



National Association of Professional Surplus Lines Offices, Ltd.

200 N.E. 54th Street • Suite 200 • Kansas City, MO 64118 • 816/741-3910 • Fax 816/741-5409

www.napslo.org

Richard M. Bouhan
Executive Director

TO: Publishers

RE: Distribution of Publications at NAPSLO's 2011 Annual Convention

NAPSLO will have a Publications Table for insurance periodicals at the 2011 NAPSLO Annual Convention, set for October 10-13 at the Manchester Grand Hyatt San Diego. If you wish to have copies of your publication available for attendees to pickup, please read the following information; complete the information at the bottom and fax to Mike Ardis at NAPSLO (816-741-5409) or e-mail to mike@napslo.org to indicate that you are sending copies of your publication.

NOTE: Because hotels now charge NAPSLO for each box delivered, we have instituted a charge to our cover costs. Publications may send two boxes at no charge. For additional boxes there is a \$25 fee per box. If sending more than two boxes, please complete the payment information on the next page and return to NAPSLO, along with this form. NAPSLO will not display publications if more than two boxes are received and payment arrangements are not made.

Approved Publications: Publications that report on insurance news and issues will be accepted. Company publications/newsletters, advertising, sales or promotional materials will not be displayed.

Registration Hours: Access to publications (which will be displayed in the Registration Area) is available during Registration hours, 10:00 a.m. to 7:00 p.m. on Monday, October 10 and 7:30 a.m. to 6:00 p.m. on Tuesday and Wednesday.

Room Delivery: If you would like to schedule a room delivery of your publication, you must have prior approval. Please email your request to mike@napslo.org.

Delivery: Publications should arrive **NO LATER** than October 10. Please send to:

Manchester Grand Hyatt San Diego
c/o NAPSLO/Mike Ardis
One Market Place
San Diego, California, USA 92101
Phone: (619) 232 1234

Quantity to send: While NAPSLO expects 3,000 delegates to attend the meeting, however in the past only a few hundred copies of any publications have been picked up. **The majority of attendees stopping by the Publications Table will do so on Monday and Tuesday while picking up registration materials. Please note the charge for more than two boxes sent. All leftover publications will be disposed.**

Publication: _____

Contact Name & Phone: _____

Number of Boxes: _____ Expected Arrival Date: _____



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Publication Delivery Payment Information

If sending more than two boxes of publication for display at the NAPSLO meeting, please include payment information below and return PRIOR to the meeting.

There is no charge for the first two boxes. Additional boxes are \$25 per box. NAPSLO will not charge the credit card until after the meeting in order to determine the actual number of boxes delivered.

NAPSLO will not display publications if more than two boxes are received and payment arrangements are not made prior to the meeting.

A.) Expected number of boxes: _____

B.) Box allowance: _____ 2 _____

C.) Boxes at \$25 (A minus B) _____

D.) Total amount due (C x \$25) _____

Method of Payment:

Check payable to NAPSLO American Express MasterCard Visa

CREDIT CARD# _____

Exp. Date (mm/yy) _____

NAME ON CREDIT CARD (PLEASE PRINT) _____

SIGNATURE (Required) _____ DATE _____