CONNECT
GLOBAL BENEFITS SUMMIT
May 11-13, 2020 | InterContinental Chicago | Chicago, Illinois
EXHIBIT AND SPONSORSHIP OPPORTUNITIES
Join us at this inaugural event, designed to advance networking among the industry’s elite global benefits professionals.

**WHO WILL ATTEND?**

Experienced individuals working for multinational corporations who have responsibility for employee benefits, compensation, human resources, and/or mergers and acquisitions; professionals working for global benefits consultants; and service providers who serve multinational clients.

Attendees will desire advanced global benefits topics and employer case studies related to global benefits strategy, mergers and acquisitions, fiduciary responsibility, well-being and engagement, data protections and privacy regulations, and other critical topics affecting companies doing business worldwide.

**WHO SHOULD EXHIBIT OR SPONSOR?**

Global benefits is a specialized market. Our attendees will be seeking products and services for their international organizations in the following categories.

- Benefits consulting
- Health insurance
- Multinational pooling
- Wellness solutions
- Employee assistance programs
- Retirement solutions
- Investments/financial services
- Legal services

FOR MORE DETAILS

Please see the following pages:

Exhibiting............................................................page 3
Sponsoring ...........................................................page 7
2020 EXHIBIT OPPORTUNITIES

Sign up NOW to receive discounted pricing and prime locations!

Table Top Exhibit Displays

INCLUDES

- One all-access conference registration includes sessions, receptions, continental breakfasts and luncheon (Value $1,195)
- One exhibitor assistant/exhibit-hall-only registration includes receptions, continental breakfasts and luncheon (Value $500)
- 6’ table and two (2) chairs
- Free Wi-Fi
- Wastebaskets
- Exhibit hall is carpeted.

• Exhibiting company listed on website
• Exhibiting company listed in all preconference and conference publications
• Product/service listing in the Exhibitor and Sponsor Directory to be distributed on site to all attendees.
• Booth identification sign
• Pre- and post-conference attendee list including name, organization and mailing address (sent April 27 and May 15).

PRICES

Until January 31, 2020—$2,695
After January 31, 2020—$2,995

Exhibit Hall Hours, Registration and Teardown

MONDAY, MAY 11, 2020

Setup and Registration ......................................................... 11:00 a.m.-3:00 p.m.
Opening Session ..................................................................... 4:30-5:30 p.m.
Exhibits Open and Reception .................................................. 4:00-7:00 p.m.
All booths/displays must be set up by 3:00 p.m. on Monday.

TUESDAY, MAY 12, 2020

Exhibits Open ........................................................................ 8:00 a.m.-5:30 p.m.
Continental Breakfast ............................................................... 8:00-9:00 a.m.
Concurrent Sessions .............................................................. 9:00 a.m.-4:15 p.m.
Networking and Refreshments ................................................ 10:00-10:15 a.m.
Lunch .............................................................................. 12:30-2:00 p.m.
Networking and Refreshments ............................................... 3:00-3:15 p.m.
Networking Reception in Exhibit Hall .................................... 4:00-5:30 p.m.

WEDNESDAY, MAY 13, 2020

Exhibits Open ........................................................................ 7:30-11:00 a.m.
Continental Breakfast ............................................................... 7:30-8:30 a.m.
Concurrent Sessions .............................................................. 8:30 a.m.-12:00 noon
Networking and Refreshments ................................................ 9:30-9:45 a.m.
Exhibit hall closes at 11:00 a.m. on Wednesday—no early move-outs.
Dismantle .............................................................................. 11:00 a.m.-3:00 p.m.

SCHEDULE SUBJECT TO CHANGE

To Reserve Your Booth Space

COMPLETE

1. Application/Contract for Exhibit Space ......................... page 5
2. Exhibit Personnel Registration form ............................. page 6
3. Signature on Contract Terms and Regulations .......... page 11

Payment

Applications will not be processed without a signed contract and payment of booth space(s).
Exhibitors will not be invoiced. You will receive a confirmation letter detailing your booth space and personnel once payment has been processed.

Hotel Reservations—April 6, 2020

- The International Foundation has secured a block of sleeping rooms at special discounted rates at InterContinental Hotel, Chicago. Rooms are assigned on a first-come, first-served basis.
- To receive the contracted, published conference hotel room rates, complete and return the Exhibit Personnel/Hotel registration form with your Application/Contract for Exhibit Space, along with payment of the $400 hotel deposit.

Hotel Cancellation Fees—Hotel deposit is forfeited for cancellations or transfers received within three days of arrival. For details, see www.ifebp.org/policies.

Considerations for Departure Schedules

Return of empties: Allow InterContinental Hotel one (1) hour for the return of empty shipping containers to all exhibiting companies on the show floor.
Travel arrangements should be made to coincide with this time frame in mind.
NO EARLY MOVE-OUTS.

Contract Terms and Regulations

Refer to Contract Terms and Regulations on pages 10-11 of the Application/Contract for Exhibit Space for more specific information.

For more information on exhibiting, contact Sandra Lange at sandral@ifebp.org or (262) 373-7657 or Debra Parker at debrap@ifebp.org or (262) 373-7692.

www.ifebp.org
FLOOR PLAN

InterContinental Chicago
Avenue and Streeterville Ballrooms

Table Top Displays
APPLICATION/CONTRACT FOR EXHIBIT SPACE/2020
CONNECT Global Benefits Summit (#2049)

Company/Organization Information  (Please print clearly)

APPROVED BY  Name ___________________________  Title ___________________________  Organization# ___________________________

Company ___________________________
Address ___________________________

City ___________________________  State/Province __________  Country __________  ZIP/Postal code ___________________________

Phone ___________________________  Fax ___________________________

Website ___________________________

Event Contact  (Person to receive all future exhibition correspondence and information)

Name ___________________________  Title ___________________________  Email ___________________________

Company ___________________________
Address ___________________________

City ___________________________  State/Province __________  Country __________  ZIP/Postal code ___________________________

Phone ___________________________  Fax ___________________________

Product/Service Category

Please check the (two) category(ies) that best describe(s) your company/services/products.

Limit two
  [ ] Benefits/consulting services  [ ] Fiduciary insurance/brokerage  [ ] Preretirement planning
  [ ] Computer/software  [ ] Investment/financial  [ ] Wellness/preventive organizations
  [ ] Health care/networks/other welfare benefits  [ ] Legal  [ ] Other

Approval to exhibit by the CONNECT Global Benefits Summit will be determined by the relationship of the product/service to global employee benefits.

The product or service to be displayed (please be specific)

Booth Information

Table Top Display Fee

Booth Fee Includes:
  [ ] Maximum three (3) persons will be admitted badges per each 6’ display space.
  [ ] One full conference registration (Value $1,195)
  [ ] One exhibit hall only pass (Value $500)
  [ ] One additional exhibit hall only pass can be purchased for $500.

Contractual Agreement

We hereby apply for exhibit space at the CONNECT Global Benefit Summit to be held on May 11-13, 2020. We agree to abide by the Contract Terms and Regulations (pages 10 and 11), accompanied by this application, which form a part of this contract between our firm (Exhibitor) and the International Foundation of Employee Benefit Plans. We understand that this is not a contract until officially accepted by the International Foundation of Employee Benefit Plans.

ACCEPTED BY EXHIBITOR

Signature ___________________________
Title ___________________________
Date ___________________________

ACCEPTED BY INTERNATIONAL FOUNDATION OF EMPLOYEE BENEFIT PLANS

Signature ___________________________
Title ___________________________
Date ___________________________
Booth(s) assigned ___________________________

Payment Information

Full payment in U.S. funds must accompany order. Make check payable to International Foundation.

[ ] Check # ___________________________  $ ___________________________

[ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express
Credit card # ___________________________  Exp. date ___________________________
Cardholder’s name (print) ___________________________

More information at www.ifebp.org
Fax your registration form with credit card number: (262) 786-8650
Mail the registration form with check or credit card number to:
International Foundation–2020 Connect Global Benefits Summit,
P.O. Box 689954, Chicago, IL 60695-9954

For registration information, email sandral@ifebp.org, or phone (262) 795-1657.

www.ifebp.org 5
# EXHIBIT PERSONNEL/HOTEL/STAFF NAME BADGES/2020

## CONNECT Global Benefits Summit (#2049)

### Customer Information
(Please print clearly)

<table>
<thead>
<tr>
<th>MAXIMUM OF THREE PEOPLE PER EXHIBIT SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company: ___________________________</td>
</tr>
<tr>
<td>Address: __________________________________________</td>
</tr>
<tr>
<td>City: ___________________________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
</tr>
</tbody>
</table>

Name of person from your firm who will serve as the on-site contact: ___________________________  
Cell Phone: ___________________________

See policies regarding registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

### Personnel Registration
Deadline to submit names: April 6, 2020

<table>
<thead>
<tr>
<th>(1) Complimentary registration</th>
<th>First name: ___________________________</th>
<th>M.I.: _________</th>
<th>Last name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: ___________________________</td>
<td>Address: __________________________________________</td>
<td>Business: _________</td>
<td>Home: _________</td>
</tr>
<tr>
<td>City: ___________________________</td>
<td>State/Province: ___________________________</td>
<td>Country: ___________________________</td>
<td>ZIP/Postal code: ___________________________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td>Fax: ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email (mandatory for hotel confirmation):

<table>
<thead>
<tr>
<th>VISA</th>
<th>MasterCard</th>
<th>Discover</th>
<th>American Express</th>
<th>Check $ _________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card #: ___________________________</td>
<td>Exp. date: ___________________________</td>
<td>Cardholder’s name (print): ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Complimentary exhibitor assistant</th>
<th>First name: ___________________________</th>
<th>M.I.: _________</th>
<th>Last name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: ___________________________</td>
<td>Address: __________________________________________</td>
<td>Business: _________</td>
<td>Home: _________</td>
</tr>
<tr>
<td>City: ___________________________</td>
<td>State/Province: ___________________________</td>
<td>Country: ___________________________</td>
<td>ZIP/Postal code: ___________________________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td>Fax: ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email (mandatory for hotel confirmation):

<table>
<thead>
<tr>
<th>VISA</th>
<th>MasterCard</th>
<th>Discover</th>
<th>American Express</th>
<th>Check $ _________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card #: ___________________________</td>
<td>Exp. date: ___________________________</td>
<td>Cardholder’s name (print): ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Exhibitor assistant at $500</th>
<th>First name: ___________________________</th>
<th>M.I.: _________</th>
<th>Last name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: ___________________________</td>
<td>Address: __________________________________________</td>
<td>Business: _________</td>
<td>Home: _________</td>
</tr>
<tr>
<td>City: ___________________________</td>
<td>State/Province: ___________________________</td>
<td>Country: ___________________________</td>
<td>ZIP/Postal code: ___________________________</td>
</tr>
<tr>
<td>Phone: ___________________________</td>
<td>Fax: ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email (mandatory for hotel confirmation):

<table>
<thead>
<tr>
<th>VISA</th>
<th>MasterCard</th>
<th>Discover</th>
<th>American Express</th>
<th>Check $ _________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card #: ___________________________</td>
<td>Exp. date: ___________________________</td>
<td>Cardholder’s name (print): ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hotel Reservations
Deadline: April 6, 2020

Hotel rooms have been secured by the International Foundation at InterContinental Hotel–Chicago. To take advantage of the special room rate of $259 single/double occupancy, all hotel requests must be made through the International Foundation. Hotel and registration confirmations will be mailed to the Event Contact. Reservations confirmed on a first-come, first-served basis. Please see Contract Terms page or visit www.ifebp.org/policies for details.

### Payment Must Accompany Order
Make check payable to International Foundation.

| Check # ___________________________ | Exp. date: ___________________________ | Cardholder’s name (print): ___________________________ |

<table>
<thead>
<tr>
<th>Hotel deposit ($400)</th>
<th>Number of adults: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival date: ___________________________</td>
<td>Departure date: ___________________________</td>
</tr>
</tbody>
</table>

More information at www.ifebp.org  
Fax your registration form with credit card number: (262) 796-9650

Mail the registration form with check or credit card number to: International Foundation–2020 Connect Global Benefits Summit, P.O. Box 899954, Chicago, IL 60695-9954

For registration information, email debrap@ifebp.org, or phone (262) 373-7692.
SPONSORSHIP OPPORTUNITIES
All sponsorships include numerous rewards to add value to your sponsor dollar. Please see the full listing of rewards on page 8.

**GOLD**

**TOTE BAGS (Exclusive)** $5,000
Make a first and lasting impression with your logo imprinted on the conference tote bag, with a brochure inserted from your organization, given to each attendee.

**ATTENDEE LUNCH** $5,000
Large-scale luncheon will be provided for all attendees on Tuesday. Sponsorship includes your company name and logo prominently displayed on banners and table decals or tent cards during lunch.

**NETWORKING RECEPTIONS** $5,000
Receive prime visibility at the lively networking receptions held in the exhibit hall. Sponsor either the Monday welcome reception or the Tuesday evening reception. Sponsorship includes your company’s logo prominently displayed on banners and table tent cards during the reception.

**SILVER**

**LANYARDS FOR NAME BADGES (Exclusive)** $3,500
Your company name and logo will be front and center when printed on the lanyard for each attendee name badge.

**CONTINENTAL BREAKFASTS** $3,500
Sponsor either the Tuesday or Wednesday morning breakfast. Sponsorship includes your company name on banners and table tent cards during breakfast.

**BONUS** All Silver Sponsorships include one (1) conference registration discounted at 50%.

**BRONZE**

**REFRESHMENT BREAKS** $1,500
Choose healthy and enticing refreshment breaks. Sponsorship includes your company name on banners and table tent cards in the exhibit hall during the refreshment break.

**BONUS** Bronze Sponsorship includes one (1) conference registration discounted at 25%.

---

BONUS: All Gold Sponsorships include one (1) complimentary full-conference registration (a $1,195 value).
## Bonus Sponsorship Rewards

The following FREE rewards are also included with sponsorships as outlined below.

### Exclusive Branding

Exclusive branding and/or signage will be imprinted with the sponsor logo on the following items: tote bag and lanyards.

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Promotional Emails

Email sent to all attendees prior to conference promoting your applicable sponsored event

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Banners and Signage

Your company **name and logo** on main sponsor banners and on all applicable event signage prominently placed at conference

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Tent Cards

Your company **name and logo** on tent cards or decals placed on event tables at applicable sponsored events

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Registrations and Ribbons

- One complimentary full-conference registrations (**$1,195 value**)  
- One full-conference registration at 50% discount  
- One full-conference registration at 25% discount  
- Sponsor ribbon affixed to your company attendees’ name badges for networking purposes

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Exhibitor and Sponsor Directory**

Your company **name, contact information and company description** listed in the *Exhibitor and Sponsor Directory* (Includes notation on product/service listing if both exhibiting and sponsoring)

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Other Acknowledgments

- Recognition of your sponsorship on the **CONNECT Global Benefits Summit web page**  
- Recognition of your sponsorship in the conference program  
- Pre- and post-conference attendee mailing list including name, organization and mailing address (no email) (sent April 27 and May 15, 2020)

<table>
<thead>
<tr>
<th>Gold $5,000</th>
<th>Silver $3,500</th>
<th>Bronze $1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

---

For more information on sponsorship opportunities, contact Diane Mahler at dianem@ifebp.org or (262) 373-7656
APPLICATION/CONTRACT FOR SPONSORSHIP/2020
CONNECT Global Benefits Summit (#2049)

Company/Organization Information  (Please print clearly)

<table>
<thead>
<tr>
<th>APPROVED BY</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Event contact (person to receive all future sponsorship correspondence and information)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address
City
State/Province
Country
ZIP/Postal code
Phone
Name of onsite contact
Cell phone

Signature
________________________

Date
________________________

Sponsorship Choice

<table>
<thead>
<tr>
<th>GOLD SPONSOR</th>
<th>Full first name</th>
<th>M.I.</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address
City
State/Province
Country
ZIP/Postal code
Phone
Email (mandatory for hotel confirmation)

Payment Information

Full payment in U.S. funds must accompany order. Make check payable to International Foundation.

Check #

VISA

MasterCard

Discover

American Express

Cardholder’s name (print)

Expo. date

For registration information, email dianiem@ifebp.org, or phone (262) 373-7656.

www.ifebp.org

May 11-13, 2020 | InterContinental Chicago | Chicago, Illinois

9
Exhibit Contract Terms and Regulations

CONNECT Global Benefits Summit

Exhibition Program Managers
This Exhibition is produced by and subject to the terms and conditions imposed by the International Foundation of Employee Benefit Plans, hereafter referred to as the IFEBP. The IFEBP will provide exhibition management and attendance promotion.

General
To preserve and maximize the educational value of the Exhibition, the IFEBP reserves the right to determine the eligibility of any Exhibitor and reserves sole control over admission policies. These terms and regulations are established for the mutual protection of the IFEBP and the Exhibitor. Acceptance of application to exhibit does not constitute, in any way, IFEBP endorsement or approval of the Exhibitor’s products or services. IFEBP reserves the right to make changes in the time schedule or in the general plan of the Exhibition as may be deemed to be in the best interest of the IFEBP, the Exhibitors or the Exhibition generally. All matters not specifically covered by these terms and regulations shall be subject to the decision of the IFEBP. All terms of this contract will be enforced by the IFEBP.

The IFEBP reserves the right to revise the original and approved floor plan should all space not be sold and to relocate assigned and confirmed booth space.

Contract for Space
Application for display space, accompanied by the required payment and receipt of a product/service synopsis, constitutes a contract for the assignment of space pending acceptance by the IFEBP. Any Exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price. This contract will not be binding upon the IFEBP in the event of strikes, labor disputes, acts of God or other circumstances beyond the control of the IFEBP.

Cancellation Policy
No refunds will be granted for booth cancellations. Booth cancellation cancels all complimentary or discounted registrations. Booth personnel canceling on or after the opening of the conference forfeit all registration fees.

Sharing and Subletting
No two (2) companies can share the six-foot display space. A company is defined as the same business or firm and can involve only a single line of business. Exhibitors may not permit nonexhibiting companies’ representatives to work in their booth. Exhibitors agree not to assign or sublet the whole or any portion of the rented space. The signage per Exhibitor shall identify a single firm or business.

Exhibitor Registration
A maximum of three (3) persons will be admitted badges per each 6’ display space. Each exhibit space includes one full conference registration and one exhibit hall pass only access. One additional exhibit hall pass can be purchased for $500.

Materials and badges will be distributed by IFEBP at registration desk located in the lobby of the InterContinental Chicago. No individual will be admitted to the exhibit hall, for any reason, without an admittance badge. Exhibit badges or registrations may not be shared.

Booth Staff Personnel
On-Site Registrations—Booth staff registering on site will not be invoiced. Payment of applicable fees is due in full at the time of transaction.

Exhibitors canceling booth personnel on or after the opening day of the exhibit hall forfeit all registration fees.

Exhibitor Representatives
Each exhibiting organization must name one person as the official on-site representative to:
(1) Authorize and enter into such service contracts necessary for the installation and removal of exhibits and the provision of services.
(2) Be present, registered and in the booth on Monday, May 11, 2020 by 3:00 p.m.
(3) See that the booth is staffed at all times during published open hours of the Exhibition to attendees. Failure to comply will result in the eviction of the organization by the IFEBP and all service charges billed to and paid by the Exhibitor.

Table Top Displays Only
Table Top Displays
(1) One 6’ skirted table, two chairs and one wastebasket will be provided. Pipe and drapery is not permitted behind your booth.
(2) The exhibition hall at InterContinental Chicago is carpeted.
(3) Equipment displayed, pedestals, audiovisual equipment and carts, tables, racks, shelves, risers and similar display units may not exceed 48 inches in height when positioned more than half the distance from the back wall of the booth. Freestanding units, including those intended to be the focal point of an exhibit, are subject to the same rule.
(4) Exhibit structures may not exceed 8 feet in height and 6 feet in width.

Official Service Contractor
All work performed in the exhibit area is under the jurisdiction of the InterContinental Chicago. It is the responsibility of the Exhibitor to be knowledgeable of, and in compliance with, all the requirements in effect. Always refer first to the Exhibitor Services Manual electronically mailed for specific regulations.

Nonofficial Contractors
1. EACs (exhibitor-appointed contractors), used to install and dismantle a display, must submit written notification to the IFEBP with the name of the contractor, address and supervisor by March 10, 2020.
2. A Certificate of Insurance is to be mailed to the IFEBP with a copy to the Official Contractor (IFEBP) prior to March 10, 2020.
3. The IFEBP must approve any nonofficial contractors. All EACs (exhibitor-appointed contractors) and unregistered exhibitor personnel must be badged.” Proof of identification and affiliation will be required. Security will escort any person without a badge from the show floor and to show management for approval.

Exhibitor Services Manual
An Exhibitor Services Manual will be electronically mailed the week of March 17, 2020 to the exhibiting firm’s designated Event Coordinator. The electronic manual will contain all order forms and deadline dates, electrical, and shipping and material-handling information and forms.

Shipping
Exhibitor agrees to ship at its own expense all property to be exhibited. All shipments must be prepaid. Cash on delivery shipments cannot be accepted at any time. Any boxes shipped to the hotel must be clearly labeled in the format below.

Hold for: (Guest Name) (Guest Cell Phone)
c/o FedEx Office at InterContinental Chicago Magnificent Mile
505 North Michigan Avenue, Chicago, IL 60611
(CONNECT Global Benefits Summit—IFEBP)

Inbound:
All packages shipped directly to the Hotel will be received by the onsite FedEx Office and will incur handling charges. Packages should arrive no sooner than two (2) days prior to the start of the event. Storage fees will be assessed on packages stored more than five (5) days.

Installation
InterContinental Chicago
Monday, May 11, 2020—11:00 a.m.—3:00 p.m.
1. All displays and equipment must be in place and crates removed by 3:00 p.m. Monday.
2. IFEBP reserves the right, should any rented space remain unoccupied by 3:00 p.m. on Monday, May 11, 2020, to rent or occupy said space. This clause shall not be construed as affecting the obligation of Exhibitor to pay the full amount of the rental fee for space provided. If the display unit is on hand, the IFEBP Exhibit Manager at 3:00 p.m. on Monday, May 11, 2020 reserves the right to:
   • Assign labor to set any display that is not in the process of being erected.
   • Order the removal of all display materials and crates not in the process of being set.
   • The charge for labor to complete either of these options will be billed to the Exhibitor, and the IFEBP shall have no liability for such work.
3. Children are not allowed on the exhibit floor at any time.
Exhibit Contract Terms and Regulations

CONNECT Global Benefits Summit

Dismantling
11:15 a.m.-3:00 p.m. Wednesday, May 13, 2020
1. All exhibits MUST remain intact until 11:00 a.m. on Wednesday, May 13, 2020. No goods may be packed or removed before that time.
2. Freight not picked up by 3:00 p.m. will be rerouted onto another carrier at the Exhibitor’s expense.
3. All exhibiting companies are responsible for all labor and other costs associated with setup and dismantling of their own exhibits.

Conduct/Restrictions
The IFEBP reserves the right to restrict exhibits which, because of noise, odors, method of operations or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the IFEBP Exhibition as a whole. This reservation includes persons, gaming devices, things, live animals, printed material or conduct. The IFEBP reserves the right to approve, prohibit and/or restrict the distribution of any promotional and/or giveaway items. ONLY those products/services approved by the IFEBP at the time of application and approval may be demonstrated and/or displayed.

Exhibitors agree to abide by the following restrictions:
1. The Exhibitor shall not conduct outside activities which are likely to take qualified attendees from the official and scheduled Conference and/or Exhibition functions.
2. Receptions, demonstrations or meetings in hospitality suites may not be conducted during scheduled and published open hours of the Exhibition or Conference.
3. Food products or beverages are not to be distributed without prior written approval from the IFEBP.
4. Sales/transactions, or any form of order taking for cash or credit, are prohibited within the exhibit hall by an Exhibitor or anyone on its behalf.
5. Exhibitor agrees to treat all conference attendees with courtesy and not to discriminate against any person for any reason. The IFEBP reserves the right to remove any Exhibitor whose personnel discriminate against any persons in any manner.
6. Badges—All booth personnel will be required to wear the official conference badge issued at registration. Badges and registration materials will be distributed only to registered personnel. Exhibit personnel may not exchange, deface, mark or alter the badge in any manner. No comp badges will be issued.
7. Any oral or written communication indicating or suggesting that the IFEBP endorses or approves of the Exhibitor’s products or services is prohibited and is grounds for closing of the exhibit.
8. Drawings for prizes are permitted at your booth. Winners may not be announced from the booth.
9. The International Foundation has capped prizes at a $1,000 value per individual item and a $5,000 aggregate limit per exhibiting company. This means that any one prize you give away cannot be valued at more than $1,000. In addition, the combined value of your “freebie” giveaways and your prize drawing(s) cannot be valued over $5,000.

Solicitation
The aisles and other spaces in the exhibition and conference areas, not leased to Exhibitors, shall be under the control of the IFEBP. All displays, equipment demonstrations, presentations, distribution of literature or any other type of activity shall be conducted in a professional nature, avoiding the use of sideshow or theatrical gimmicks inside the space contracted. Standing in aisles, or in front of any exhibit booth, for advertising purposes is strictly prohibited.

Persons connected with nonexhibiting concerns are prohibited from any dealing, exhibiting or soliciting within the exhibit hall, convention facilities, or hospitality suites and suites of the IFEBP conference hotels. Exhibitors are urged to report immediately any violations of this rule to the Exhibit Manager or a member of the IFEBP staff.

Fireproofing and Safety
All decorations, drapes, signs, banners, acoustical materials, plastic cloths or any other similar materials generally considered to be easily ignited shall be flame retardant to the satisfaction of the city of Chicago, Illinois. Compliance with all city, state and county safety, health and fire ordinances is required.

Aisles and exits shall be kept clean, clear and free of obstruction. Display literature/ reserve supplies are to be limited to reasonable quantities. A reasonable quantity shall mean materials, enough to dispense in a minimum of four (4) hours, may be kept within the booth space but must be stored in a safe, neat and compact manner, out of the view of attendees. Empty boxes and crates must be stored under your table. It will be the responsibility of the Exhibitor to arrange for excess storage through the InterContinental Chicago.

Licensing
Exhibitor shall secure any and all necessary licenses for any (a) performances, displays or other uses of copyrighted works or patented inventions; and (b) use of any name, likeness, signature, voice or other impression, or other intellectual property used directly or indirectly by Exhibitor.

Americans with Disabilities Act (ADA)
Exhibitor agrees to comply with all applicable provisions of ADA and shall indemnify the IFEBP, its officers, directors, members and agents for Exhibitor’s failure to comply with ADA provisions.

Termination of Exhibit
If the premises where the Exhibition is to be housed are destroyed or damaged or the Exhibition fails to take place as scheduled or is relocated or interrupted and discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by the IFEBP. In the event of such termination, the Exhibitor waives any and all damages and claims for damages, and agrees that the sole liability for the IFEBP shall be to return to each participating organization the registration payment.

Liability and Insurance
Exhibitor agrees to protect, save and keep the IFEBP and InterContinental Hotel, Chicago, Illinois, forever harmless from any damage or charges imposed for violation of any law or ordinance, whether caused by the Exhibitor and its agents and employees or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between InterContinental Chicago and the IFEBP regarding the Exhibition premises. And, further, Exhibitor shall at all times protect, indemnify, save and keep harmless the IFEBP and InterContinental Chicago against and from any and all loss, cost, damage, liability or expense arising from or out of or by reason of any accident or other occurrence to anyone or anything, including the Exhibitor, its agents, employees and business entities, which arises from or out of or by reason of said Exhibitor’s occupancy and use of the Exhibition premises or a part thereof.

The IFEBP will exercise reasonable care for the protection of Exhibitor’s materials and displays. However, the exhibiting company, on signing this contract, expressly releases the IFEBP and InterContinental Chicago from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibit, display, products, etc., will place it at their own expense.

Standard Arbitration Clause
Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

Responsibility of the Exhibiting Firm—to be fully familiar with these rules and regulations and to see that each member of the firm attending the conference, either as exhibit personnel or registrant, or both, is familiar with these rules and regulations. Sign and return with Exhibit Application.

Signature: ____________________________ Print name: ____________________________
Company: __________________________________________________________________________
Title: _______________________________________________________________________________
Date: _______________________________________________________________________________

IMPORTANT: Copy this document for your files. Also provide each exhibit booth staff person with a copy.

www.ifebp.org
2020 Sponsorship Contract Terms and Regulations

CONNECT Global Benefits Summit

Sponsor Program Management
Sponsorships are administered by and subject to the terms and conditions imposed by the International Foundation of Employee Benefit Plans, hereafter referred to as the IFEBP.

General
To preserve and maximize the educational value of the Symposium, the IFEBP reserves the right to determine the eligibility of any Sponsor and reserves sole control over admission policies. These terms and regulations are established for the mutual protection of the IFEBP and the Sponsor. Acceptance of application to sponsor does not constitute, in any way, an IFEBP endorsement or approval of the Sponsor’s products or services. The IFEBP reserves the right to make changes in the time schedule or in the general plan of the Symposium as may be deemed to be in the best interest of the IFEBP, the Sponsors or the Symposium generally. All matters not specifically covered by these terms and regulations shall be subject to the decision of the IFEBP. All terms of this contract will be enforced by the IFEBP.

Contract for Sponsorship
The Sponsor Agreement, accompanied by the required payment, constitutes a contract for sponsorship at an event subject to the condition of acceptance by the IFEBP. Sponsorships are accepted on a first-come, first-served basis and must be applied for in writing. This contract may be terminated by the IFEBP in the event of strikes, labor disputes, acts of God or other circumstances beyond the control of the IFEBP that may affect the event. Sponsorship is applicable to conference dates and does not include preconference dates or activities.

Terms of Payment
All Sponsor Agreements must be accompanied by payment in full.

Cancellation Policy
An administrative fee equaling 25% of the selected program event sponsorships will be withheld for any cancellations received in writing at least 60 days prior to the event, provided a replacement Sponsor can be obtained for the affected event. No refunds will be granted within the 60-day period preceding the event.

Sharing and Subletting
Two (2) companies may not share a sponsorship of a single event. A company is defined as the same business or firm and can involve only a single line of business. The signage per Sponsor shall only identify a single firm or business.

Sponsor Registration
No company representatives may attend the conference or the event unless registered and they have paid the appropriate fees, regardless of the length of time they will be attending the event. Registrations received as rewards of sponsorship have no cash value.

Shipping
Sponsor agrees to ship at its own expense any property or collateral material to be displayed. All shipments must be prepaid. Cash on delivery shipments cannot be accepted at any time. Any boxes shipped to the Hotel must be clearly labeled in the format below.

Hold for: (Guest Name) (Guest Cell Phone)
c/o FedEx Office at InterContinental Chicago Magnificent Mile
505 North Michigan Avenue, Chicago, IL 60611
(CONNECT Global Benefits Summit—IFEBP)

Inbound:
All packages shipped directly to the Hotel will be received by the onsite FedEx Office and will incur handling charges. Packages should arrive no sooner than two (2) days prior to the start of the event. Storage fees will be assessed on packages stored more than five (5) days.

Responsibility of the Sponsoring Firm—to be fully familiar with these rules and regulations and to see that each member of the firm attending the conference, either as Sponsor personnel or registrant, or both, is familiar with these rules and regulations. Sign and return with Sponsorship Application.

Signature: ___________________________ Print name: ___________________________
Company: ___________________________
Title: _______________________________
Date: _______________________________

Conduct/Restrictions
The IFEBP reserves the right to revoke a sponsorship commitment at any time prior to or during the event if Sponsor fails to fully comply with the terms of this Agreement or if it is determined by the IFEBP that the sponsorship will adversely impact the affected event or program.

The IFEBP reserves the right to approve, refuse and/or restrict the distribution of any promotional and/or giveaway items. When applicable, a sample brochure is required for approval prior to display.

• All signage and banners will be produced and located at the event site only as directed by the IFEBP staff.
• Event arrangements shall be handled by the IFEBP or the facility contracted by the IFEBP, and there shall be no expressed or implied warranties by the IFEBP relating to the sponsorship at the affected event or program.
• Sales/transactions or any form of order taking are prohibited during conference events by the participating Sponsor or anyone on their behalf.
• Badges—All personnel of the sponsoring firm will be required to wear the official conference badge issued by the IFEBP conference registration desk. Badges and registration materials will be distributed only to registered personnel. Sponsor personnel may not exchange, deface, mark or alter the badge in any manner.
• Any oral or written communication indicating or suggesting that the IFEBP endorses or approves of the Sponsor’s products or services is prohibited and is grounds for expulsion from the event with no refund of fees to the Sponsor.

Solicitation
The spaces within the facility contracted by the IFEBP to conduct conference sessions shall be under the control of the IFEBP. All displays, equipment, demonstrations, presentations, distribution of literature or any other type of activity are prohibited unless approved by the IFEBP. There shall be no promotional or giveaway items distributed in conjunction with the sponsorship.

Termination of Event
If the premises where the sponsorship is to take place are destroyed or damaged; or the conference fails to take place as scheduled or is relocated or interrupted and discontinued; or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by the IFEBP. In the event of such termination, the Sponsor waives any and all damages and claims for damages and agrees that the sole liability for the IFEBP shall be to return to each participating organization the registration payment.

Standard Arbitration Clause
Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

Hotel Information
Hotel reservations on a first-come, first-served basis. Please visit www.ifebp.org/policies for details.