



# 19th Annual **Canadian** Conference

January 24-25, 2012 | Hyatt Regency Toronto | Toronto, Ontario

Exhibitor and Sponsorship Prospectus

# Sponsorship & Exhibitor Opportunities

## What are the Benefits?

Our conference is the only opportunity to meet this very targeted group of professionals on a one-to-one basis. As an exhibitor and/or sponsor, you can look forward to these benefits:

- Intimate access with your most valued clients and prospects. Participants come to Toronto from across North America and you can meet with this geographically diverse group by traveling to only one city,
- Complimentary conference registrations (number depends on level of commitment),
- Complimentary Associate Membership in AIMSE,
- An electronic Excel file of the conference attendee roster on January 19, 2012,
- Recognition and listing in the final conference program including a description of your firm and contact info,
- All refreshment breaks in exhibit area,
- Year-round listing on the AIMSE website, and
- An opportunity to introduce your firm at the start of the conference.

## Events to be Held in the Exhibit Space Include

- Breakfast
- Refreshment Breaks
- Lunch



# Sponsorship & Exhibitor Fees

## Lead Sponsor \$10,000

As Lead Sponsor your firm will have the opportunity to join the Conference Chair in welcoming participants to the 19th Annual AIMSE Canadian Conference.

*The Lead sponsorship includes:*

- Two complimentary registrations (additional registrations are available for \$200)
- Free Exhibitor Booth
- Prominent signage
- Full page ad in the conference brochure
- Acknowledgement in all conference promotional materials
- Acknowledgement by Conference Chair throughout the event

## Keynote Sponsor \$5,000

*Sponsorship of Keynote Speaker includes:*

- One complimentary registration (additional registrations are available for \$200)
- On-site signage
- Shared ad space in the conference brochure
- Acknowledgement by Conference Chair throughout the event
- Introduction of our keynote speaker

## Reception Sponsor \$3,000

*Sponsorship of Reception includes:*

- One complimentary registration (additional registrations are available for \$200)
- On-site signage
- Shared ad space in the conference brochure
- Acknowledgement by Conference Chair throughout the event

## Exhibitors \$2,750

Exhibitors are entitled to set-up a 8' x 10' display booth. You will be supplied with table, chairs, and electrical hook-ups.

*Exhibitors receive:*

- Two complimentary registrations (additional registrations are available for \$200)
- Exhibitor Booth
- On-site signage
- Shared ad space in the conference brochure
- Acknowledgement by Conference Chair throughout the event

## Breakfast Sponsorship \$2,000

*Sponsorship of breakfast includes:*

- One complimentary registration (additional registrations are available for \$200)
- On-site signage
- Shared ad space in the conference brochure
- Acknowledgement by Conference Chair throughout the event

## Nutritional Break(s) Sponsorship

\$1,000 x 2 (Sponsorship may be for one or both breaks)

*Sponsorship of the nutritional break(s) includes:*

- One complimentary registration (additional registrations are available for \$200)
- On-site signage
- Shared ad space in the conference brochure
- Acknowledgement by Conference Chair throughout the event

## How to Reserve Your Space

The enclosed space application and contract should be completed and mailed to the AIMSE office with your payment, in accordance with the rules and regulations in the contract. No space is assigned until the contract and full payment are received by AIMSE. Do not send in your contract unless you have enclosed full payment. All fees are to be paid in US currency. Please list any competing companies on the contract that you would prefer not to be located near. Due to the fact that most exhibitors are competitors, it may be impossible to honour all requests. AIMSE makes all space assignments and has the final say in all assignments. AIMSE reserves the right to modify the designated exhibit space in the event a change is necessary. *Booth assignments are made on a first come, first served basis.*

Note: Please read carefully the exhibit rules and regulations that are part of the application for space. It is important that the representatives from your company whom attend the conference are aware of the terms and conditions as well as the general information that affect the operation of the conference and exposition.

## Exhibit Staff

Exhibitors must have a representative available to cover their booth throughout the conference. The \$2,750.00 exhibit fee entitles each exhibitor to have two (2) representatives attend the conference. Additional company representatives must be members of AIMSE and register for the conference at the discounted group registration fee.

AIMSE does not issue media passes to any conference or event and does not allow members of the "working press" to attend the AIMSE Canadian Conference since it is an educational meeting, not a "media event." Reporters are not eligible or invited to attend.

## Registration Information

All exhibitors attending the Conference must complete the registration forms and send them in to receive conference materials and name badges.

## Associate Memberships

Two (2) representatives that attend the conference to cover your booth will be considered AIMSE Associate Members for one year.

## Additional Staff Who Wish to Attend

Additional staff members wishing to attend the conference must pay the discounted registration fee of \$200. These individuals must be current AIMSE members.

## **Active vs. Associate Membership**

AIMSE Active Membership is open ONLY to those who devote all or a major portion of their time to the marketing or selling of investment management products/services. Membership is by individual only.

AIMSE Associate Membership is open ONLY to those who are regularly engaged in and devote a significant portion of his/her time to business activities directly relating to or involving the profession of investment management marketing and sales. Membership is by individual only. Consultants are not eligible for membership in AIMSE.



## **Location**

**Hyatt Regency Toronto**  
Toronto, ON

## **Exhibit Show Date**

Wednesday, January 25, 2012

## **Set-up**

Wednesday, January 25, 7:00 am - 8:00 am.  
All exhibit installations must be completed by 8:00 am.

## **Tear-down**

Wednesday, January 25, 5:00 pm.  
Materials must be removed by 5:00 pm.

## **Exhibit Hours**

Wednesday, January 25, 8:00 am - 5:00 pm.

## **Customs & Shipping**

AIMSE has made arrangements with Mendelssohn Event Logistics as the official Customs Broker for this conference.

## **Booth Description**

Exhibit space is 8' x 10', pop-up displays are optional. Furnishings provided: One 6' draped table, two chairs, one wastebasket, one electrical outlet, and one 11" x 13.5" ID sign.

All other items **MUST BE ORDERED IN ADVANCE** and paid directly to the hotel.

## **Hotel Reservations**

Exhibitors must make their own hotel reservations by December 23, 2011. No hotel reservations will be made through the AIMSE office. Please click [here](#), to complete your hotel reservation.

To make hotel reservations, call the Hyatt Regency Toronto at 888.421.1442 or go to [www.bit.ly/Hyatt\\_Toronto](http://www.bit.ly/Hyatt_Toronto) and please request the group rate for the Association of Investment Management Sales Executives to receive the discounted room rate.

## **Private Parties/Hospitality Suites**

It is against AIMSE policy for any company, organization or individual to conduct private parties, lunches, dinners or hospitality suites during the dates or times of the AIMSE Canadian Conference.

## **Attendee Roster**

AIMSE will email a list of attendees to each exhibitor contact on January 19, 2012.

## **AIMSE Staff**

If you have any questions regarding exhibiting, please contact Laura Yarborough at 703.234.4131; fax 703.435.4390; e-mail: [lyarborough@drohanmgmt.com](mailto:lyarborough@drohanmgmt.com)

## **Media Guidelines Policy AIMSE Mission**

The AIMSE mission is to provide an educational forum for those employed in the institutional investment management sales and marketing services profession worldwide. AIMSE fosters high ethical and professional standards among our members regarding representation of investment products and services, with an educational emphasis on improving skills and enabling members to adapt to the changing needs of the marketplace.

AIMSE conference registration materials clearly state that executive recruiters, consultants and members of the "working press" are not eligible for AIMSE membership and therefore ineligible to attend AIMSE conferences. AIMSE conferences are not media events and therefore the organization does not issue media passes to any conference or event. AIMSE does recognize investment trade publications as useful tools to the investment management sales and marketing services profession and encourages participation by such organizations as associate members. In accordance with this stated policy, associate AIMSE members of these investment trade publications must comply with the statements of the policy to remain in good standing as members.

AIMSE conferences are off-the-record, to enable members and panelists to speak more candidly than they may when their comments might end up in print, possibly with their organizational affiliation listed as well. The presence of the press could impede open discussion during these educational sessions. AIMSE members, as well as guest speakers, have expressed this concern. The free exchange of ideas is a vital part of AIMSE. The attendance of “working press” could have a dampening effect on open discussion.

Members of the media are, of course, free to interview participants outside of AIMSE conference sessions, as long as they clearly identify themselves and indicate that the participant may be quoted in print.

Discussions occurring in AIMSE conference sessions are off-the-record out of respect for personal and corporate policies over public attribution. It is up to each attendee and/or speaker whether he or she wishes (his or her own) statements made in the course of a session to be quoted in the media.

In the course of the customary self-introductions at the outset of each conference session, the moderator will ask if any such person is in attendance, and if so, out of fairness, will insist on compliance with the off-the-record rule.

**For more information, please feel free to contact:**

Tony Wilkins  
Northern Trust Global Investments  
AIMSE President  
312.630.6182  
AEW3@ntrs.com

Kathy Hoskins  
Executive Director  
703.234.4130  
khoskins@drohanmgmt.com



## AIMSE Media Guideline Policy Agreement Form

I hereby certify that I, \_\_\_\_\_, (*name of booth representative*) representing \_\_\_\_\_, (*name of exhibiting company*) have read and agree to the above AIMSE Media Guideline Policy. I will distribute this policy to \_\_\_\_\_ (*name of exhibiting company*) colleagues attending the AIMSE conference and will make certain that all company representatives adhere to this policy while attending the conference.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Exhibitor Contract

Complete all of the following information as you wish it to appear in AIMSE promotional materials:

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ email \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Exhibit Staff Personnel | Names for badges

1. \_\_\_\_\_

2. \_\_\_\_\_

By submitting this Exhibit Space Application and Contract, the above-named company requests space in the exposition to be held January 24–25, 2012 at the Hyatt Regency Toronto.

We agree to pay AIMSE for said space in accordance with terms and conditions outlined herein, and understand that, once accepted by AIMSE, this document, including the Rules and Regulations printed on the back hereof, constitute a valid and binding contract between AIMSE and us. We agree to comply with all instructions, rules, and regulations as set out herein.

I, the duly authorized representative of the above-named company, on behalf of said company, subscribe and agree to all the terms, conditions authorizations and covenants contained in this Exhibit Space.

Application and Contract and the Rules and Regulations set out hereof.

I enclose the amount of \$2,750 per space. I understand that AIMSE will not accept deposits or partial payments.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list any competing companies that may participate whose booth you'd prefer not to be adjacent to: \_\_\_\_\_

*(Note: Due to the fact that most exhibitors are competitors, it may be impossible to honor all requests. AIMSE makes all space assignments and will have final say in all space assignments.)*

## Payment Information

Number of booths \_\_\_\_\_

I have enclosed the amount of \$2,750 per 8' x 10' exhibit booth. I understand that AIMSE will not accept deposits or partial payments.

Enclosed is my cheque, payable to AIMSE (*Remittance accepted only in US currency*)

Please charge payment to     VISA     MasterCard     American Express

Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## Return with payment to:

Laura Yarborough, Exhibit Manager

AIMSE, 12100 Sunset Hills Rd., Suite 130, Reston, VA 20190

Phone: 703.234.4131 Fax: 703.435.4390

email: [lyarborough@dromanmgmt.com](mailto:lyarborough@dromanmgmt.com)

# Sponsorship Forms

## Sponsorship Opportunities

### Sponsorship Contact Information

Complete all of the following information as you wish it to appear in AIMSE promotional materials:

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ email \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

**Yes!** We would like to sponsor the AIMSE Canadian Conference activities checked below:

- Lead Sponsor \$10,000
- Keynote Sponsor \$5,000
- Reception Sponsor \$3,000
- Breakfast Sponsor \$1,500
- Nutritional Break Sponsor (2) \$1000 each

We are pleased to commit a total of \$ \_\_\_\_\_

### Payment Information

Enclosed is my cheque, payable to AIMSE (*Remittance accepted only in US currency*)

Please charge payment to     VISA     MasterCard     American Express

Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

### Return contract with payment to:

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# Rules and Regulations

## **PAYMENT AND CANCELLATION OF EXHIBIT SPACE**

Applications will not be processed without the required payment. If Exhibitor has made payment and notifies AIMSE 30 days prior to the opening of the Conference that it will be unable to exhibit for any reason, AIMSE will attempt to lease the space to another Exhibitor. If AIMSE is successful in leasing such previously contracted space and if AIMSE shall have leased and received payment for all exhibit space in the Conference, Exhibitor shall be refunded all monies paid for exhibit space, less \$1,500.00 which shall be retained by AIMSE as liquidated damages. AIMSE reserves the right to cancel any Exhibitor's right to exhibit for any violation of this Contract, any rules or regulations of the conference or for other due cause. In the event AIMSE shall cancel such rights, all monies paid by Exhibitor shall be retained by AIMSE as liquidated damages.

## **APPLICATIONS FOR ASSIGNMENTS OF EXHIBIT SPACE:**

AIMSE reserves the right to render interpretations and decisions and to establish further regulations as may be deemed necessary for the general success and well-being of the Conference. AIMSE's decisions and interpretations shall be accepted as final in all cases. AIMSE reserves the right to alter the floor plan to adjust for spaces not sold. AIMSE reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Conference, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. Space will be assigned in the order that fully executed applications, accompanied by the required fee, are received.

No Exhibitor may assign sublet or apportion its space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of its business and described in the application, nor permit any agent of any non-exhibiting firm to solicit business or take orders in its space. Space will be assigned on a "First Come, First Served" basis and at management discretion.

## **EXHIBIT LIMITATIONS:**

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving, or other construction which extends more than 10 feet above the floor or more than 8 feet forward from the back wall of the booth. All signage must be professionally done. Exhibits of a nature that obstruct the view and interfere with privilege of other Exhibitors or, which because of noise or any other reason become objectionable may be required to be modified, moved or removed at the discretion of AIMSE. No interference with the light or view of other Exhibitors will be permitted. No cooking may take place in Exhibitor's space and no food and/or beverage products may be distributed by Exhibitor. No beer, wine or intoxicating liquor may be distributed by any Exhibitor. Exhibitor agrees that AIMSE may take whatever steps may be deemed necessary to control or reduce the noise level in the space so as not to interfere with the conference. Exhibitors shall not provide or permit the playing or reproduction of music in any form or at any time. The only public address system permitted at the conference will be maintained by AIMSE.

## **GENERAL REGULATIONS:**

Interviews, distribution of literature, demonstrations and such will be permitted only within Exhibitor's space. Aisles must be kept clear of exhibit materials and personnel. Debris must be disposed of in building trash containers. No part of the Hotel shall be defaced in any manner nor shall signs, decals, stickers or other articles be posted, nailed or otherwise affixed to any part of the building. The use of flammable substances or decorative materials is prohibited. All decorative fabrics must be flameproof. Exhibitor accepts full responsibility for compliance with all local, state, and Federal safety regulations. Exhibitors are not allowed to conduct activities that could be considered an illegal lottery under the State of New York laws when the event is to be held. The exchange of money or consummating the sale of goods or services on the exhibit floor is prohibited. AIMSE has full power to interpret and enforce all regulations of the show and the power to make amendments and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of AIMSE's agreement with facility in which the conference is held. Failure to comply with all applicable rules may also result in forfeiture of all further rights to exhibit at future shows sponsored by AIMSE together with all fees paid. AIMSE may lease any space so forfeited to another Exhibitor and retain all revenues collected.

# Rules and Regulations

## **LIABILITY AND INSURANCE:**

Notwithstanding AIMSE's agreement to provide security, all property of the Exhibitor remains under his custody and control in transit to and from hotel, during installation and removal, and while it is within in the confines of the Hotel. Neither AIMSE, its service contractors, the management of the Hotel nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of AIMSE, its servants or employees, arising out of AIMSE's duties and responsibilities under the agreement. The Exhibitor expressly releases AIMSE, its directors, officers, agents, employees, and/or servants from any such loss, damage or injury. AIMSE shall not be liable for injury of any type from any cause to persons conducting or otherwise participating in the conduct of the Show or to invitees, guests, or employees of the Exhibitor. Exhibitor understands that AIMSE does not carry business interruption and property damage insurance coverage for loss or damage of Exhibitors property. The Exhibitor agrees to obtain the following insurance during the dates of the trade show, including move-in and move-out days and shall be prepared to furnish a certificate of insurance to AIMSE if requested: Comprehensive general liability insurance coverage including protective and contractual liability coverage of \$250,000/\$500,000 for bodily injury and \$50,000 property damage. AIMSE and the Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property. AIMSE, its staff, employees, or agents assume no responsibility or liability whatsoever in matters relating to restrictions imposed on any Exhibitor by any governmental agency. AIMSE's general contracts shall not be liable for failure to perform their obligations under their contract due to strikes, riots, acts of God, or any other cause beyond their control.

## **HOLD HARMLESS AND INDEMNIFICATION:**

This agreement shall not constitute or be considered a partnership, joint venture, or agency relationship between AIMSE Exhibitor or exhibition center. Exhibitor hereby agrees to indemnify, hold harmless and defend AIMSE and the Hotel, and their respective officers, directors, and employees (indemnities) from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which the Indemnities may incur, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions, and rules, or violation of any ordinance or statute by Exhibitor or any of its employees, servants or agents. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend the Indemnities as expenses arise, from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its agents, employees, relatives, or independent contractors whether acting within or without the scope of their authority.

## **CANCELLATION OR POSTPONEMENT OF SHOW:**

In the event that any unforeseen occurrence shall render the fulfillment of this agreement impossible, the parties shall mutually amend or terminate the agreement at AIMSE's option. The Exhibitor hereby waives any claim against AIMSE for damages or compensation. AIMSE may return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses shall include, but not be limited to all expenses incurred by AIMSE as a result of contracts with third parties for services or products incidental to the show including out of pocket expenses incidental to the show, and all overhead expenses attributable to the production of the show. No moneys will be returned should the dates or the location of the show be changed by AIMSE, but Exhibitor will be assigned space, which the Exhibitor agrees to use under these same results and regulations. AIMSE shall not be financially liable in the event the show is interrupted, canceled, moved, or dates changed except as provided herein. The Exhibitor hereby agrees that the laws of Reston, Virginia shall control the construction and enforceability of this Agreement and hereby consents to the jurisdiction of Reston, Virginia and to the Federal District Courts within the State with respect to any right of action arising under this agreement.

