17, 2017

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