

# Company Registration & Total Payment Form

Please Print Clearly

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Web Site: \_\_\_\_\_

We are a:  REGULAR MEMBER  INDUSTRY ASSOCIATE MEMBER  OFFICER/STAFF  HONORARY MEMBER  PRE-APPROVED GUEST  
 PROSPECTIVE REGULAR MEMBER  PROSPECTIVE ASSOCIATE MEMBER  SPEAKER  OTHER \_\_\_\_\_

## INSTRUCTIONS:

1. Please make sure to print all information legibly as the information is used for the Program registration list and for name badges.
2. This page requires information on your company. The following forms require information on all the people who will be in attendance, and information if your company is sponsoring or exhibiting.
3. Please carefully complete all Forms as appropriate. Then add all fees due IACOA on each Form and complete the payment section below.
4. Choose your payment option.

If you have any questions, please contact John Margaritis. Phone: 281/292-8208, Fax: 281/292-9308, or e-mail: jmiacoa@yahoo.com

## NON-MEMBER REGISTRANTS:

Non-members may not attend the Annual Convention without first requesting and receiving prior approval. If you are a non-member and would like to attend this year's Annual Convention, you need to contact John Margaritis, IACOA's Administrator at 281/292-8208. Do not send in Registration Forms until your attendance has been approved.

## REPRESENTATIONS & RELEASES:

It is understood and agreed by any and all Attendees to this year's IACOA Annual Convention, that no representations and/or endorsements are being made or will be made by IACOA with respect to any information, equipment, systems, hardware/software, programs, and/or industry related material that may be presented, exhibited, shown, discussed, etc., at any of the IACOA functions or meetings.

Furthermore, by executing this Registration Form, anyone participating in such functions and/or meetings acknowledges and fully releases, acquits, satisfies and forever discharges IACOA and its Officers, Directors, Agents, employees or representatives from any and all matters of actions, course of actions, suits, claims and demands whatsoever at law or in equity against IACOA and its Officers, Directors, Agents, employees or representatives.

## LATE REGISTRATION POLICY:

A Late Fee of \$100.00 applies to each Attendee for registrations received by IACOA after June 19, 2009 and before July 10, 2009. Thereafter, a \$150.00 Late Fee applies to each Attendee. Late registrations without this fee will not be processed.

## REFUND POLICY:

Refund requests will be handled as follows: If your request is received by John Margaritis five (5) weeks or more prior to the Saturday Reception then 100% of your registration fee will be refunded; four (4) weeks 50%; three (3) weeks or less, no refund will be made.

## PAYMENT OPTIONS:

You may pay your registration fees by check, money order, credit card or wire transfer. Checks and money orders must be made payable to I.A.C.O.A. or to pay by credit card, complete the credit card authorization below. International members must pay by check drawn on a U.S. Bank in U.S. Funds, U.S. Credit Card, or by wire transfer using the following bank information:

**Wells Fargo Bank, Routing #122000247; Account #0372-832923**

Once you have completed all Registration Forms, mail or fax them to the IACOA main office listed below.

## PAYMENT DUE:

Please carefully total the Fees due from the Forms completed and enter the Grand Total below along with your method of payment:

Total—Regular Member Form(s): \$ \_\_\_\_\_

Total—Associate Member Form: \$ \_\_\_\_\_

Total—Add'l Associate Member Form(s): \$ \_\_\_\_\_

Total—Guest or Speaker Form(s): \$ \_\_\_\_\_

Total—Spouse's Form(s): \$ \_\_\_\_\_

Total—Child's Form(s): \$ \_\_\_\_\_

Total—Sponsor's Form: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

## Mail Registration Forms & Payment to:

**IACOA  
John Margaritis, Administrator  
8000 Research Forest Drive, Suite 115-155  
The Woodlands, TX 77382-1506**

**or Fax: 281/292-9308**

CHECK  WIRE TRANSFER  MC  VISA  AMEX

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Credit Card Number

Exp Date

\_\_\_\_\_  
Name as it appears on the Credit Card (please print)

\_\_\_\_\_  
3 or 4 Digit Security Code on Front or Back of the Card

\_\_\_\_\_  
Complete Billing Address for the Credit Card including Zip Code

# Regular Member Attendee Form

Please Complete One Form for each Attendee

REGULAR MEMBER ATTENDEE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

**Convention Registration Base Fee** ..... @ \$ 495 495.00

**Boston Historic Tour:** Friday, 07/17/09. Tour Trolleys run from 9:00 AM to 5:00 PM, every fifteen (15) minutes. You choose your own time, your own schedule. We suggest 9:00 A.M. - 3:00 P.M.

Boston's Old Town Trolley Tours is clearly the best way to take in this historic city. Trolleys run every fifteen minutes, and you can hop on and off as you wish. The entire tour is narrated, and there are seventeen (17) stops, including the Boston Waterfront/Faneuil Hall; the USS Constitution/Charlestown Navy Yard; Cambridge/M.I.T./Harvard; Beacon Hill/Boston Common; and so much more. Trolley stop number 10 is right outside the front door of our hotel, so it is as convenient as it is informative and the best way to see Boston.

<Dress Code: Casual and Comfortable Walking Attire Suitable for the Day's Expected Weather Conditions> ..... @ \$35 \_\_\_\_\_

**Board of Directors Annual Meeting:** Friday 07/17/09, 1:00 P.M. - 5:00 P.M.

The Board of Directors Annual Meeting is open to any Regular Member in good standing. This is an opportunity for Regular Members to sit in on a meeting and observe the administration of our Association and make your views known. If you will be attending, please be sure to circle Yes or No.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Regular Members/New Members/Guests/Speakers Breakfast:** Saturday, 07/18/09, 8:00 A.M. - 9:00 A.M.

All Regular Members/New Members/Guests/Speakers are invited to join the IACOA Board for a Welcome Breakfast. Here is an opportunity to meet fellow attendees and introduce yourself in an informal setting before the convention begins. A New Member is defined as a company that has been voted into membership in either in 2008 or 2009. A Guest or a Speaker is a Convention Attendee invited by the IACOA Board or Administrator. All Regular Members in good standing are invited. Please make every effort to attend (no more than two Representatives from each company), and be sure to circle Yes or No.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Regular Member Sound-off:** Saturday, 07/18/09, 9:00 A.M. - 11:00 A.M.

Regular Member Sound-off is **restricted to Regular Members and Prospective Regular Members only**. Please be sure to attend the New Member Breakfast at 8:00 A.M. in the same room. When breakfast is completed, all New Members, Guests, and Speakers will be excused and Sound-off will begin. Please make every effort to attend, and be sure to circle Yes or No.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Exhibitor Viewing:** Saturday, 07/18/09, 12:00 P.M. - 2:00 P.M.

The Exhibition Hall will be ready for viewing at 12:00 P.M. Please be sure to stop in and meet with our Exhibitors. We'll have drawings for valuable gifts later tonight for those Regular Members who have completed an Exhibitor visitor card today.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Cocktail Reception, Dinner Banquet & Entertainment:** Saturday, 7/18/09, 7:00 P.M. - 10:00 P.M.

The Cocktail Reception will start at 7:00 PM, followed by a Dinner Banquet in the Ballroom, a hosted bar for a good part of the evening, entertainment, door prizes and awards. The Sunday night event officially kicks off our Annual Convention and is our social event of the year.

<Dress Code: Men, Jacket and Tie; Women, Dress, Skirt or Pants Suit> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Sunday Luncheon:** 07/19/09, 12:00 P.M. - 1:30 P.M. .... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Exhibitor Viewing & Cash Bar Cocktail Reception:** Sunday, 07/19/09, 6:00 P.M. - 7:00 P.M.

Please join Exhibitors and Attendees for a cocktail in the Exhibit Ballroom before an evening on your own.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... Included in Registration Fee--Attending?..... Yes No  
Circle One

**Monday Luncheon:** 07/20/09, 12:00 P.M. - 1:30 P.M. .... Included in Registration Fee--Attending?..... Yes No  
Circle One

**2009 Farewell Party at The Kings Lounge:** Monday, 07/20/09, 6:30 P.M. - 10:00 P.M.

Join us for a casual 2009 Farewell Party across the street from the hotel at the Kings Lounge. We have reserved the Billiards Room, a few bowling lanes, and of course a full bar. We look to make it a great evening of fun, competition, and great prizes with friends. You won't want to miss this evening and a farewell to Boston and 2009.

<Dress Code: Casual> ..... @ \$ 20 \_\_\_\_\_

**Tuesday Business Continuity Conference at the Boston Fed:** Tuesday, 07/22/09, 8:00 A.M. - 4:00 P.M.

All IACOA Regular Members are invited to attend the Fed's Business Continuity Conference at the Boston Fed. We have contracted for transportation to and from the Fed and we will depart the hotel at 8:00 A.M. sharp.

<Dress Code: Long Pants, Collared Shirt, Jacket, Shoes, No Sneakers> ..... @ \$ 25 \_\_\_\_\_

- Late Fee Due if this Registration Form is Received after 06/19/09 and before 07/10/09 ..... @ \$100 \_\_\_\_\_

- Late Fee Due if registering on 07/11/09 or later ..... @ \$150 \_\_\_\_\_

**Total Registration Fees due for this Attendee.** ..... \$ \_\_\_\_\_

# Associate Member Attendee Form

Please Complete One Form for each Attendee

**ASSOCIATE MEMBER ATTENDEE NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ @ \_\_\_\_\_

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

**Convention Registration Base Fee** ..... @ \$ 990 **990.00**

**(Additional Attendees from this company must complete the Additional Attendee Form @ \$495)**

The Associate Member Base Registration Fee includes an 8'x 10' piped & draped booth in the Ballroom. The first Associate Member registrant from each company must use this form and pay this Registration Fee whether or not the Registrant wants the booth.

In either event, each Associate Member company must complete the Exhibitor's Form. If you will require a booth and will man that booth, make your booth selection(s). If you do not require a booth, then check the box "No Booth Required". The Registration Fee remains the same at \$990. Submit the completed Exhibitor's Form with your other completed Forms and the appropriate payment. If you require electricity and/or drayage, be sure to contact our Exposition Services company and make the necessary arrangements directly.

**Boston Historic Tour:** Friday, 07/17/09. Tour Trolleys run from 9:00 AM to 5:00 PM, every fifteen (15) minutes. You choose your own time, your own schedule. We suggest 9:00 A.M. - 3:00 P.M.

Boston's Old Town Trolley Tours is clearly the best way to take in this historic city. Trolleys run every fifteen minutes, and you can hop on and off as you wish. The entire tour is narrated, and there are seventeen (17) stops, including the Boston Waterfront/Faneuil Hall; the USS Constitution/Charlestown Navy Yard; Cambridge/M.I.T./Harvard; Beacon Hill/Boston Common; and so much more. Trolley stop number 10 is right outside the front door of our hotel, so it is as convenient as it is informative and the best way to see Boston.

<Dress Code: Casual and Comfortable Walking Attire Suitable for the Day's Expected Weather Conditions> ..... @ \$35 \_\_\_\_\_

**Regular Members/New Members/Guests/Speakers Breakfast:** Saturday, 07/18/09, 8:00 A.M. - 9:00 A.M.

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<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Exhibitor Setup:** Saturday, 07/18/09, 9:00 A.M. - 11:00 A.M.

All Exhibitors must setup their booths between the hours of 9:00 A.M. and 11:00 A.M. on Saturday, July 18, 2009. Any Exhibitor who fails to complete their setup by 11:00 A.M. will not be permitted to Exhibit at the 2009 Annual Convention.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers>

**Exhibitor Viewing:** Saturday, 07/18/09, 12:00 P.M. - 2:00 P.M.

The Exhibition Hall will be ready for viewing at 12:00 P.M. Please be sure to stop in and meet with our Exhibitors. We'll have drawings for valuable gifts later tonight for those Regular Members who have completed an Exhibitor visitor card today.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Cocktail Reception, Dinner Banquet & Entertainment:** Saturday, 7/18/09, 7:00 P.M. - 10:00 P.M.

The Cocktail Reception will start at 7:00 PM, followed by a Dinner Banquet in the Ballroom, a hosted bar for a good part of the evening, entertainment, door prizes and awards. The Sunday night event officially kicks off our Annual Convention and is our social event of the year.

<Dress Code: Men, Jacket and Tie; Women, Dress, Skirt or Pants Suit> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Sunday Luncheon:** 07/19/09, 12:00 P.M. - 1:30 P.M. .... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Exhibitor Viewing & Cash Bar Cocktail Reception:** Sunday, 07/19/09, 6:00 P.M. - 7:00 P.M.

Please join Exhibitors and Attendees for a cocktail in the Exhibit Ballroom before an evening on your own.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Monday Luncheon:** 07/20/09, 12:00 P.M. - 1:30 P.M. .... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**2009 Farewell Party at The Kings Lounge:** Monday, 07/20/09, 6:30 P.M. - 10:00 P.M.

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You won't want to miss this evening and a farewell to Boston and 2009.

<Dress Code: Casual> ..... @ \$ 20 \_\_\_\_\_

- Late Fee Due if this Registration Form is Received after 06/19/09 and before 07/10/09 ..... @ \$100 \_\_\_\_\_

- Late Fee Due if registering on 07/11/09 or later ..... @ \$150 \_\_\_\_\_

**Total Registration Fees due for this Attendee.....** \$ \_\_\_\_\_

# Additional Associate Attendee Form

Please Complete One Form for each Attendee

**ADDITIONAL ASSOCIATE ATTENDEE NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ @ \_\_\_\_\_

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

**Additional Associate Attendee Registration Base Fee** ..... @ \$ 495

495.00

*(This Form may only be used with a full paying Associate Member Attendee from the same member company)*

**Boston Historic Tour:** Friday, 07/17/09. Tour Trolleys run from 9:00 AM to 5:00 PM, every fifteen (15) minutes. You choose your own time, your own schedule. We suggest 9:00 A.M. - 3:00 P.M.

Boston's Old Town Trolley Tours is clearly the best way to take in this historic city. Trolleys run every fifteen minutes, and you can hop on and off as you wish. The entire tour is narrated, and there are seventeen (17) stops, including the Boston Waterfront/Faneuil Hall; the USS Constitution/Charlestown Navy Yard; Cambridge/M.I.T./Harvard; Beacon Hill/Boston Common; and so much more. Trolley stop number 10 is right outside the front door of our hotel, so it is as convenient as it is informative and the best way to see Boston.

<Dress Code: Casual and Comfortable Walking Attire Suitable for the Day's Expected Weather Conditions> ..... @ \$35

**Regular Members/New Members/Guests/Speakers Breakfast:** Saturday, 07/18/09, 8:00 A.M. - 9:00 A.M.

All Regular Members/New Members/Guests/Speakers are invited to join the IACOA Board for a Welcome Breakfast. Here is an opportunity to meet fellow attendees and introduce yourself in an informal setting before the convention begins. A New Member is defined as a company that has been voted into membership in either in 2008 or 2009. A Guest or a Speaker is a Convention Attendee invited by the IACOA Board or Administrator. All Regular Members in good standing are invited. Please make every effort to attend (no more than two Representatives from each company), and be sure to circle Yes or No.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Exhibitor Setup:** Saturday, 07/18/09, 9:00 A.M. - 11:00 A.M.

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<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers>

**Exhibitor Viewing:** Saturday, 07/18/09, 12:00 P.M. - 2:00 P.M.

The Exhibition Hall will be ready for viewing at 12:00 P.M. Please be sure to stop in and meet with our Exhibitors. We'll have drawings for valuable gifts later tonight for those Regular Members who have completed an Exhibitor visitor card today.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Cocktail Reception, Dinner Banquet & Entertainment:** Saturday, 7/18/09, 7:00 P.M. - 10:00 P.M.

The Cocktail Reception will start at 7:00 PM, followed by a Dinner Banquet in the Ballroom, a hosted bar for a good part of the evening, entertainment, door prizes and awards. The Sunday night event officially kicks off our Annual Convention and is our social event of the year.

<Dress Code: Men, Jacket and Tie; Women, Dress, Skirt or Pants Suit> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Sunday Luncheon:** 07/19/09, 12:00 P.M. - 1:30 P.M. .... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Exhibitor Viewing & Cash Bar Cocktail Reception:** Sunday, 07/19/09, 6:00 P.M. - 7:00 P.M.

Please join Exhibitors and Attendees for a cocktail in the Exhibit Ballroom before an evening on your own.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

**Monday Luncheon:** 07/20/09, 12:00 P.M. - 1:30 P.M. .... **Included in Registration Fee--Attending?.....** **Yes No**  
Circle One

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<Dress Code: Casual> ..... @ \$ 20

- Late Fee Due if this Registration Form is Received after 06/19/09 and before 07/10/09 ..... @ \$100

- Late Fee Due if registering on 07/11/09 or later ..... @ \$150

**Total Registration Fees due for this Attendee. .... \$** \_\_\_\_\_

# Guest or Speaker Attendee Form

Please Complete One Form for each Attendee

**GUEST OR SPEAKER ATTENDEE NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ @ \_\_\_\_\_

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

**Convention Registration Base Fee** ..... @ \$ 495 495.00

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Circle One

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- Late Fee Due if registering on 07/11/09 or later ..... @ \$150 \_\_\_\_\_

**Total Registration Fees due for this Attendee.** ..... \$ \_\_\_\_\_

# Spouse's Form

Please Complete One Form for each Spouse

**SPOUSE'S NAME** (only one Spouse per Full Paying Attendee): \_\_\_\_\_

**TITLE** (if applicable): \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ @ \_\_\_\_\_

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

**Convention Base Registration Fee** ..... @ \$ 295 **295.00**

**Boston Historic Tour:** Friday, 07/17/09. Tour Trolleys run from 9:00 AM to 5:00 PM, every fifteen (15) minutes. You choose your own time, your own schedule. We suggest 9:00 A.M. - 3:00 P.M.

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**Exhibitor Viewing & Cash Bar Cocktail Reception:** Sunday, 07/19/09, 6:00 P.M. - 7:00 P.M.

Please join Exhibitors and Attendees for a cocktail in the Exhibit Ballroom before an evening on your own.

<Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers> ..... **Included in Registration Fee--Attending?** ..... **Yes No**  
Circle One

**Monday Luncheon:** 07/20/09, 12:00 P.M. - 1:30 P.M. .... **Included in Registration Fee--Attending?** ..... **Yes No**  
Circle One

**2009 Farewell Party at The Kings Lounge:** Monday, 07/20/09, 6:30 P.M. - 10:00 P.M.

Join us for a casual 2009 Farewell Party across the street from the hotel at the Kings Lounge. We have reserved the Billiards Room, a few bowling lanes, and of course a full bar. We look to make it a great evening of fun, competition, and great prizes with friends. You won't want to miss this evening and a farewell to Boston and 2009.

<Dress Code: Casual> ..... @ \$ 20 \_\_\_\_\_

**Tuesday Business Continuity Conference at the Boston Fed:** Tuesday, 07/22/09, 8:00 A.M. - 4:00 P.M.

All IACOA Regular Members are invited to attend the Fed's Business Continuity Conference at the Boston Fed. We have contracted for transportation to and from the Fed and we will depart the hotel at 8:00 A.M. sharp.

<Dress Code: Long Pants, Collared Shirt, Jacket, Shoes, No Sneakers> ..... @ \$ 25 \_\_\_\_\_

- Late Fee Due if this Registration Form is Received after 06/19/09 and before 07/10/09 ..... @ \$100 \_\_\_\_\_

- Late Fee Due if registering on 07/11/09 or later ..... @ \$150 \_\_\_\_\_

**Total Registration Fees due for this Attendee.** ..... \$ \_\_\_\_\_

# Child's Form

Please Complete One Form for each Child

CHILD'S NAME (must be under 18 years of age): \_\_\_\_\_

TITLE (if applicable): \_\_\_\_\_

## Convention Registration Fee Due for Each Child of a Full Paying Attendee This Form is for a Child of a Full Paying Attendee Only

Please fill in each amount if appropriate, circle yes or no where indicated, and total the amount due at the bottom.

**Fees Due**

<b>Convention Base Registration Fee</b> .....	<b>@ \$ 100</b>	<u>100.00</u>
<b>Boston Historic Tour:</b> Friday, 07/17/09. Tour Trolleys run from 9:00 AM to 5:00 PM, every fifteen (15) minutes. You choose your own time, your own schedule. We suggest 9:00 A.M. - 3:00 P.M. <i>Boston's Old Town Trolley Tours is clearly the best way to take in this historic city. Trolleys run every fifteen minutes, and you can hop on and off as you wish. The entire tour is narrated, and there are seventeen (17) stops, including the Boston Waterfront/Faneuil Hall; the USS Constitution/Charlestown Navy Yard; Cambridge/M.I.T./Harvard; Beacon Hill/Boston Common; and so much more. Trolley stop number 10 is right outside the front door of our hotel, so it is as convenient as it is informative and the best way to see Boston.</i>		
<b>&lt;Dress Code: Casual and Comfortable Walking Attire Suitable for the Day's Expected Weather Conditions&gt;</b> .....		<b>@ \$35</b> _____
<b>Exhibitor Viewing:</b> Saturday, 07/18/09, 12:00 P.M. - 2:00 P.M. <i>The Exhibition Hall will be ready for viewing at 12:00 P.M. Please be sure to stop in and meet with our Exhibitors. We'll have drawings for valuable gifts later tonight for those Regular Members who have completed an Exhibitor visitor card today.</i>		
<b>&lt;Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers&gt;</b> .....		<b>Included in Registration Fee--Attending?.....</b> <b>Yes No</b> <small>Circle One</small>
<b>Cocktail Reception, Dinner Banquet &amp; Entertainment:</b> Saturday, 7/18/09, 7:00 P.M. - 10:00 P.M. <i>The Cocktail Reception will start at 7:00 PM, followed by a Dinner Banquet in the Ballroom, a hosted bar for a good part of the evening, entertainment, door prizes and awards. The Sunday night event officially kicks off our Annual Convention and is our social event of the year.</i>		
<b>&lt;Dress Code: Men, Jacket and Tie; Women, Dress, Skirt or Pants Suit&gt;</b> .....		<b>Included in Registration Fee--Attending?.....</b> <b>Yes No</b> <small>Circle One</small>
<b>Sunday Luncheon:</b> 07/19/09, 12:00 P.M. - 1:30 P.M. ....		<b>Included in Registration Fee--Attending?.....</b> <b>Yes No</b> <small>Circle One</small>
<b>Exhibitor Viewing &amp; Cash Bar Cocktail Reception:</b> Sunday, 07/19/09, 6:00 P.M. - 7:00 P.M. <i>Please join Exhibitors and Attendees for a cocktail in the Exhibit Ballroom before an evening on your own.</i>		
<b>&lt;Dress Code: Long Pants, Collared Shirt, Shoes, No Sneakers&gt;</b> .....		<b>Included in Registration Fee--Attending?.....</b> <b>Yes No</b> <small>Circle One</small>
<b>Monday Luncheon:</b> 07/20/09, 12:00 P.M. - 1:30 P.M. ....		<b>Included in Registration Fee--Attending?.....</b> <b>Yes No</b> <small>Circle One</small>
<b>2009 Farewell Party at The Kings Lounge:</b> Monday, 07/20/09, 6:30 P.M. - 10:00 P.M. <i>Join us for a casual 2009 Farewell Party across the street from the hotel at the Kings Lounge. We have reserved the Billiards Room, a few bowling lanes, and of course a full bar. We look to make it a great evening of fun, competition, and great prizes with friends. You won't want to miss this evening and a farewell to Boston and 2009.</i>		
<b>&lt;Dress Code: Casual&gt;</b> .....		<b>@ \$ 20</b> _____
<b>- Late Fee Due if this Registration Form is Received after 06/19/09 and before 07/10/09</b> .....		<b>@ \$100</b> _____
<b>- Late Fee Due if registering on 07/11/09 or later</b> .....		<b>@ \$150</b> _____
<b>Total Registration Fees due for this Attendee.</b> .....		<b>\$</b> _____

# Sponsor's Form

Representative's Name: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Representative's E-mail: \_\_\_\_\_ @ \_\_\_\_\_

If you would like to sponsor a function this year, simply complete this form and submit it with your other Registration Forms. Select the number of the function you want to sponsor, your second and third choices in case your first or second choice is already taken (*second and third choices are not required*), and mail or fax it to John Margaritis with the rest of your Registration Forms and your total payment. We will send you a paid receipt to acknowledge your payment and confirm your sponsorship.

2008 Sponsors have priority for sponsoring the same event in 2009. To sponsor the same event in 2009, the event must be paid for by the May 15, 2009 cut-off or it will be made available to all.

## **Sponsor Function Selections** *(The Sponsor Function List is included elsewhere in the Registration Packet and on the IACOA web site)*

**We want to sponsor at the 2009 Annual Convention. In case our first choice is already taken, then our second choice (if any) is acceptable, and if that is already taken, then our third choice (if any) is acceptable. If all our choices are already taken by the time you receive this form, then call me.**

**Our payment total below is for the highest sponsor function amount possible. I understand our Payment Registration Form must indicate the highest sponsor function amount possible, however, my credit card will only be charged for the Sponsor Event awarded, if any. In the event I pay by check, any amount paid in excess of the Sponsor Event awarded will be refunded to me within thirty (30) days.**

1st Choice:                      Sponsor Function # \_\_\_\_\_ \$ \_\_\_\_\_

2nd Choice *(not required)*:      Sponsor Function # \_\_\_\_\_ \$ \_\_\_\_\_

3rd Choice *(not required)*:      Sponsor Function # \_\_\_\_\_ \$ \_\_\_\_\_

**Total Sponsor Fees Due** .....\$ \_\_\_\_\_

# Exhibitor's Form

Representative's Name: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Representative's E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

If you want to exhibit this year, simply complete this form, submit it with your other Registration Forms, and an insurance certificate naming IACOA as a loss payee for an amount not less than \$1,000,000. Select the number of the booth you want, your second, third, and fourth choices in case your first, second, or third choice is already taken (*second, third, and fourth choices are not required*) and mail or fax it to John Margaritis with the rest of your Registration Forms, your payment (*an Attendee Form & payment for the Exhibitor Representative is still required*), and an insurance certificate. We will send you a paid receipt to acknowledge your payment and your booth assignment. Exhibitor Forms, payment, and insurance certificate must be received by June 19, 2009 to be considered. Booth selections will be made on a first come first served basis.

If you do not want to exhibit this year, please check the box below:

**No Booth Required**

## Exhibitor Booths are 8x10 Piped & Draped

*Includes 6' Table Top, Two Chairs, One Wastebasket. If you require additional exhibition services such as electricity, internet, or drayage, please contact our Exposition Services Company directly for services offered and their pricing.*

**Exhibitor Booth Locations** (*An Exhibitor Floor Plan is available in the Registration Packet and on the IACOA web site*)

**We want to exhibit at the 2009 Annual Convention. In case our first choice is already taken, then our second choice (if any) is acceptable, if that is already taken, then our third choice (if any) is acceptable, and if that is already taken, then our fourth choice (if any) is acceptable. If all our choices are already taken by the time you receive this form, then call me.**

**1st Choice: Booth # \_\_\_\_\_ 2nd: Booth # \_\_\_\_\_ 3rd: Booth # \_\_\_\_\_ 4th: Booth # \_\_\_\_\_**  
(*2nd, 3rd & 4th Choices are not required but recommended as Booth assignments go quickly*)

## Exhibitor Setup: Saturday 07/18/09, 9:00 A.M. to 11:00 A.M.

*Exhibitor 8' x 10' piped and draped booths will be ready and available for move-in at 9:00 A.M. If you shipped anything to our contracted drayage company, it will be waiting for you at your assigned booth. Any Exhibitor who fails to complete their setup by 11:00 A.M. will not be permitted to Exhibit at the 2009 Annual Convention.*

## Exhibitor Viewing: Saturday, 07/18/09, 12:00 P.M. - 2:00 P.M.

*The Exhibition Hall will be ready for viewing at 12:00 P.M. Please be sure to stop in and meet with our Exhibitors. We'll also have drawings for valuable gifts for those Regular Members who have completed an Exhibitor Visitor Card.*

## Exhibitor Teardown: Monday, 07/20/09 @ 5:00 P.M.

*\*Please note that no Exhibitor Booths may be torn down before the end of the General Session at 5:00 P.M. Any attempt to do so will be halted.*