Compliance & Ethics Institute

September 14–17, 2014

Hyatt Regency Chicago | Chicago, IL

PROSPECTUS

EXHIBIT | SPONSOR | ADVERTISE

SCCE's Compliance & Ethics Institute provides vendors with high visibility and name recognition to compliance professionals across the country.

Exhibition opportunities offer the unique ability to target this market in related, content-focused settings.

Questions: lori.dahmes@corporatecompliance.org

Learn more at www.complianceethicsinstitute.org

Exhibit Dates September 14 –16

Society of Corporate Compliance and Ethics

Get to know SCCE

About SCCE

SCCE currently has 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 network
- SCCE's bi-monthly magazine, *Compliance & Ethics Professional*
- *e-Corporate Compliance News*, SCCE's weekly email newsletter of current events in compliance
- Compliance job postings
- Discussion groups
- Annual International Compliance & Ethics Institute
- Cooperative programs with other national organizations
- Regional education
- Basic Compliance & Ethics Academy® (offered globally)
- Member discounts
- And more!

Past exhibiting companies include:

- ACFE
- Aegis
- Aegis Comliance & Ethics Center
- Baker & McKenzie LLP
- BDO Consulting
- Broad & Cassel
- Click 4 Compliance
- Compli
- Compliance 360
- Compliance Concepts, Inc
- Compliance Wave, LLC
- Compliance Week
- Contoural
- Copyright Clearance Center
- Corpedia
- Datacert
- Devesys Technologies, Inc.
- Ethisphere
- Expo Logic
- Health Care Compliance Strategies
- Hiperos
- Hitec Laboratories Ltd
- i- Sight
- i-fact@nalysis
- Ingenuiti
- KPMG
- Kroll
- Lexis Nexis
- Littler Mendelson
- LRN
- MetricStream
- Modevity
- National Assoc of Corp Directors (NACD)
- Navex Global
- NAVEX Global
- Navigant Consulting
- Networking Lounge
- New England College of Business & Finance
- NogginLabs
- NYSE Governance Services, Corpedia
- PriceWaterhouseCoopers (PwC)
- Resonate Pictures
- SAI Global
- Second City Communications
- Skillsoft
- Solutions House
- Steele CIS
- TerraNua
- The Network
- The Red Flag Group
- Thomson Reuters Accelus
- VIA
- WeComply, Inc.
- Widener University School of Law
- WorldCompliance
- Xcelus, LLC

Attendee profile

Who will attend SCCE's Compliance & Ethics Institute®?

- Compliance & Ethics Officers
- Audit Managers
- Compliance & Ethics Journalists
- Compliance Officers
- Compliance trainers and analysts
- Consultants
- Corporate executives, including CEOs and CFOs
- Ethics Officers
- Human Resource Managers
- Information Officers
- In-House and Outside Counsel
- Privacy Officers
- Regulators and other government personnel
- Researchers and policy makers
- Risk Managers
- Staff educators and trainers

SCCE members and Institute attendees are interested in:

- Antitrust
- Auditing and monitoring
- Working with boards of directors and CEOs
- Company resources
- Compliance
- Copyright Issues
- Confidential information
- Conflicts of Interest
- Corporate Culture
- Document retention
- Education and training
- Enterprise risk management
- Ethics
- Evaluation
- FCPA
- Fraud
- Gifts and gratuities
- Hotlines/Helplines
- Human resources and employment law
- Insider trading
- International business
- Investigations
- Information technology and information sciences
- Legislation and other legal issues
- Measurement/Evaluation
- Privacy
- Public relations
- Records management
- Reporting
- Risk management
- Security breach and notification laws
- Social media

Sponsor, exhibit, and advertise

Take advantage of SCCE sponsorship, exhibiting, and/or advertising opportunities, and prepare to:

- Heighten your credibility through close association with the premier compliance & ethics association
- Develop relationships with new prospects and strengthen ties with existing clients
- Differentiate your company from your competition and traditional marketing methods
- Gain high visibility and name recognition

Exhibiting and Sponsorship Pricing

Exhibitor 10' x 10'	$2,395
Exhibitor Corner Booth 10' x 10'	$2,595
Exhibitor 20' x 20'	$9,575
Silver Sponsor	$6,000 or more
Gold Sponsor	$8,000 or more
Platinum Sponsor	$10,000 or more

Exhibitor Details

8' high backdrape/3' high side dividers	✓
7" x 44" exhibitor ID sign	✓
Post-conference attendee list for a one-time postal mailing	✓
Online logo and company description (75 words max) at www.complianceethicsinstitute.org	✓
On-site company description (75 words max) in the Mobile App	✓
Two exhibit staff badges ***(exhibit hall only)***	✓
Two reduced-rate attendee conference registrations (per company) at $600 each	✓

Sponsorship Details

	Silver	Gold	Platinum
Listing in the printed annual SCCE Resource Guide (2015 edition) if received by June 18, 2014 (digital version only for those received after the June 18 deadline)	✓	✓	✓
Post-conference attendee list for a one-time postal mailing	✓	✓	✓
Online logo and company description (75 words max) at www.complianceethicsinstitute.org	✓	✓	✓
On-site company description (75 words max) in the Mobile App	✓	✓	✓
Company name/logo displayed at the conference	✓	✓	✓
Company name/logo displayed inside the conference guide	✓	✓	
Complimentary conference registrations	1	2	3
Complimentary ad placement on "Take One" table		✓	✓
Pre-conference attendee list for a one-time postal mailing			✓
Company name/logo on all conference email correspondence			✓

Sponsorship opportunities

PLATINUM LEVEL

General Session Lunch: General session luncheons are popular SCCE traditions and promise excellent visibility in an environment where the audience is focused on industry issues. [Monday: $10,000]

Tote Bags: Your name and logo will appear on the front of large canvas bags which are distributed to all conference attendees. Open to two sponsors – we will alternate which company's logo i s on the front and back. ~~[$10,000]~~ SOLD

Internet Stations: Your company name and logo will be set as the home page on a minimum of four computers that attendees can use to check their email. ~~[$10,000]~~ SOLD

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: ~~$10,000~~ **SOLD** or Monday: $10,000]

CEI Mobile App: The CEI mobile app is an innovative application that works on any mobile device capable of accessing the Internet. Attendees will use this application to view conference information, create a customizable schedule, select vendors they want to visit during the show, and access PowerPoint presentation slides for their sessions. As the sponsor you will see your logo on the app loading screen as well as on the main Now screen that serves as the homepage for the app. Clicking your logo/banner ad will go to a desired location of your choice (website, PDF document, etc) allowing you to customize your message to the attendees. 72% of attendees downloaded the CEI mobile app for the 2012 conference. This is great exposure and the latest trend in conferences. ~~[$10,000]~~ SOLD

Conference Wireless Internet: Provide complimentary internet access to all conference participants by sponsoring the conference wireless internet. Signage onsite will feature your company's logo throughout the conference space. [$10,000]

Professional Headshot Station: Attendees have the opportunity to have professional headshots taken. They'll receive the photos via email after the conference. The station will feature signage with your company's logo. ~~[$10,000]~~ SOLD

Pens: Your company logo and company information will appear on the body of the tri-stic pen. Pens will be inserted into all attendee tote bags and given out at all SCCE Conferences throughout 2014. [$10,000]

Highlighters: Your company logo and company information will appear on the body of the highlighter. Highlighters will be inserted into each attendee tote bag at the CEI and given out at all other SCCE Conferences throughout 2014. [$10,000]

Conference Guide: The conference printed program will feature two full-page color advertisements, plus your company's logo on the cover! A condensed Pocket Guide version of the conference program is also included. [$10,000]

Coffee Mugs: Your company logo and information will appear on the mugs. Mugs will be set out for use on Monday morning near the coffee for all attendees. ~~[$10,000]~~ SOLD

Tweet wall: Enjoy exclusive sponsorship of the TweetWall Pro Twitter feed screens throughout the conference for all attendees to see your company logo/message. With at least 10 flat screens throughout the conference hallways and common areas, your message is guaranteed to be seen. The Tweet Wall will start on the Saturday prior to the conference, September 13, and end at 12:00 pm on the post-conference day, September, April 17. SCCE will design the Tweet Wall background and place your static company logo/message within the design. Logo is limited to 150 pixels width or length, message is limited to 50 characters. Total space is limited to 300 pixels.. ~~[$10,000]~~ SOLD

Sponsors/Exhibitors Speaking at SCCE Conferences: Sponsors and Exhibitors 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, content and 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.

Sponsorship opportunities

GOLD LEVEL

General Session Lunch: General session luncheons are popular SCCE traditions and promise excellent visibility in an environment where the audience is focused on industry issues. [Tuesday: $8,000]

Refreshment Breaks: Your company name will be displayed near the food stations during a break. [Monday: $8,000 or Tuesday: $8,000]

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 (you provide) inside. ~~[$8,000]~~ SOLD

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: ~~$8,000~~ or Tuesday: ~~$8,000~~] SOLD

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. [$8,000] SOLD

Water Bottles: Your company logo and company information will appear on the bottle. Water bottles will be distributed in attendee bags. [$8,000]

Badge Holder Lanyards: All registrants will wear your company name, website, and phone number around their necks. [$8,000] SOLD

Flat Flashlights: Your company logo and company information will appear on the flashlight. The "smashlight" has four superbright LED bulbs, two replaceable batteries and a magnetic back. They will be inserted in the attendee bags. [$8,000]

Hotel Room Keys: Get your name in the hands of all attendees with your company logo imprinted on conference hotel room keys. ~~[$8,000]~~ SOLD

Mobile Phone Charging Station: Attendees charge their mobile devices in 10 minutes. Your video will run on a continuous loop on an LCD screen while your static image is displayed on a smaller screen. Sponsor will provide video and image. [$8,000] SOLD

SILVER LEVEL

Notepads: A notepad imprinted with your logo will be inserted in the attendee bag. ~~[$6,000]~~ SOLD

Calculators: Slim-style calculators will bear your company logo on the front and be inserted in the attendees bag. [$6,000]

Volunteer Project: Your sponsorship will cover bus transportation, lunch, and beverages. Remaining funds will be donated to the project. Your company logo will also be printed on t-shirts that are provided to each volunteer. [$6,000]

Aero-Safe Travel Kit: Your company logo and company information will appear on the front of the travel kit which includes four TSA-compliant bottles, including one spray bottle. [$6,000]

Antibacterial Hand Sanitizer with Neoprene Sleeve: Your company logo and company information will appear on the neoprene sleeve of the hand sanitizer. These will be inserted into every attendee tote bag. [$6,000]

Luggage ID Grip: Your company logo and company information will appear on the Luggage ID Grip which secures around luggage handles and includes an information ID card. The Luggage ID Grip easily attaches to your luggage handle and makes your luggage easily identified. [$6,000]

Other Opportunities: If you have something you would like to sponsor at the conference that is not listed here, please contact Lori Dahmes at lori.dahmes@corporatecompliance.org.

SCCE requests that sponsorship orders and logos be received by July 1, 2014, to guarantee return recognition in the program book, conference materials, and on-site signage.

Advertising opportunities – exhibitors and sponsors only

Advertising in the Conference Guide

The Conference Guide is where attendees find all information about the conference: room assignments, information about the exhibit hall, and other conference information. Attendees will be looking at the book throughout the conference. Ads are four-color glossy pages. Please include an additional .125" (1/8") bleed on all four sides of your ad. Note that ads may bleed on the spine edge, but ad copy or important images should not be placed within 0.5" (1/2") of the spine, which will be punched and spiral bound.

Half-page full-color ad $750

Trim size: 7" wide x 5" high. Half-page ads do not bleed.

Full-page full-color ad $1,000

Trim size: 8" wide by 11" high.

Include an additional 1/8" bleed on all four sides of a full-page ad.

IMPORTANT: Do not include ad copy or other critical information or images within 0.5" (1/2") from the left or right sides of your full-page ad: depending on page placement, one side of your ad will be punched and spiral-bound.

DEADLINE: Monday, July 11, 2014

Attendee tote bag insert

Place marketing material in all attendee tote bags (company to provide their marketing material) $1,500

DEADLINE: Monday, August 15, 2014

Daily newspaper

The SCCE will publish daily conference news - updating attendees with information on sessions, CEU's, speaker name changes, room changes, etc. The CEI Daily Newspaper will be distributed to attendees every morning and will be available at the SCCE Registration Desk and the SCCE booth during the conference. There will be a total of 12 ads over the 3 issues of CEI Daily that will be published Sunday – Tuesday. Ad placement is on a first-come, first-served basis. The Media Kit containing the rates, ad specs, deadlines, and insertion order form, will be sent out prior to the conference.

Exhibiting opportunities

SCCE's Compliance & Ethics Institute Exhibit Hall is designed strategically to draw in your target audience and keep them there. Two receptions, continental breakfasts, and refreshment breaks will take place in the Exhibit Hall.

10' x 10' Booth Package

10' x 10' booth.....$2,395

Corner premium.....$2,595

20' x 20' booth.....$9,575

Additional exhibit staff badges (Exhibit Hall only).....$350

What is included:

- 8' high backdrape/3' high side dividers
- 7" x 44" exhibitor ID sign
- Post-conference attendee list for a one-time postal mailing
- Online logo and company description (75-word max) at www.complianceethicsinstitute.org
- On-site company description (75-word max) in the Conference Guide
- Two exhibit staff badges (Exhibit Hall only)
- Two reduced-rate attendee conference registrations (per company) at $600 each

Exhibit Set-Up Hours*

Sunday, September 14.....10:00 AM – 3:00 PM

Exhibit Viewing Hours*

Sunday, September 14.....4:30 PM – 6:00 PM

Monday, September 15.....7:00 AM – 7:00 PM

Tuesday, September 16.....7:00 – 11:15 AM

Exhibit Teardown*

Tuesday, September 16.....11:15 AM – 2:00 PM

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

Hotel Accomodations

Hyatt Regency Chicago, 151 E Upper Wacker Dr, Chicago, IL 60601

The group rate is $264 per night single/double occupancy plus tax (currently at 16.4% per room per night and subject to change). Additional persons are $25 each and upgraded rooms are available for additional charge. Visit https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10794190 to make reservations online via our SCCE group site, or call +1 888 421 1442. When making your reservation via telephone, please reference the group SCCE Compliance & Ethics Institute to receive the special rate. These rates are good until August 24, 2014, or when the group room block is full (whichever comes first). Reservation requests received after this cut-off date or after the group block is filled (whichever comes first) will be accepted on a space and rate availability basis only. Hotel accommodations are not included in your conference registration fee. Complimentary Basic guest room internet is included in the group rate for all attendees who are booked within the group room block.

Hotel Guarantee Policy: All reservations require a credit card guarantee. One night's room and tax will be charged if the guest cancels after 3:00 pm 48 hours prior to arrival date.

Hotel Cancellation Policy: If you wish to cancel, please do so prior to 3:00 pm 48 hours prior to your scheduled arrival to arrival to avoid cancellation penalties.

Exhibit Hall Map

Aegis Compliance & Ethics Center 216
Assoc of Certified Fraud Examiners (ACFE) 304
Baker McKenzie 223
Black Belt Compliance 308
Charles Schwab 220
Click 4 Compliance 119
Compli 217
ComplianceInsider 97.5
ComplianceLine, Inc. 224
Compliance Wave LLC 125
Compliance Week 225
Contoural 118
Convercent 222
ConvergePoint 221
Copyright Clearance Center 97
Cordium 317
CRI Group 93
Datacert 213
Emtrain 96
Ethisphere 109
EY 120.5
Hiperos 210-212
Hitec Labs 312
Ingenuiti 108-110
Institute of Internal Auditors 206
i-Sight 117
Kineo Group Inc 310
Klink & Co., Inc. 95
KPMG 311
Kroll 116
Language & Culture Worldwide 218
LexisNexis 221.5
Littler Mendelson 92
Loyola University Chicago School of Law 318
LRN 98-100
MetricStream 120-122
Modevity 124
National Assoc of Corp Directors (NACD) 121
Navex Global 105-107
The Network, Inc. 111-113
New England College of Business 123
NYSE Governance Services, Corpedia 104
Osprey Compliance Software, LLC 219
PleaseTech LTD 209
PwC, Pricewaterhouse Coopers, LLP 204
The Red Flag Group 99-101
SAI Global 205-207
Second City Communications 106
Skillsoft 306
Steele CIS 316
Stevenson University 112
TerraNua 324
Thomson Reuters Accelus 211
TRACE International 94
The Wall Street Journal 313-315
West LegalEdcenter 320
Widener School of Law 208

Terms and conditions

To ensure a successful exhibiting or sponsoring experience at the Society of Corporate Compliance and Ethics' (SCCE's) conferences, please read the following Exhibitor & Sponsor Terms and Conditions ("Terms and Conditions") carefully. By submitting a booth space or sponsorship application, exhibitors and sponsors agree to abide by these Terms and 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 and 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 2014 Compliance & Ethics Institute.

1. Eligibility to exhibit. Exhibitors' products and services must be relevant to the health care 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 the 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. 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.

(a) The first opportunity to reserve 2014 booth space is at the 2013 SCCE Compliance & Ethics Institute. This on-site election is based on the SCCE Priority Point System.

Space assignments are based on a priority point system using the following criteria:

- Participation in past SCCE meetings: 1 point/meeting
- Sponsorship of past SCCE meetings: 1 point/meeting
- SCCE corporate membership: 1 point/year
- Date SCCE receives exhibitor application (tie-breaker)

A priority point list is created for each year's space assignments in descending order from highest point total. The company with the highest point total will select space first, followed by the consecutive companies in descending point total order. The order of selection will be based on the accrued priority points. The exhibitor with the highest number of acquired points will choose booth space first and so on. Each company has a maximum of 5 minutes to select booth space from a live floor plan. You must be ready to select your booth when your company name is called or you will be passed. Prior to leaving on-site booth selection, your company representative will receive a confirmation letter with your booth number. If an exhibitor misses their scheduled meeting time, they will be accommodated as the booth selection schedule allows at the end of the scheduled time slot they arrive in.

(b) After on-site space selection, booth space reservations will be open to the public and space will be assigned on a first-come, first-served basis by the date the booth space contract and deposit are received. If an exhibitor's first selection of space has already been assigned, SCCE will allocate the next-best available space. Upon receipt of contract and deposit, space assignment(s) will be sent within five to seven business days. If the exhibit hall space is sold out, notification will be made immediately by phone and the organization applying to exhibit is placed on a waiting list. SCCE assumes that the exhibit space assignment is accepted unless SCCE receives a written denial within 7 days of notification. Assignments made within 30 days of the start of the conference are assumed to be final at the time that they are made. Date of notification is the date SCCE emails the notification. SCCE reserves the right to modify the floor plan or move the exhibitor's booth location to accommodate floor plan configuration or traffic flow.

3. 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 conference guide 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.

4. 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.

Terms and conditions

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

6. Cancellation

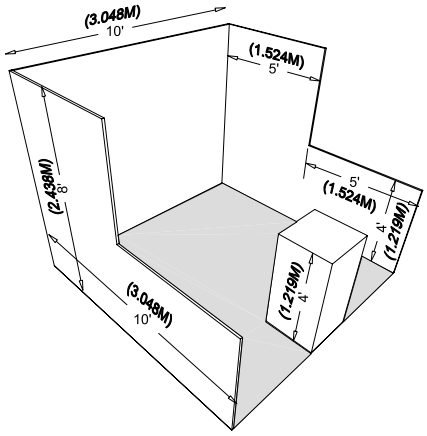
(a) Cancellation or Reduction of Booth by SCCE. An exhibitor's failure to submit payment can result in the cancellation of the assigned space. In addition, SCCE has the right to cancel, reduce, or redistribute allocated booth space upon reasonable cause or due to events that make performance impossible. 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.

(b) Show cancellation policy. The parties agree that if the SCCE Compliance & Ethics Institute 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 jute 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 by 8/15/2014. Cancellation fee for exhibit space is $1,300 if cancelled before 8/15/2014. No refunds will be made after this date. Exhibitor fees are non-refundable.

7. 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.

8. Booth construction. An in-line booth is one or more standard 10' x 10' units arranged in a straight line. In-line booths have only one side exposed to an aisle. The maximum height of 8' is allowed on the back wall and the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. The maximum back wall height limitation of 8' includes signs, company name, logo, or product information.



Regardless of the number of in-line booths used (e.g., 10' x 20', 10' x 30', etc.) display materials should be arranged so they do not obstruct sight lines of neighboring exhibitors. Each in-line booth will have an 8'-high draped back wall and 3'-high draped dividers defining the sides of the space. The backside of an in-line booth must not be visible and must not be used for storage. The ceiling height is 12'.

9. 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.

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

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

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

13. 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. Security information will be available in the Exhibitor Service Kit.

Terms and conditions

14. 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 if its personnel, employees and agents, and/or its occupancy and use of the facilities, or any part thereof.

15. 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.

16. 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.

17. 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

18. 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.

19. Mergers. In the event of a merger of two or more exhibiting or sponsoring companies, the following rules will apply: One main contact will be designated by the purchasing company to SCCE, for all related correspondence and questions. The exhibiting or sponsoring company will have one identity in the on-site conference guide. A courtesy listing (example: ABC Company, see WorldAlliance), within one year of the acquisition or merger, will be provided if requested in writing. The same cancellation policy of fees and dates will apply to mergers regardless of the ability of SCCE to resell the booth space. Priority Points will not be combined for companies that merge. This allows the company with the highest point total to keep the priority ranking they have achieved.

20. On-site conference guide. Each exhibitor or sponsor will receive one listing in the official conference guide.

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

22. Announcements. No public announcement of door prize winners will be made.

23. 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 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.

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

25. 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.

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

SCCE's Annual

JOIN US IN CELEBRATING SCCE'S 10TH ANNIVERSARY

Compliance & Ethics Institute

September 14–17, 2014 | Hyatt Regency Chicago | Chicago, IL

APPLICATION

Contact information (please print)

Company Name

Address

City State Zip

Phone

Fax

Contact Person

Contact Person's Title

Email

Authorized Signature

Sponsorship opportunities

PLATINUM LEVEL

- ☐ General Session Lunch: Mon $10,000
- **SOLD:** Tote Bags ..... ~~$10,000~~
- **SOLD:** Internet Stations ..... ~~$10,000~~
- **SOLD:** Ex Hall Reception: Sun ..... ~~$10,000~~
- ☐ Exhibit Hall Reception: Mon $10,000
- **SOLD:** CEI Mobile App ..... ~~$10,000~~
- ☐ Conference Wireless Internet $10,000
- ☐ Conference Guide $10,000
- **SOLD:** Headshot Station ..... ~~$10,000~~
- ☐ Pens $10,000
- ☐ Highlighters $10,000
- **SOLD:** Coffee Mugs ..... ~~$10,000~~
- **SOLD:** Tweet Wall ..... ~~$10,000~~

GOLD LEVEL

- ☐ General Session Lunch: Tues $8,000
- ☐ Refreshment Break: Mon $8,000
- ☐ Refreshment Break: Tue $8,000
- **SOLD:** Folios ..... ~~$8,000~~
- **SOLD:** Breakfast: Monday ..... ~~$8,000~~
- **SOLD:** Breakfast: Tuesday ..... ~~$8,000~~
- **SOLD:** Session Room Signage ..... ~~$8,000~~
- ☐ Water Bottles $8,000
- **SOLD:** Badge Holder Lanyards $8,000
- ☐ Flat Flashlights $8,000
- **SOLD:** Hotel Room Keys ..... ~~$8,000~~
- **SOLD:** Mobile Phone Station $8,000

SILVER LEVEL

- **SOLD:** Notepads $6,000
- ☐ Calculators $6,000
- ☐ Volunteer Project $6,000
- ☐ Aero-Safe Travel Kit $6,000
- ☐ Antibacterial Hand Sanitize $6,000
- ☐ Luggage ID Grip $6,000

TOTAL $ _____

Advertising opportunities

ATTENDEE TOTE BAG INSERT

☐ Company-provided marketing material in attendee bags: $1,500

PRE-REGISTRATION LIST

☐ Pre-registration list (postal address only): $500

CONFERENCE GUIDE ADS

☐ Full-page full-color ad: $1,000

☐ Half-page full-color ad: $750

TOTAL $ _____

Booth rental

☐ 10' x 10' booth	____@ $2,395	$ _____
☐ Corner premium booth	____@ $2,595	$ _____
☐ Add'l exhibit staff badges* (allows access to exhibit hall only)	____@ $350	$ _____

*You will be asked to provide the names and contact information of exhibit staff for the staff badges and registration using forms that will be included in your exhibitor kit.

Booth choice (see floor plan for location numbers):

1st choice: _____ 2nd choice: _____ 3rd choice: _____

4th choice: _____ 5th choice: _____ 6th choice: _____

Please list any companies you would rather not be near (refer to the list of previous exhibitors on page 3 of this brochure, or visit www.complianceethicsinstitute.org for an ongoing list):

_____

Billing information

Total Amount $ _____

◯ Check enclosed (payable to SCCE)

◯ I authorize SCCE to charge my credit card (choose below)

Due to PCI Compliance, **please do not provide any credit card information via email**. You may email this form (without credit card information) and call SCCE at 952.933.4977 or 888.277.4977 with your credit card information.

CREDIT CARD: ◯ AmericanExpress ◯ MasterCard ◯ Visa

Credit Card Account Number

Credit Card Expiration Date

Cardholder's Name

Cardholder's Signature CEI14

50% deposit is required for all booth rentals. Balance must be paid in full by September 13, 2014. Cancellation fee for exhibit space is $1,000 if cancelled before August 15, 2014. No refunds will be made after this date. Exhibitor fees are non-refundable.

Please initial and date here that you have read and understand the Cancellation and Refund Policy _____ / _____
INITIALS DATE

Make check payable to: Society of Corporate Compliance and Ethics

Fax Include billing information and fax to +1 952 988 0146

Please return completed form with payment to:

Lori Dahmes
Society of Corporate Compliance and Ethics
6500 Barrie Road, Suite 250, Minneapolis, MN 55435, United States
PHONE +1 952 933 4977 or 888 277 4977 | FAX +1 952 988 0146
EMAIL lori.dahmes@corporatecompliance.org

Email your 75-word company description and company logo to Lori Dahmes at lori.dahmes@corporatecompliance.org upon completion of this form.