



National Association of  
Professional Surplus Lines  
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**TO: Insurance industry media outlets**  
**RE: Distribution of publications at NAPSLO's 2014 Annual Convention**

NAPSLO's 2014 Annual Convention is September 15-17 in Atlanta. If you wish to have copies of your publication available for attendees to pick up at the Industry News table, please read the following information, complete the form and return it to NAPSLO at [susan@napslo.org](mailto:susan@napslo.org) to indicate your intent to send publications.

**Approved Publications:** Publications that report on insurance news and issues will be accepted. Company publications/newsletters, advertising, sales or promotional materials will not be displayed.

**Attendee Access to Publications:** Access to publications (which will be displayed in the Registration Area) is available during Registration hours.

**Room Delivery:** If you would like to schedule a room delivery of your publication, you must have prior approval. Please email your request to [susan@napslo.org](mailto:susan@napslo.org).

**Quantity:** NAPSLO recommends you provide no more than 150-200 copies. Please note the charge if more than two boxes will be sent. All leftover publications will be disposed of at the event's conclusion.

**NOTE:** Approved media outlets may send **two (2)** boxes of publications at no charge. There is a \$50 handling charge for any additional boxes. If sending more than two boxes, please complete the payment information and return to NAPSLO with this form. NAPSLO will not display publications if more than two boxes are received and payment arrangements are not made

**Delivery:** Publications should arrive **NO LATER** than September 12. Please send to:  
Susan Henderson c/o NAPSLO  
Atlanta Marriott Marquis  
65 Peachtree Center Ave. NE  
Atlanta, GA 30303

**Publication Name:** \_\_\_\_\_

**Contact Name & Phone:** \_\_\_\_\_

**Number of Boxes Being Sent:** \_\_\_\_\_ **Expected Arrival Date:** \_\_\_\_\_

If sending more than two boxes, please remit payment of \$50/additional box with this form or contact Susan Henderson, [susan@napslo.org](mailto:susan@napslo.org), to make arrangements.