



Utilities & Energy Compliance & Ethics Conference

February 22–25, 2015 | Houston, Texas | Westin Oaks

PROSPECTUS

EXHIBIT | SPONSOR | ADVERTISE

Connect with 150+ compliance professionals
working in the utilities and energy industries

Exhibit Dates February 22–24

corporatecompliance.org/utilities

Get to know SCCE

About SCCE

SCCE currently has over 4,000 members and more than 6,500 Certified Compliance & Ethics Professionals.

SCCE's mission

SCCE exists to champion ethical practice and compliance standards in all organizations and to provide the necessary resources for compliance professionals and others who share these principles.

SCCE's vision

The vision of SCCE is to be the preeminent compliance and ethics association promoting lasting success and integrity of organizations worldwide.

Major functions

1. To promote quality compliance programs—their introduction, development, and maintenance
2. To provide a forum for interaction and information exchange to enable our members to provide high-quality compliance programs
3. To create high quality educational opportunities for those involved with compliance

Services

- Educational programs
- Professional networking
- SCCE's monthly magazine, *Compliance & Ethics Professional*
- *Corporate Compliance Weekly News* (CCWN), SCCE's weekly email newsletter of current events in compliance
- Compliance job postings
- Discussion groups
- Annual European Compliance & Ethics Institute
- Cooperative programs with other national organizations
- Regional education
- Basic Compliance & Ethics Academy® (offered globally)
- SCCEnet®, the online social network for compliance & ethics professionals
- Web conferences covering hot topics, for learning without leaving your desk
- SCCE Blog—your industry resource for compliance & ethics news
- Member discounts
- And more!

Learn more and join today:
corporatecompliance.org/membership

Past exhibiting companies include:

- ACFE
- Baker & McKenzie
- Compli
- Contoural
- ConvergePoint
- Datacert
- EY
- HCCS
- Hitec
- ITSONE
- KPMG
- Merrill Brink International
- Metric Stream
- NACD
- Navex
- Red Flag
- Second City
- TeamMate Audit Mgmt Systems
- WeComply
- Wood Group



Exhibit | Sponsor | Advertise

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As the primary conference for those involved in compliance in the utilities and energy industries, SCCE's Utilities & Energy Compliance & Ethics Conference offers a unique chance to promote your product or services to a highly targeted and qualified audience.

Take advantage of Utilities & Energy Compliance & Ethics Conference exhibiting, sponsoring and/or advertising opportunities, and:

- Heighten your credibility through close association with the largest organization of its kind
- Develop relationships with new prospects and strengthen ties with existing clients
- Gain high visibility and name recognition with healthcare compliance professionals across the country.

Breakfasts, all breaks, and two receptions are held inside the Exhibit Hall.



Speaking at SCCE conferences

Exhibitors and sponsors are welcome to submit speaking proposals when the call for speakers is open for SCCE conferences. Submissions will be evaluated based on the merits of the proposed topic, the content, and the speaker(s), at the same time and alongside all of the other speaking proposals for the conference. Sponsoring/exhibiting at the conference does not entitle an organization to a speaking slot, nor does it earn any preferences.

Visit www.corporatecompliance.org/events/CallforSpeakers.aspx for more information.

DATES TO REMEMBER

**2015 call for speakers
(now closed)**

July 3–31, 2014

.....
2016 call for speakers

July 1–31, 2015

.....
**Early bird registration
ends**

January 7, 2015

.....
**Conference registration
and exhibit-only forms due**

January 23, 2015

.....
Hotel reservation cut-off

January 31, 2015

Exhibit for Maximum Exposure

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Exhibitor Set-Up

Sunday, February 22

Set-Up 11:00 AM – 3:00 PM*

Exhibitor Viewing Hours

Sunday, February 22

Opening Reception 5:00 PM – 6:00 PM

Monday, February 23

Exhibit Hall Open 7:15 AM – 6:30 PM

Networking Reception 5:30 PM – 6:30 PM

Tuesday, February 24

Exhibit Hall Open 7:15 AM – 10:30 AM

Teardown

Tuesday, February 24

10:30 AM – 11:30 AM*

**Please contact Lori Dahmes if you are unable to set up or tear down during the specified time slots. Additional information will be provided upon receipt of your application and payment.*

Times and layout are subject to change and will be confirmed prior to the event. Exhibitors are not required to staff booths during times attendees are in session.

*Email: lori.dahmes@corporatecompliance.org
Phone: +1 952 567 6213*

Exhibitor Pricing & Benefits

TABLE-TOP EXHIBIT DISPLAY **\$1,000**

6' draped table*	✓
Two chairs	✓
Wastebasket	✓
Online logo and company description (75 words max) on the website	✓
Two exhibit staff badges (exhibit area only access; additional badges \$225 each)	✓
Two reduced rate attendee full conference registrations per company at \$400 each	✓

**Includes space for a small display to set on the table, or a maximum of two banner stands.*

Conference & Hotel Accommodations

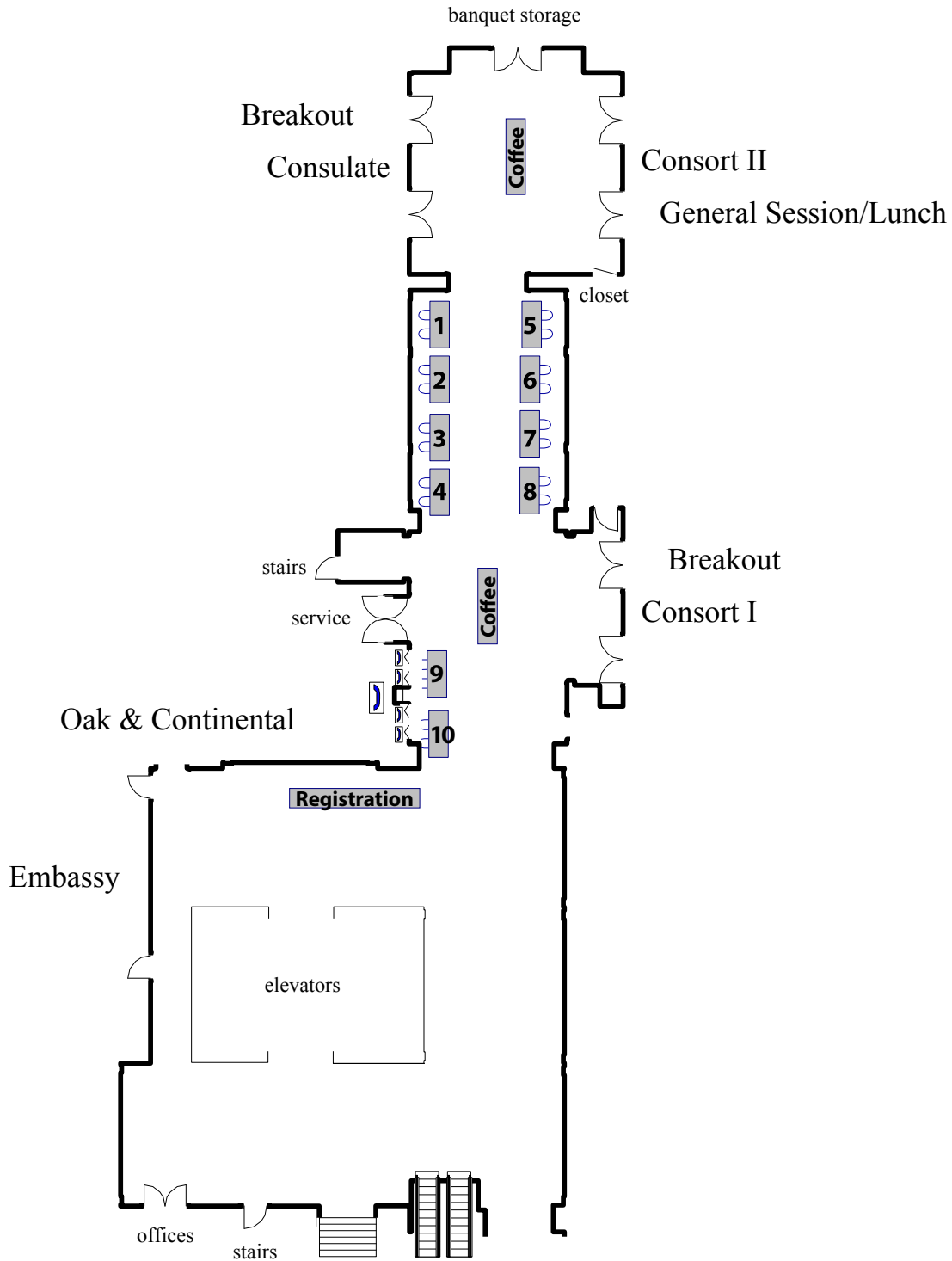
The Westin Oaks Houston at the Galleria
5011 Westheimer
Houston, TX 77056 USA
phone +1 713 960 8100
fax +1 713 960 6549
www.westin.com/houstongalleria

Reservations can be made by calling the hotel directly at +1 888 627 8514 or use the following link to book your reservation online: <https://www.starwoodmeeting.com/Book/UTB19>. When making your reservations via telephone, please ask for the SCCE Utilities & Energy Compliance & Ethics Conference at The Westin Oaks to receive the special group rate of \$195 per night for single/double occupancy plus applicable state and local taxes (currently 17% but subject to change). This rate is good until January 31, 2015 at 5:00 PM hotel local time or until the group block is sold out, whichever comes first. Reservations received after this date will be accepted on a space and rate availability. Hotel accommodations are not included in your conference registration fee. The group rate includes complimentary internet in guestrooms, complimentary overnight self-parking for hotel guests and complimentary 24-hour fitness center access. An early departure fee of \$75.00 will apply if guest checks out prior to the confirmed checkout date.

Exhibit Hall Map

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Grand Foyer



Galleria Mall & Westin Galleria

Sponsorship Opportunities

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Increase your brand awareness among this highly relevant audience with a sponsorship package

Sponsorship levels

Platinum Sponsor \$6,000 or more

Gold Sponsor \$4,000 or more

Silver Sponsor.....\$2,000 or more

SPONSORSHIP BENEFITS	SILVER	GOLD	PLATINUM
Company name/logo on all conference email correspondence			✓
Pre-conference attendee list for a one-time postal mailing			✓
Complimentary ad placement on “Take One” table		✓	✓
Complimentary conference registrations	1	2	3
Company logo displayed inside the conference brochure	✓	✓	✓
Company name, logo, and description (approx. 75 words) on conference web page	✓	✓	✓
Post-conference attendee list for a one-time postal mailing	✓	✓	✓

See the following page for details of the sponsorship opportunities available

Sponsorship Opportunities

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Choose one or more of our sponsorship opportunities below.

PLATINUM

Tote Bags

Your name and logo will appear on the front of large canvas bags which are distributed to all conference attendees. [\$6,000]

Folios

Each attendee will receive a folio with an accordion-style file with card holders on the left and a 8½" × 11" writing pad on the right. We'll print your logo on the front (one color) and place your business card or one page flyer (you provide) inside. [\$6,000]

Exhibit Hall Receptions

Exhibit Hall receptions provide attendees the opportunity to greet old friends, make new acquaintances, and visit with exhibitors in a casual and festive environment. Signage will be displayed in the reception area. [Sunday: \$6,000] [Monday: \$6,000]

Networking Lunch

Networking luncheons promise excellent visibility in an environment where the audience is focused on industry issues. [Monday: \$6,000]

GOLD

Continental Breakfasts

A continental breakfast will be provided for all attendees on Monday and Tuesday. Your company name will be displayed on signs near the food stations. [Monday: \$4,000] [Tuesday: \$4,000]

Water Bottles

Your company logo and company information will appear on the bottle. Water bottles will be distributed in attendee bags. [\$4,000]

Badge Holder Lanyards

All registrants will wear your company name around their necks. [\$4,000]

Flat flashlights - Magnetic

Your company logo will appear on the flashlight. The "smashlight" has four superbright LED bulbs, two replaceable batteries, and a magnetic back. They will be distributed in the attendee tote bags. [\$4,000]

SILVER

Notepads

A notepad imprinted with your logo will also be inserted in the attendee bag. [\$2,000]

Calculators

Slim-style calculators will bear your company logo on the front. All attendees will receive the calculator. [\$2,000]

Internet Café

Your company name and logo will be set as the home page on a minimum of three computers that will be available in the Internet Café. [\$2,000]

Session Room Signage

Every session room will have signage indicating the sessions in that room. Have your logo and booth number at the bottom of these signs that every attendee will see. [\$2,000]

Advertising Opportunities

Attendee Tote Bag Inserts

Place marketing material in all attendee tote bags (company to provide their marketing material). [\$500]

Take-One Table Handouts

Your marketing material will be made available on a take-one table (company to provide their marketing material). [\$250]

Pre-registration list

pre-conference attendee list for a one time postal mailing. [\$350]



Terms and conditions

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To ensure a successful exhibiting or sponsoring experience at the Society of Corporate Compliance and Ethics's (SCCE's) conferences, please read the following Exhibitor & Sponsor Terms & Conditions ("Terms & Conditions") carefully. By submitting a booth space or sponsorship application, exhibitors and sponsors agree to abide by these Terms & Conditions, and any other rules and regulations set forth for this event, including any special requirements that are imposed by the facility at which the conference will be held ("Facility"). Exhibitor or Sponsor agrees and understands that these Terms & Conditions are contractual in nature, and become part of the contract between the exhibitor and SCCE relating to exhibitor's attendance and exhibiting activities at the SCCE 2015 Utilities & Energy Compliance & Ethics Conference.

1. Eligibility to exhibit. Exhibitors' products and services must be relevant to the compliance profession. To exhibit, exhibitors must be in good financial standing with SCCE. SCCE has the right to refuse or terminate exhibit space rental if products, services, exhibitor behavior or displays are not appropriate and compatible with the general character or quality of the conference and cause undue interference with the effective operations of SCCE and its staff. The rules, policies, and regulations outlined on this form and in the service kit are part of the exhibitor's contract with SCCE.

2. Payment. A 50% deposit is required for all booth rentals. Balance must be paid in full and received by SCCE by Sunday, February 22, 2015. Exhibitor/sponsorship fees are non-refundable.

3. Failure to Occupy. Space not occupied by the close of installation on Sunday, February 22, 2015, at 5:00 PM (unless previous written arrangements were made) will be forfeited by the exhibitor. SCCE may resell, reassign or use the space. If display equipment is available, SCCE may choose to have the exhibit erected at the exhibitor's expense. The exhibitor is not relieved of the obligation to pay the full exhibit price.

4. Space assignment. All dimensions and locations shown on the official floor plan are believed, but not warranted to be, accurate. SCCE reserves the right to make such modifications as may be necessary to meet the needs of the Exhibitors and the exhibit program.

5. Exhibitor use of space. Exhibitors may not assign, sublet, or apportion the whole or any part of their allotted space. In addition, exhibitors may not advertise or display products or services other than those manufactured or sold in their regular business. Exhibitor or Sponsor company descriptions in the on-site program will be limited to one company name and identity listing. The distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by exhibitor only from within its space. The distribution of any article that interferes with the activities or obstructs access to neighboring booths, or that impedes aisles, is prohibited. This includes placement of display racks, banners, brochures or other items outside of the designated space rented by the exhibitor, as well as the offering of food or beverages.

6. Exhibitor code of conduct. All exhibitors agree to abide by the following code of conduct, and agree to SCCE's right to take immediate action to restrict or evict exhibitor and/or its personnel from the conference in the event of Code of Conduct violations. In the event of such eviction or restriction, exhibitor will forfeit all moneys paid for the conference, and may be subject to restrictions or prohibitions on attending future SCCE conferences.

- The exhibitor and its personnel shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other Exhibitors, conference attendees, and visitors or SCCE staff.
- SCCE reserves the right to prohibit any exhibit and/or exhibitor that, in its sole discretion and judgment, is inappropriate, offensive, or may detract from the general character of the conference.
- SCCE reserves the right to remove, without compensation, any exhibit and/or exhibitor that, in SCCE's sole discretion and judgment, is inappropriate, offensive, or may detract from the general character of the conference.
- SCCE reserves the right to require the removal of any exhibitor personnel who engage in behavior which, in the sole discretion of SCCE, is determined to be objectionable to other exhibitors, conference attendees, and/or SCCE staff.
- Any demonstrations or activity that may result in obstruction of aisles or that prevent ready access to nearby exhibitors' booths shall be prohibited.
- The audio level of any playback equipment, audio, video and/or demonstrations must be at a level so as not to disturb or be heard by adjacent exhibitors and their patrons. SCCE reserves the right to restrict exhibits to a minimum noise levels.

7. Exhibitor/sponsor-hosted functions. Functions may not be scheduled at times that conflict with conference sessions or receptions.

8. Cancellation

- (a) Cancellation or Reduction of Booth by SCCE. An exhibitor's failure to submit payment can result in the cancellation of the assigned space. In addition, SCCE has the right to cancel, reduce, or redistribute allocated booth space upon reasonable cause or due to events that make performance impossible. In the event of such an occurrence, SCCE will provide written notification and agrees to negotiate in good faith toward refund or reduction of the exhibit fee. If any part of the exhibit area is damaged, or the exhibitor is not permitted to occupy their assigned space, the exhibitor will be charged only for space that was actually occupied. SCCE is released from any and all claims for damages that may arise in conjunction with the above.

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- (b) Show cancellation policy. The parties agree that if the SCCE Utilities & Energy Compliance & Ethics Conference is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government, de jure or de facto, or governmental declaration or regulation, epidemic or other event over which SCCE has no control, then the exhibitor contract may be immediately amended by SCCE, and the exhibitor hereby waives any and all claims against SCCE for damages, reimbursement, refunds, or compensation.
- (c) Cancellation by Exhibitor. A 50% deposit is required for all booth rentals. Balance must be paid in full and received by SCCE by 2/22/2015, and 100% payment is due on all applications after 2/6/2015. Cancellation fee for exhibit space is the 50% deposit if cancelled before 2/6/2015. No refunds will be made after this date. Exhibitor fees are non-refundable.

9. Installation and dismantling of exhibit. Installation must take place during the times indicated, unless SCCE has previously provided written approval for installation at other times. Space not occupied by the start of the conference returns to SCCE for discretionary use. Dismantling begins at the conference's close and must be completed by the time indicated. Exhibitors dismantling prior to conference close will lose all points accumulated in the previous twelve months. Note: The exhibitor assumes all financial responsibility for installation and dismantling of the exhibit.

10. Booth Construction. One 6 foot table is provided along with two chairs and a wastebasket. All display items must fit on top of the table or directly behind the table. There is space for a maximum of two bannerstands behind the table.

11. Fire Protection. All exhibits must conform to fire laws, health regulations, electrical codes, and other ordinances of the local fire department. All materials used in the exhibit hall must be flameproof and fire resistant. All materials are subject to the inspection of the local fire department and their regulations shall govern. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. Enclosed ceilings are not permitted in the exhibit hall. The hotel reserves the right to dismantle any exhibit it feels does not conform to the fire laws, health regulations, electrical codes, and other ordinances of the local fire department.

12. Registration and housing. Registration information will be available on the SCCE website. Exhibitors are encouraged to book their hotel rooms through the SCCE's room block at the conference venue.

13. Meeting rooms. To request meeting room space, please contact the SCCE.

14. Exhibitor service kit. All exhibitors receive exhibitor service information electronically, including order forms for ancillary services at the conference.

15. Union. Local union jurisdiction applies. Detailed information will be provided to exhibitors in the Exhibitor Service Kit.

16. Security. Although security guard service may be furnished, neither SCCE nor the Facility will be responsible for damage to, loss, or theft of property belonging to any exhibitor, sponsor, their agents, employees, business invitees, visitors, or guests.

17. Indemnification. Exhibitor or Sponsor shall defend, protect, indemnify, save, and hold SCCE, and its officers, directors, employees, and agents, the Facility in which SCCE meetings are being conducted, and all agents and employees thereof (hereinafter collectively called "Indemnitees") forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor and/or its personnel, employees and agents, and further, exhibitor shall at all times defend, protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs damages, liability, or expenses (including attorney's fees) arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any property, person, or persons, including the exhibitor, its agents, employees, and business invitees, which arise from, or out of, or by reason of said exhibitor's participation at the conference, the negligent or willful conduct of its personnel, employees and agents, and/or its occupancy and use of the facilities, or any part thereof.

18. Exhibitor insurance. All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Facility. SCCE and the Facility do not maintain insurance covering exhibitor's conduct or property. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations, and contractual liability coverage of at least \$500,000 for Personal Injury Liability and \$500,000 for Property Damage Liability and Statutory Workers' Compensation insurance in full compliance with all federal and state laws. A certificate of insurance shall be furnished if requested by SCCE.

19. Facility rules. Exhibitors and sponsors shall strictly comply with all conditions imposed by the Facility in its contract with SCCE, and with the rules and regulations of the Facility.

20. Damage to property. The exhibitor is liable for any damage caused to Facility floors, walls, columns, standard booth equipment, or other exhibitors' property. The exhibitor may not mar, tack, make holes, or apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment

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21. Americans with Disabilities Act. Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the ADA; and (iii) that it shall defend, indemnify and hold SCCE harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses that may be incurred by or asserted against SCCE, its officers, directors, agents, or employees on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA.

22. On-site program. Each exhibitor or sponsor will receive one listing in the official conference program if application to exhibit is received 2 weeks prior to the start of the conference.

23. Market research and surveys. Exhibitors and sponsors are not permitted to conduct surveys of conference attendees during the conference.

24. Attendee information distribution. SCCE encourages exhibitor and sponsor efforts to communicate with SCCE attendees. However, in an effort to meet exhibitor needs and also protect the privacy rights of our attendees, the following policies shall apply. Exhibitors may request either a business card or may scan attendee badge barcodes using lead retrieval equipment if equipment is offered by SCCE, to obtain contact information for follow-up. For Barcode Lead Scans, SCCE agrees to release to the exhibitor attendee name, title, company, work postal mailing address, work phone, fax and e-mail, as provided by the attendee. Regarding an Advance/Post Mailing List: SCCE may, at its discretion, also offer exhibitors the opportunity to communicate about their products and services through the pre-registered attendee postal address list and post-conference attendee postal address list, either or both of which may be available for purchase. This information is only provided to qualified SCCE exhibitors and sponsors. Each list shall include attendee name, title, company and preferred postal mailing address as provided by the attendee. SCCE does not release attendee email addresses.

25. Children. Due to health and safety considerations, children under the age of 18 will not be admitted to the exhibit program or educational sessions.

26. Picture taking, videotaping/audio taping. Exhibitors are not permitted to photograph, audiotape or videotape sessions, exhibits, or any other part of the conference without express, written approval from SCCE.

27. Exceptions. Any request for exceptions to these Terms & Conditions must be submitted in writing to SCCE at least two weeks prior to the conference start date. SCCE reserves the right to make exceptions to these Terms & Conditions in its sole discretion.

28. Trademarks. Exhibitor/Sponsor grants SCCE, without the right to sublicense, a nonexclusive, revocable, nontransferable, royalty-free, worldwide license to use and display Exhibitor/Sponsor's company name and logo on SCCE website(s), print materials, and in other marketing media solely for purposes of promoting the Event and future events, provided that such use is in accordance with Exhibitor/Sponsor's established brand guidelines. If Exhibitor/Sponsor elects to become a branded sponsor for any portion of the Event, the use of Exhibitor/Sponsor's logo, marks, or artwork (collectively "Sponsor Artwork") on any Event merchandise or collateral is subject to the prior approval of SCCE, which reserves the right to reject any Sponsor Artwork that, in SCCE's sole discretion, fails to meet the defined specifications or general standards of quality for SCCE events. Exhibitor grants SCCE or anyone authorized by SCCE the right to use or publish, in print or electronic format, any photographs or video taken during the Event which contain images of Exhibitor's booth or space, including any trademarks, logos, or other images displayed in or on Exhibitor's booth or space, as well as any images or likenesses of Exhibitor's employees, contractors, subcontractors, or agents in the Exhibit Hall or at the Event.

Sponsorship & Exhibiting Application

Utilities & Energy Compliance & Ethics Conference | February 22–25, 2015 | Houston, Texas | Westin Oaks

Contact Information (please print)

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Contact person _____

Contact person's title _____

Authorized signature (signing here indicates that you have read and agree to the Terms and Conditions) _____

Logistics Coordinator (please print)

Full name _____

Email _____

Phone _____

Sponsorship Opportunities

PLATINUM LEVEL

- Tote Bags.....\$6,000
- Folios.....\$6,000
- Exhibit Hall Reception: Sunday.....\$6,000
- Exhibit Hall Reception: Monday.....\$6,000
- Networking Lunch: Monday.....\$6,000

GOLD LEVEL

- Continental Breakfast: Monday.....\$4,000
- Continental Breakfast: Tuesday.....\$4,000
- Water Bottles.....\$4,000
- Badge Holder Lanyards.....\$4,000
- Flat Flashlights.....\$4,000

SILVER LEVEL

- Notepads.....\$2,000
- Calculators.....\$2,000
- Internet Café.....\$2,000
- Session Room Signage.....\$2,000

ADVERTISING OPPORTUNITIES

- Attendee Tote Bag Inserts.....\$500
- Take-One Table Handouts.....\$250
- Pre-registration list.....\$350

SPONSORSHIP/ADVERTISING TOTAL \$ _____

Exhibit Rental

- Table-Top Exhibit Space _____ @ \$1,000 \$ _____
(includes 2 exhibit hall badges)
- Add'l exhibit staff badges* _____ @ \$225 \$ _____
(allows access to exhibit hall only)

TOTAL \$ _____

On-site personnel—exhibit hall only

1

Name and Title _____

Email _____ Phone _____

Address _____

City _____ State _____ Zip _____

2

Name and Title _____

Email _____ Phone _____

Address _____

City _____ State _____ Zip _____

Billing Information

TODAY'S DEPOSIT \$ _____ out of TOTAL \$ _____

BY MAIL - Enclose application and check payable to SCCE:

SCCE
6500 Barrie Road, Suite 250,
Minneapolis, MN 55435 United States
+1 952 933 4977 or 888 277 4977 (p) • +1 952 988 0146 (f)

BY FAX +1 952 988 0146 - I authorize SCCE to charge my credit card

INVOICE ME

Due to PCI Compliance, **please DO NOT provide any credit card information via email.** You may email the sponsorship and exhibiting application (without credit card information) and call SCCE registration with the credit card account number and expiration date at 952.933.4977 or 888.277.4977.

CREDIT CARD: AmericanExpress MasterCard Visa

Credit Card Account Number _____

Credit Card Expiration Date _____

Cardholder's Name _____

Cardholder's Signature _____ MC0215

50% deposit is required for all booth rentals. Balance must be paid in full by February 15, 2015. Exhibitor/sponsorship fees are non-refundable.

Questions: Email Lori Dahmes

lori.dahmes@corporatecompliance.org

OFFICE USE ONLY

Date received _____ By _____



SOCIETY OF CORPORATE COMPLIANCE AND ETHICS

6500 Barrie Road, Suite 250, Minneapolis, MN 55435 United States

P +1 952 933 4977 or 888 277 4977 | F +1 952 988 0146

www.corporatecompliance.org | helpteam@corporatecompliance.org