ENROLLED ACTUARIES MEETING

MARRIOTT WARDMAN PARK HOTEL
WASHINGTON, DC

March 29–April 1, 2020

EXHIBITORS GUIDE
CCACTUARIES.ORG/GO/EAMEETING
WHY EXHIBIT?

The Enrolled Actuaries (EA) Meeting is jointly sponsored by the Conference of Consulting Actuaries (CCA) and the American Academy of Actuaries. The meeting offers a variety of panels and workshops, covering a wide range of topics and issues relevant to the pension practice. By exhibiting at the meeting, you have will have access to the largest gathering of premier Enrolled Actuaries and other pension professionals.

The Enrolled Actuaries Meeting offers you the ability to:

- Generate new business
- Present new products & services
- Showcase your company
- Initiate face time with new prospects
- Connect with your clients
- Leverage a great location

As an exhibitor, you will receive listings in EA print materials and on the meeting app and meeting website, a pre-event promotional email to registered attendees, access to receptions and more.

Make an IMPACT at the largest gathering of pension actuaries.

FOR MORE INFORMATION ON EXHIBITING, CONTACT

MARIE SHAW
847-719-6500 • MSHAW@CCACTUARIES.ORG
WWW.CCACTUARIES.ORG/GO/EAMEETING
ATTENDEE TESTIMONIALS

“The level of technical content was GREAT. Having government speakers is also A BIG DEAL for me.”
“The recent schedule change and ADDITION OF WIFI are EXCELLENT IMPROVEMENTS.”
“The SPEAKERS KNOW THEIR CONTENT extremely well.
It’s also nice that we can go to many seminars BASED ON OUR SPECIALTIES.”

“Plenty of NETWORKING OPPORTUNITIES, sessions were INFORMATIVE, speakers were KNOWLEDGEABLE and encouraged audience PARTICIPATION.”
“I enjoyed the INTERACTION and DISCUSSIONS.”
“I liked the OPPORTUNITIES TO NETWORK. I found the ethics session discussions very interesting.”

“This was EXCELLENT, not just better.”
“This was my first EA Meeting and it was better than I hoped. The KNOWLEDGE AND EXPERTISE was great. I’m looking forward to next year.”
“I got VALUE from EVERY SESSION that I attended.”
“SIGNIFICANT OPPORTUNITY to earn CE credits and many relevant sessions.”

“As a small plan actuary, I like being able to set myself up with a track of small plan topics. The meeting is also VERY WELL ORGANIZED.”
“I liked the session that had the polling. It encouraged open discussion that allowed you to LEARN A LOT from your peers and HEAR PERSPECTIVES from actuaries that WORK IN VARIOUS ASPECTS of the pension industry.”
“WIDE VARIETY of session topics.”

“Location, interaction with regulators, program CONTENT TOP-NOTCH!”
“I’ve been going for several years, and 2019 was one of THE BEST ONES.”
“Overall it was ANOTHER GREAT EXPERIENCE.”
“Great variety of KEY TOPICS IMPACTING ALL PLANS (single, multi, public).”

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EXHIBIT AT THE 2020 ENROLLED ACTUARIES MEETING

Your booth in the exhibit hall costs just $3,000 when received by Friday, February 21, 2020. Applications received after this date cost $3,200 on a space-available basis.

EXHIBITORS RECEIVE:

- **A 100 SQUARE FOOT (10’ X 10’) EXHIBIT BOOTH SPACE** with 8’ high pipe and drape back wall, 3’ high pipe and drape side wall, 7” x 44” company name sign.

- Recognition in the **EA MEETING APP**, the **EA MEETING FINAL PROGRAM**, and on the **EA MEETING WEBSITE**.

- A 50-word company description in the **PROGRAM LISTINGS** (EA Meeting app & Exhibitor Directory in onsite program).

- **ONE PRE-EVENT PROMOTIONAL EMAIL** to attendees registered for the meeting.

- **TWO EXHIBITOR BADGES** to gain access to the receptions on Monday and Tuesday as well as the continental breakfasts.

- **ATTENDEE MEETING MATERIALS**.

- Ability to **ANNOUNCE A RAFFLE/GIVEAWAY** winner.

**NEW!**

**Additional Sponsorship Opportunities**

**BADGE LANYARDS** – Expand your reach by sponsoring the badge lanyards for the meeting. Each attendee will be provided a lanyard featuring your company’s name to wear throughout the meeting.

*Cost – $2,000 – Exclusive*

**BREAKFAST PACKAGE** – Greet attendees as they begin their day by sponsoring one of the breakfast packages.

*Cost – $6,000–$7,000 – 3 Available*

**NETWORKING BREAK** – Score big points with attendees by sponsoring the popular Tuesday afternoon ice cream break.

*Cost – $3,000 – Exclusive*

**LUNCHES** – Demonstrate your value to the actuarial community in a relaxed, friendly atmosphere by sponsoring one of the lunch events.

*Cost – $15,000 – 2 Available*

**TUESDAY EVENING EVENT** – The Tuesday Evening Event is the largest social gathering of the EA Meeting and a prime opportunity for sponsors to immerse themselves in the happy memories of the attendees.

*Cost – $10,000 – 2 Available*

**WIFI** – Command the attention of every attendee with your company’s name as the meeting’s WiFi password.

*Cost – $3,000 – Exclusive*

Exhibit Hall Hours (Preliminary schedule, subject to change)

<table>
<thead>
<tr>
<th>Monday, March 30</th>
<th>Tuesday, March 31</th>
<th>Wednesday, April 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am – 8:30 am (Continental Breakfast)</td>
<td>7:30 am – 8:30 am (Continental Breakfast)</td>
<td>7:00 am – 8:00 am (Continental Breakfast)</td>
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<tr>
<td>10:10 am – 10:30 am</td>
<td>10:10 am – 10:30 am</td>
<td>9:15 am – 9:45 am</td>
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<td>2:15 pm – 2:45 pm</td>
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<tr>
<td>4:00 pm – 4:30 pm</td>
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<tr>
<td>5:45 pm – 7:00 pm (Welcome Reception)</td>
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WWW.CCACTUARIES.ORG.GO/EAMEETING
2020 ENROLLED ACTUARIES MEETING
March 29 - April 1, 2020 – Marriott Wardman Park Hotel, Washington, DC
APPLICATION & CONTRACT FOR EXHIBIT SPACE

Company: ____________________________________________    Primary Contact: ______________________________________
Address: _____________________________________________   Title:________________________________________________
City: ____________________________ST:____Zip:__________   Direct Line: __________________________________________
Phone: _______________________________________________    E-mail: _______________________________________________

INFORMATION TO BE PUBLISHED IN ON-SITE EXHIBITOR DIRECTORY (IF DIFFERENT THAN ABOVE):
Name of Sales Contact: ___________________________________________________________  Phone: ________________________________
Address: ______________________________________________ City: ________________________________ State: _______  Zip: ___________
E-Mail ______________________________________________ Company Website: ________________________________________________
Company Twitter: ____________________________  Company LinkedIn: ___________________________________

Booth Request
Indicate quantity of space desired. All booths are 10’ deep and 10’ wide. Each exhibiting company shall receive 8’ high pipe and drape back wall, and 3’ high pipe and drape side wall, with one 7” x 44” identification sign, one company listing with company description not to exceed 50 words in meeting materials and digital Program, one pre-event promotional email to the pre-registered attendee list (paid exhibitors only), and two exhibitor registrations. Any use of the Event attendee list, including the use of such list for promotional and other mailings, is subject to the prior written approval of Show Organizers. **Exhibitor’s 50-word description must be provided with contract and payment.**

Booth Request:     Number of Booths:  _________ multiplied by Price per Booth: $3,000.00 each = ______________________
Total Paid  $ __________________________

For applications received on or before February 21, 2020, the cost for each 10’ x 10’ exhibit space is $3,000.00. Applications after this date cost $3,200.00 on a space available basis. Fees are payable by check to the Conference of Consulting Actuaries in US Dollars.

Indicate Your Choice(s) [1-3] for Booth Placement:  1. ________________ 2. __________________ 3. ___________________

Exhibitors from whom you would like to be separated*:
________________________________________________________________________

*Proximity to or distance from exhibitors cannot be guaranteed. Applications are processed on a first-come first-served basis. All space assignments will be made by Show Organizers.

We plan on having a giveaway/raffle* of __________________________________________________________________ as an incentive to meeting attendees who visit our booth.

*Exhibitors who provide giveaways/raffles will be allotted a specific two-minute timeframe during one of our refreshment breaks to announce the winners of said giveaways.

AGREEMENT
Exhibitor agrees to comply with the terms, rules and regulations outlined in this four-page Application and Contract for Exhibitor Space, and any additional rules, regulations, and information as may be adopted by the Show Organizers. This application shall constitute a non-revocable offer by exhibitor until such time as the Show Organizers has returned to exhibitor notification of space assigned. Any withdrawal of this application by exhibitor prior to the dates herein before indicated will result in the respective forfeiture of monies, and neither party shall thereafter have any further responsibility to the other with respect to this contract.

Agreed to:
Signature: _________________________________________________________Title:___________________________ Date: _________________

SIGNATURE OF APPLICANT’S AUTHORIZED EXECUTIVE

The Show Organizers will act upon your application within two weeks of its receipt. If accepted, you will be furnished with an executed copy.

The above application/contract is hereby accepted by the American Academy of Actuaries and the Conference of Consulting Actuaries.

Signature ___________________________________________ Title: Associate Executive Director    Date:_________________ Booth(s) Assigned # _____
Matthew D. Noncek

Please sign and return this application/contract with description and payment in full to:
Conference of Consulting Actuaries, 3880 Salem Lake Drive, Suite H, Long Grove, IL 60047-5292
Phone: 1-847-719-6500
1. **Rules and Regulations.** The term "Event" refers to the 2020 Enrolled Actuaries Meeting to be held March 29 - April 1, 2020 ("Event"), at the Marriott Wardman Park Hotel, Washington, DC ("Facility"). The Event is owned, produced, and managed by the Conference of Consulting Actuaries and the American Academy of Actuaries ("Show Organizers"). The term "Exhibitor" refers to the organization or person that applied for and has been granted exhibit space rental and such applicant’s officers, directors, shareholders, employees, contractors, agents, and representatives.

Additional rules and regulations, policies, display rules, installation/dismantle schedules as required by Show Organizers, Facility, or Official Contractors for the Event shall be considered amendments to this agreement and binding upon all Exhibitors.

2. **Application to Exhibit.** The receipt by Show Organizers of a signed Application and Contract for Exhibit Space, with the appropriate fee payable to “Conference of Consulting Actuaries” in US Dollars, will constitute a binding contract (the “Agreement”). Show Organizers reserves the right to reject any application for space for any reason. If any Exhibitor changes management or is purchased by another company/organization, this Agreement becomes binding on such company/organization.

3. **Exhibit Space Specifications.** All booths are 10' deep and 10' wide. Each exhibiting company shall receive 8' high pipe and drape back wall, 3' high pipe and drape side wall, 7” x 44” identification sign, a company listing in meeting materials and digital Program, one pre-event promotional email to the pre-registered attendee list (paid exhibitors only), and two exhibitor registrations. Any use of the Event attendee list, including the use of such list for promotional and other mailings, is subject to the prior written approval of Show Organizers.

4. **Exhibitor Services Kit.** An Exhibitor Services Kit will be sent to the Exhibitor. The Exhibitor Services Kit will include pertinent information regarding the Event including, but not limited to, additional rules and regulations, display rules, installation/dismantle schedules, registration information, official contractor order forms and pricing, shipping and drayage, utilities and building services, audio/visual, and additional visibility opportunities.

5. **Cancellation.** The space contract cannot be cancelled by the Exhibitor. If the space contracted for by the Exhibitor is not used by the Exhibitor, the Show Organizers reserve the right to re-sell this space, and no refund of the contract price, or any part thereof, will be made by the Show Organizers. Further, in the event of cancellation of the exhibition due to fire, strikes, government action or other causes beyond the Show Organizers’ control, the Show Organizers shall not be held liable for failure to hold the exhibition as scheduled, and the Show Organizers shall determine the amount of exhibit fees to be refunded.

6. **Cancellation or Postponement of Event.** It is mutually agreed that, in the event that the Show is cancelled for any reason, then and thereupon this Agreement will be automatically terminated and Show Organizers’ management will determine an equitable basis for the refund of a portion or all of the exhibit fees, after due consideration of expenditures and commitments already made.

7. **Payment of Debts.** Exhibitors must make required payment for exhibit space as outlined in the Application and Contract for Exhibit Space. Exhibitors are further responsible for ensuring that there are no outstanding amounts owed to Show Organizers. If all payments and outstanding amounts are not paid in full by February 28, 2020, Show Organizers retains the right to cancel the Exhibitor’s space without further notice and without obligation to refund previously paid amounts. Any re-sale of exhibit space shall not result in a refund to the Exhibitor. Exhibitors may not move-in to their exhibit space until payment in full is received.

8.a. **Installation and Dismantling.** Installation of exhibits occurs on Sunday, March 29 from 2:00 PM - 4:30 PM. All exhibits must be assembled, staffed and operational by 5:00 PM on Sunday, March 29. Exhibitors are to begin to dismantle their booths on Wednesday, April 1 at 9:45 AM. Dismantling of booths must be completed by 11:00 AM on Wednesday, April 1, 2020.

8.b. **Early Removal of Exhibits.** No exhibit shall be packed, removed, or dismantled prior to the closing of the Show (9:45 AM on Wednesday, April 1, 2020) without written permission from the Show Organizers. If the Exhibitor acts in breach of this provision it shall pay, as compensation for the distraction to the Exhibition’s appearance, an amount equal to one-third of the total space for the Exhibitor's allocated area, in addition to all sums otherwise due under this agreement. Additionally, breach of this provision could result in the loss of the Exhibitor's same booth in future Shows produced by Show Organizers. For security reasons, any equipment removed from the exhibit facility prior to the official closing of the Show shall require a special pass issued by the Show Organizers.

9. **Handling and Storage.** Neither Show Organizers
Exhibitor Operation and Conduct/Right of Entry and Inspection. (A) Exhibitors may not schedule private functions or events which conflict with officially scheduled Show Organizers' events; (B) All activities must be carried on in Exhibitor's contracted exhibit booth space; (C) No Exhibitor shall take orders for his/her products and/or services during non-exhibit hours; (D) No Exhibitor may sublet or apportion the whole or any part of space allotted to him/ her; (E) Distribution of advertising material of non-exhibitors is strictly forbidden; (F) Exhibitors may not make any public announcements in the general meeting areas regarding their products and/or services. If Exhibitors engage in any conduct in violation of the rules and or applicable laws, Show Organizers reserves the right to cancel the Exhibitor's space without further notice and without obligation to refund monies previously paid and to re-sell exhibit space assigned. Show Organizers further reserves the right to reject Exhibitor's application to exhibit in future shows of Show Organizers & The Enrolled Actuaries Meeting. Further, Show Organizers in its absolute discretion shall have the right at any time to enter and inspect the area occupied by Exhibitor. Exhibitors and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or defame fellow exhibiting companies, member companies, the Conference of Consulting Actuaries (CCA), the American Academy of Actuaries (AAA), the Enrolled Actuaries Meeting, or the employees of aforementioned organizations, or engage in other activities detrimental to the Event.

11. Exhibiting Codes and Agreements. Exhibitor hereby agrees to be bound by all exposition rules and regulations outlined here and in the Exhibitor Service Kit, and any additional rules, regulations, and information as may be adopted by Show Organizers or the Event facility. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the facility where the exposition is held; (ii) any rules or regulations of said facility; (iii) the terms of all leases and agreements between Show Organizers and the managers or owners of said facility; (iv) the terms of any and all leases and agreements between Show Organizers and any other party relating to the Event; and (v) all Federal, State, and local laws, codes, ordinances and rules; without limiting the foregoing, Exhibitor shall construct its displays to comply with the Americans with Disabilities Act. Exhibitor shall not, nor shall Exhibitor permit others to, do anything to its exhibit space or do anything in the Event facility which would cause a difference in conditions from those previously approved by the insurance carriers of Show Organizers, or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties, and Exhibitor shall be responsible for any such increase resulting from violation of this section.

12. Listing and Promotional Materials. By exhibiting at the Event, Exhibitor grants Show Organizers a fully paid, perpetual, non-exclusive license to use, display, and reproduce the name of the Exhibitor in any directory or listing of the Event exhibitors and to use such names in promotional materials. Show Organizers shall not be liable for any errors in any listing or for omitting any Exhibitor from any directory or listing pertaining to the Event.

Exhibitor’s promotions may include the official Event name (Enrolled Actuaries Meeting), and details of the Event such as location, dates, and meeting website. Exhibitor shall have NO right to use the name(s) nor the logo(s) of the Show Organizers, and permission to use such name(s) or logo(s) is expressly denied by the Show Organizers.

Exhibitors who are paid in full will be eligible for one pre-event promotional email to the Event pre-registered attendees list. Any use of the Event attendee list, including the use of such list for promotional and other mailings, is subject to the prior written approval of Show Organizers.

13.a. Liability and Insurance. This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between Show Organizers and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless, and defend Show Organizers, its officers, directors, employees, agents, affiliates, and subsidiaries (collectively, "Indemnified Party"), from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) which any Indemnified Party may incur, suffer, be put to, pay, or be required to pay, incident to or arising directly or indirectly from any act or omission by Exhibitor or any
of its employees, servants, or agents. Exhibitor further agrees that the Indemnified Party, shall not be responsible in any way for damage, loss, or destruction of any property of Exhibitor or injury to Exhibitor or its representatives, agents, employees, licensees, or invitees. Exhibitor agrees to obtain Commercial General Liability and Property insurance to be in effect during the dates of the trade show, including move-in and move-out days, and shall furnish a certificate of insurance to Show Organizers’ if requested. Said limits of insurance shall be in an amount not less than $1-million per occurrence and $2-million in the aggregate. Exhibitor’s insurance shall list the Show Organizers as additional co-insureds during the dates of the event. Exhibitor agrees to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

13.b. Liability Requirements of Exhibit Facility. Exhibitor shall be fully responsible to pay for any and all damages to property owned by Washington Marriott Wardman Park or Show Organizers or their owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Washington Marriott Wardman Park, Show Organizers, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, Hotel or any part thereof.

14. Limitation of Damages. In no event will an Indemnified Party be liable to the Exhibitor, whether in contract or tort, for any amount in excess of the exhibit space rental fee in relation to any damages, including lost profits, arising out of or relating to the Show Organizers' Event, the rental of exhibit space, the conduct of Show Organizers, any breach of this Agreement, or any other act, omission, or occurrence.

15.a. Protection of Exhibit Facility. Exhibitor is expressly bound, at its expense, to promptly pay for or repair any and all damage to the exhibit facility, booth equipment, or the property of others caused by the Exhibitor or any of its employees, agents, contractors, or representatives.

15.b. Fire Regulations. All applicable fire laws must be strictly observed. Wiring must comply with local fire department and underwriters’ rules. Aisles, fire exits and fire protection equipment must not be blocked by Exhibitors. Decorations and displays must either be of nonflammable material or must be treated for fire prevention by an approved method.

16. Enforcement of Regulations. Show Organizers has full power to interpret and enforce all regulations of the Show and the power to make amendments and/ or further regulations, orally or in writing, that are considered necessary for the proper conduct of the Show. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for the Show Organizers to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of the Show Organizers’ agreement with the facility in which the Show is held. Failure to comply with all applicable rules may also result in forfeiture of all further rights to exhibit at future Shows. Show Organizers may lease any space so forfeited to another Exhibitor and retain all revenues collected. All points not covered are subject to the decision of Show Organizers.

17. Security. The Show Organizers provide security service during official show hours only. However, such security is provided only as a convenience to Exhibitors and shall not be construed to alter liability relationships discussed in the “Space/Contract/ Application.”

18. Exhibitor Appointed Contractors (EAC) Any Exhibitor using an EAC agrees to notify Show Organizers of such appointment in writing not less than thirty (30) days prior to Event opening, with copy of EAC’s Certificate of Insurance listing the Conference of Consulting Actuaries and the American Academy of Actuaries as additional insureds. Exhibitors agrees to indemnify and hold harmless Show Organizers, the exhibit facilities, and their respective officers, director, staffs, employees and their agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other exhibitor, the exhibit hall, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete. The Exhibitor further agrees that Show Organizers may prohibit the EAC from working in the hall if they do not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all rules and regulations.

[End of 4-page Application and Contract]
INCLUDED DURING EXHIBIT HOURS IN THE EXHIBIT HALL:
- CONTINENTAL BREAKFASTS
- REFRESHMENT BREAKS
- MONDAY WELCOME RECEPTION

SHOWCASE YOUR COMPANY OR GET EXPOSURE OF NEW PRODUCTS/SERVICES TO THE LARGEST GATHERING OF PENSION ACTUARIES.

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