



112th Annual Conference • St. Louis, Missouri

Annual Conference Pre- and Post-Show Mailing Labels

A key element to successful exhibiting is ensuring that your prospects are aware of your presence. GFOA's Pre- and Post-Show Mailing Labels are a low-cost, high-impact marketing tool designed to reinforce your company's message. Drive traffic to your booth before the annual conference and thank attendees for stopping by your booth after the conference.

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.**
- *See reverse side for processing dates procedure.**
Quantities increase after conference registration discount deadlines.
(First discount deadline: February 1, 2018; second discount deadline: March 23, 2018)
- Orders are printed as 3-up pressure sensitive peel-and-stick labels, which measure 3-1/2" x 15/16".
- GFOA does not sell phone numbers, faxes, and/or e-mail addresses. Diamond-, gold-, and platinum-level sponsors, however, are eligible to receive access to the e-mail list for a one-time use.
- **Orders are not available in electronic format unless submitted directly to a mail house.**
- Orders must be submitted using the form on the reverse side.
- **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.
- 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, May 5, 2018, after 5:00 pm.
 - Sunday, May 6, 2018, after 8:00 pm.
 - Monday, May 7, 2018, after 6:30 pm.

**This information applies to pre-show mailing labels only.*

- GFOA has the right to refuse any order.

For additional information, please contact GFOA toll free at 1-800-829-GFOA (4362).

Kate Southard, Manager

ksouthard@gfoa.org

or at (312) 977-9700, ext. 4415

Dan Zielinski, Senior Manager

dzielinski@gfoa.org

or at (312) 977-9700, ext. 4410



112th Annual Conference • St. Louis, Missouri Annual Conference Pre- and Post-Show Mailing Labels Order Form

First Name _____ Last Name _____

Title _____ 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 policy and procedure, 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 2018 Annual Conference.

Order Information *Please check one for each header.*

- Sort by: Zip Code Alpha, Last Name
- Order: Full (\$750) Updated (\$300) 2nd Updated (\$150) State List (\$75 per state)

States Requested *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.*

Processing Date *Please check one date. Quantities increase after conference registration discount deadlines.*

(First discount deadline: February 1, 2018; second discount deadline: March 23, 2018)

- March 16 March 29 April 6 April 20
- Post-show mailing labels

Due to the volume of orders received, we will be processing orders on the four dates listed only.

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 check one: Next Day Two Day Three Day Select

UPS Account # _____ FedEx Account # _____ \$ _____
Charges to Credit Card

Method of payment: *(All orders must be prepaid – please check all that apply.)*

Fees must be paid in U.S. dollars by check, or credit card. **Please do not submit duplicate copies.**

- Payment by check:** Payable to "Government Finance Officers Association" – mail to: GFOA • 203 North LaSalle Street • Suite 2700 Chicago, IL 60601-1210
- Payment by credit card, fax: (312) 977-4806, scan and e-mail: conference@gfoa.org,** or send to:
GFOA • 203 North LaSalle Street • Suite 2700 • Chicago, IL 60601-1210
- Amex Discover MasterCard VISA

Name on Card: _____

Account Number: _____ Expiration Date (Mandatory): _____ / _____

Signature (Mandatory): _____

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