



## Exhibit Staff Registration Form

Please complete and email this form to Ella Heflin at [eheflin@plrb.org](mailto:eheflin@plrb.org) by February 16, 2024

Exhibiting Company \_\_\_\_\_

	Fee	First Name	Last Name	Title	City	State	E-mail	Welcome Reception* \$100/\$150 per person
1.	Free							<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Free							<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Free							<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	\$200 or \$275							<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	\$200 or \$275							<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	\$200 or \$275							<input type="checkbox"/> Yes <input type="checkbox"/> No

Make copies of this page to add additional exhibit staff if you have more than one exhibit space

### Optional Reduced-Rate Conference Registration (one per booth space)

Fee	First Name	Last Name	Title	Address	City	State	ZipCode	E-mail
\$475 or \$600								

\_\_\_\_\_ Total number of exhibit staff registered minus three complimentary =  at \$200 Affiliate rate or  at \$275 non-member rate.

Total Charges: \_\_\_\_\_

\*Total Welcome Reception passes =  at \$100 Affiliate rate or  at \$150 non-member rate.

Total Charges: \_\_\_\_\_

Optional Reduced Rate Conference Registration =  at \$475 Affiliate rate or  at \$600 non-member rate.

Total Charges: \_\_\_\_\_

Grand Total: \_\_\_\_\_

**If there is a balance due, you will be emailed an online invoice where you can pay via credit card, check or EFT/ACH.**

**How many employees may staff our exhibit space?**

Three (3) exhibit staff per 10' x 10' space are allowed at no charge. Additional exhibit staff, if necessary, are \$200 per person for Affiliate members and \$275 per person for non-members. **LIMIT OF 3 ADDITIONAL PAID STAFF PER EXHIBIT SPACE. IMPORTANT:** A maximum of three (3) booth staff are allowed in each 10' x 10' space at any given time. Greater numbers may be a distraction to neighboring booths.

**Welcome Reception**

Those exhibit staff who wish to attend the Welcome Reception on Sunday, March 17, 2024 from 5:30 p.m. – 7:00 p.m. will be required to pay an additional fee of \$100 per person for Affiliate members or \$150 per person for non-members.

**Can exhibitors attend Claims Conference educational sessions?**

**Half-Price Conference Registration** - Each exhibiting company will get to purchase **one** Claims Conference registration (per booth space) at ½ the regular registration fee, according to your membership. Affiliate members would pay \$475.00 and non-members would pay \$600.00.

You can register additional persons for the entire Conference, including the Welcome Reception and educational sessions held from Monday through Wednesday for a fee of \$950 for Affiliate members and \$1,200 for non-members. On-line registration is available at [www.plrbclaimsconference.org](http://www.plrbclaimsconference.org). Those persons from your company that are registered for the Conference should not be included on this form as exhibit staff. Their Conference badge will admit them into the Expo.

**What Conference events are open to registered exhibit staff?**

All exhibitors are encouraged to attend the General Session, Monday, March 18, 2024, from 8:00-9:15 a.m. Other Claims Conference events open to exhibitors without additional charge include all coffee services, lunches and breaks on Monday and Tuesday, and Monday Reception in the Exhibit hall.