



Government Finance Officers Association

104th Annual Conference
June 6 – 9, 2010/Atlanta, Georgia

Pre-Show Mailing Labels

A key element to successful exhibiting is ensuring that your prospects are aware of your presence. The GFOA Pre-Show Mailing Labels are a low-cost, high-impact marketing tool designed to reinforce your company's message and drive traffic to your booth.

Mailing Labels Policies and Procedures

- A full set is \$750. Individual state(s) are \$75 per state.
- Updated sets are \$300 for the first request and \$150 for each additional request.
- Orders are processed every Friday, from April 2, 2010 through Friday, May 21, 2010.
- Orders are printed as 3-up pressure sensitive peel-and-stick labels, which measure 3 ½" x 15/16".
- The GFOA does not sell phone numbers, faxes, and/or e-mail addresses.
- **Orders are not available in any kind of electronic format.**
- Orders must be submitted using the following order form.
- **Orders must include a sample of the proposed mailing piece.**
- Orders without a sample and full payment will be returned.
- Orders are limited to the purpose indicated on the proposed sample for one-time use only.
- The GFOA does not offer multi-use discounts.
- Reproduction of the labels is expressly prohibited.
- Hospitality events cannot conflict with any GFOA conference-related event.
- Open nights to host a hospitality event are:
 - Saturday, June 5, 2010, after 5:00 p.m.
 - Sunday, June 6, 2010, after 6:30 p.m.
 - Monday, June 7, 2010, after 5:00 p.m.
- The GFOA has the right to refuse any order.



For questions, please contact:

Elizabeth Szwaya
(312) 977-9700



Government Finance Officers Association

104th Annual Conference
June 6 – 9, 2010/Atlanta, Georgia

Pre-Show Mailing Labels Order Form

First Name Last Name

Title

Exhibiting Company Name

If shipping to a different company, please indicate

Shipping Address (**No PO Boxes**)

City State/Province Zip/Postal Code

Phone Number E-mail Address

Signature Date

Acceptance: In accordance with the mailing labels policies and procedures, the above agrees that the labels are for a one-time use and will be used only for the stated intent. Any copying or duplication of the labels will be considered an infraction of the sales agreement and may result in the cancellation of the company's participation in the 2010 Annual Conference.

Order Information

Please check one for each header.

- Sort By: Zip Code Alpha, Last Name
- Order: Full (\$750) Updated (\$300) State List (\$75 per state)

States Requested

Processing Date

Please check one date.

- April 2 April 9 April 16 April 23 April 30 May 7 May 14 May 21

If ordering an updated set, please indicate the date you would like the order processed. Please note that updated lists are not another full set of labels. Updated orders will only include labels for attendees that registered after your original order was processed.

Shipping

Unless otherwise requested, all orders will be shipped via UPS ground. If you wish to have your order shipped via UPS/FedEx express, please provide your account number or indicate that the shipping charges can be billed to the credit card listed below.

Please circle one.

- Next Day Two Day Three Day Select

UPS Account # FedEx Account # Charges to Credit Card

Method of Payment

Fax: Payment by credit card, fax to (312) 977-4806.

Mail: Payment by check, mail to GFOA, 3076 Eagle Way, Chicago, IL 60678-1030.

Name on Card Credit Card Number Expiration Date

Signature