

2018 Compliance & Ethics Regional Conferences

Prospectus Exhibit/Sponsor



Dates/Locations

January 26 • Southern California

March 2 • Minneapolis, MN

March 9 • New York, NY

March 23 • Boston, MA

April 13 • Scottsdale, AZ

April 27 • Tampa, FL

May 4 • Chicago, IL

May 18 • San Francisco, CA

June 8 • Atlanta, GA

June 21–22 • Anchorage, AK

July 13 • Singapore

August 17 • Columbus, OH

August 24 • Sao Paulo

September 21 • Washington, DC

September 28 • Dallas, TX

November 16 • Seattle, WA

December 7 • Philadelphia, PA



SCCE™
Society of Corporate
Compliance and Ethics

For more information, contact **Katie Burk**:
katie.burk@corporatecompliance.org or
+1 952 405 7925

Learn more at www.corporatecompliance.org/regionals

About the Society of Corporate Compliance & Ethics

SCCE's membership

SCCE currently has more than 6000 members and more than 9,400 compliance professionals hold a Compliance Certification Board (CCB)[®] credential.

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 monthly magazine, *Compliance & Ethics Professional*
- *Corporate Compliance Weekly 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!



Get Certified in Compliance & Ethics (CCEP)[®]

CCB has developed the Certified Compliance & Ethics Professional (CCEP)[®] certification exam. The CCEP gives individuals from all industries the platform to demonstrate their knowledge and expertise in compliance and ethics. SCCE offers several opportunities for those that qualify to earn required compliance education credits and sit for the exam. The exam is also available at many H&R Block locations throughout the U.S. and, it is available in more than 30 countries.

Exposure to top professionals in your field

Effective, inexpensive way to market your name and brand

Excellent networking opportunities

Attendee Profile

Who will attend SCCE's Regional Conferences?

- Audit Managers
- Compliance & Ethics Journalists
- Compliance Officers
- Compliance Trainers and Analysts
- Consultants
- Corporate Executives, including CEOs & CFOs
- Ethics Professionals
- Human Resource Managers
- Information Officers
- Regulators and other Government Personnel
- Researchers and Policy Makers
- Risk Managers
- Staff Educators and Trainers

What industries do SCCE members and conference attendees represent?

- Aerospace/Aviation/Defense
- Agriculture
- Banking
- Biotechnology and Pharmaceuticals
- Computer Software
- Consulting Services
- Consumer Products
- Education
- Energy/Utilities
- Financial Services
- Gaming
- Healthcare
- Hospitality/Tourism
- Insurance
- Manufacturing and Production
- Municipalities
- Nonprofit
- Retail/Wholesale
- Telecommunications
- And more

What interests SCCE members and conference attendees?

- Accurate Books and Records
- Antitrust
- Auditing & Monitoring
- Working with Boards of Directors and CEOs
- Company Resources
- Compliance
- Copyright Issues
- Confidential Information
- Conflicts of Interest
- Corporate Culture
- Discovery
- Discrimination
- Document Retention
- Education and Training
- Enterprise Risk Management
- Ethics
- Evaluation
- Fraud
- Gifts and Gratuities
- Harassment
- Hotlines/Help lines
- 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



Conference Locations

The Society of Corporate Compliance & Ethics invites you to participate in supporting regional compliance education conferences. Take advantage of a unique opportunity to expand your reach to professionals in your area. These regional conferences are attended by influential and experienced professionals. Sponsorship offers you strategic positioning as an industry leader.

January 26 • Southern California

March 2 • Minneapolis, MN

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July 13 • Singapore

August 17 • Columbus, OH

August 24 • Sao Paulo

September 21 • Washington, DC

September 28 • Dallas, TX

November 16 • Seattle, WA

December 7 • Philadelphia, PA



Sponsorship Opportunities

Take advantage of a unique opportunity to expand your reach! SCCE events are attended by highly influential and experienced professionals. Sponsorship offers you strategic positioning as an industry leader.

Each sponsorship opportunity will include the following:

- Company logo on cover of conference brochure
- Company logo on event page
- Company logo on conference email blasts
- Company logo on conference handouts page

Each exhibiting opportunity will include the following:

- Company logo on cover of conference brochure
- Company logo on SCCE website on regional event page
- Company logo on SCCE Regional conference email blasts
- Company logo on index page of conference presentations link



Sponsorship Opportunities:

Prices listed are per event

Lunch: A buffet lunch will be provided for all attendees. Your company name will be displayed throughout the lunch. **(\$2000)**

Continental Breakfast: A continental breakfast will be provided for all attendees. Your company name will be displayed throughout the breakfast. **(\$1,500)**

Padfolios: Company logo will appear on the cover of the padfolios. Padfolios will be distributed to all attendees **(\$1,400)**

Tumblers: Provide a tumbler for attendees. Your company logo/website will appear on the bottle. **(\$1,300)**

Book Bag: Provide a bag for attendees. Your company logo/website will appear on the bag. **(\$1,200)**

Water Bottle: Provide a water bottle for attendees. Your company logo/website will appear on the bottle. **(\$1,200)**

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 to all attendees. **(\$1,200)**

Journal Pad: Your logo/website will appear on the cover of the journal pad which is distributed to all attendees. **(\$1000)**

Lanyards: Each attendee receives and wears a lanyard at the conference. Your company logo/website will appear on the lanyard. **(\$800)**

Support SCCE: Gain exposure for your company while supporting SCCE. **(\$500)**

Discount offered when you sponsor three or more conferences

For more information, contact **Katie Burk:**
katie.burk@corporatecompliance.org or **+1 952 405 7925**

Exhibiting at Compliance & Ethics Regional Conferences

Take advantage of regional conference exhibiting opportunities, and prepare to:

- Heighten your credibility through close association with the largest organization of its kind
- 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 to compliance and ethics professionals

Exhibiting Opportunities:

- Exhibit booth fee: **\$900** (*includes one Exhibitor Attendee registration*)
- Additional Exhibitor Attendee registrations **\$175 each** (contact Katie Burk for more information)
- Exhibits will be located in the pre-function area outside of the session room.
- Exhibit tabletop space assignments are on a first-come basis the morning of the conference

Exhibiting Benefits:

Table-top exhibit display	\$900
6' draped table*	✓
Two chairs	✓
Wastebasket	✓
Company logo on cover of conference brochure	✓
Company logo on event page	✓
Company logo on conference email blasts	✓
Company logo on conference handouts page	✓
Post-conference attendee list (contact information not included)	✓
One Exhibitor Attendee registration including access to all sessions and meals	✓

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



Discount offered with sponsorship of three or more conferences

For more information, contact **Katie Burk:**

katie.burk@corporatecompliance.org or **+1 952 405 7925**

Terms and Conditions

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 2018 Regional Compliance & Ethics Conferences.

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. All payments must be made in full at least 7 days prior to conference date.

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 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.

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.

5. Promotion during conference. Exhibitors are reminded not to place brochures, stickers, signs, posters or marketing materials anywhere other than within their own booth space. Likewise, exhibitors' representatives are not allowed to distribute brochures, invitations, etc, anywhere than within their exhibit space. This is unfair to the other Exhibitors and an inconvenience to visitors.

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 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. Cancellation fee for exhibit space is \$250 if cancelled 14 days before the conference date. After 14 days, no refunds will be made.

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. 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.

9. 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.

Terms and Conditions

10. 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.

11. 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.

12. 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.

13. 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

14. 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.

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

16. 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.

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

18. 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.

19. 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.



Logistics Coordinator (please print)

Full name _____
 Company _____
 Email _____
 Phone _____

On-site Exhibitor Attendee (please print)

Full name _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____
 Contact person _____
 Contact person's title _____
 Signature _____

This agreement shall not be binding unless it is signed by an authorized representative of the applicant's firm and is accepted and signed by SCCE. By signing above, I hereby certify that I have read and will abide by the "Terms and conditions" in this prospectus.

Conference Sponsorship Opportunities

- Lunch.....\$2,000
- Breakfast\$1,500
- Padfolios\$1,400
- Tumblers.....\$1,300
- Book Bag.....\$1,200
- Water Bottle.....\$1,200
- Flat flashlights.....\$1,200
- Journal Pad\$1,000
- Lanyards.....\$800
- Support SCCE.....\$500

Exhibiting Opportunities

- Exhibit booth fee\$900

To purchase additional conference registrations at \$175 each, please contact Katie Burk directly at katie.burk@corporatecompliance.org. A separate registration form will be emailed to you.

TOTAL \$ _____

Questions? Contact Katie Burk:
katie.burk@corporatecompliance.org
 1 952 405 7925

Conference Locations

Please check the conferences you would like to sponsor.

(Note: The sponsorship opportunities selected in the previous column will be charged for all locations selected below. If you would like different sponsorship items for each location, please complete a new form for each location.)

- January 26 • Southern CA
- March 2 • Minneapolis, MN
- March 9 • New York, NY
- March 23 • Boston, MA
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- April 27 • Tampa, FL
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- July 13 • Singapore
- August 17 • Columbus, OH
- August 24 • Sao Paulo
- September 21 • Washington, DC
- September 28 • Dallas, TX
- November 16 • Seattle, WA
- December 7 • Philadelphia, PA

Billing Information

- 50% Deposit
- Payment in full

TODAY'S 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.

CREDIT CARD: American Express MasterCard Visa Discover

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 Account Number

 Credit Card Expiration Date

 Cardholder's Name

 Cardholder's Signature

Cancellation fee for exhibit space is \$250 if cancelled 14 days before the conference date. After 14 days no refunds will be made.

All payments must be made in full at least 7 days prior to conference date.

Upon completion of this form, please email your 75-word company description and your company logo (preferably as two separate files: one web-ready JPEG or GIF and one print-ready Illustrator-compatible AI or EPS vector file) to Katie Burk at katie.burk@corporatecompliance.org.

OFFICE USE ONLY

Date received _____ By _____