

AIFA Association of Insurance and Financial Analysts

PANELIST AND SPONSORS ITEMS SHIPPED FORM

Please fill out this form and return by February 24, 2023, to Joel Weston at jaweston@westoninc.com

Panelist(s):

Name _____ Title _____

Name _____ Title _____

Name of Company: _____

Address: _____

Name of Contacts _____

(Assistant and/or IR Person)

Telephone/Cell _____

Email Address _____

All panelists and sponsors must register and make room reservations online at www.aifa-insurance.com .

Please note that the email address entered on the registration/reservation site will receive all correspondence, including hotel confirmations. 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

If yes, what type of materials: _____

Please have all materials sent to:

Naples Grande Beach Resort
475 Seagate Drive
Naples, FL 34103
Hold for AIFA Conference
Conference Services Manager: Jose Brao

Please label your boxes in the following manner:

- 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 or inside your individual meeting as directed.

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 24, 2023. Weston & Associates, Inc. is the meeting management company for the 2023 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 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 _____