



ISITC 26TH ANNUAL
SECURITIES OPERATIONS SUMMIT

www.isitc.org

Exhibitor and Sponsorship Brochure



**Operations Climate Change:
Creating Global Sustainability
in Financial Services**

March 29 - April 1, 2020

**Renaissance Boston Waterfront Hotel
Boston, MA**

MAKE CONNECTIONS WITH OVER 250 INDUSTRY-SPECIFIC REPRESENTATIVES.

Comprised of leading executives, ISITC brings together broker/dealers, custodians, investment managers, vendors/utilities and other industry professionals to develop standards that are designed to enhance efficiencies in trade processing and related communications.

The 26th Annual Securities Operations Summit provides the opportunity for ISITC members and other industry practitioners to brainstorm and discuss topics of interest within the global securities industry and allow the valued vendor community to share their solutions with everyone in attendance.



Exhibitors will have the opportunity to showcase their products and services to more than 250 investment managers, custodians, broker/dealers and vendors throughout the entire General Session day on Monday, March 30 and Sunday Evening Cocktail Reception.

Exhibitor & Sponsor Deadlines

February 21, 2020

- Exhibitor Early Registration Deadline
- Onsite Program Book Ad Due
- Exhibitor Cancellation deadline for refund
- Exhibitor Booth Payment Due

March 5, 2020

- Deadline to submit bag insert

March 16, 2020

- Preliminary list of conference registrants sent to exhibitors





Exhibitors

Exhibit Fees

	Early Registration Fee (On or before Friday, February 21, 2020)	Late Registration Fee (After Friday, February 21, 2020)
ISITC Member	\$3,000	\$3,500
ISITC Non-Member	\$3,800	\$4,300

Exhibit Fees Include

- One (1) 6' draped table, (6' x 30") and two (2) chairs, no pipe and drape provided. All exhibit materials must fit either on the top of the table or directly behind the table. Banner stands, pull-up screens and other signage is allowed, however they may not block the view to other exhibitors. Pop-up booths larger than 6' wide are not allowed in the exhibit area.
- Two (2) complimentary exhibitor passes providing access to the entire conference (Sunday - Wednesday).
- This Exhibit Fee includes exhibiting on Sunday Evening during the Cocktail Reception and all day Monday.
- Complimentary listing on the conference webpage and in the Onsite Program Book.
- Preliminary list of conference registrants is sent out 2 weeks prior to the event. This is in electronic format, and includes name, title, firm and mailing address.
- A final list of conference attendees is sent out one week after the show.
- Contribution of \$200 towards the ISITC Vendor Hall Passport and raffle prizes.
- Unmatched networking opportunities with decision makers.

Table Location Disclaimer

Vendors will be able to reserve table locations in the exhibit area once payment has been received. Please be aware that Show Management reserves the right to make reasonable shifts in table locations for the betterment of the exhibition.

Important Exhibitor Information

SET-UP: Sunday, March 29, 2020, 12:00pm – 5:00pm

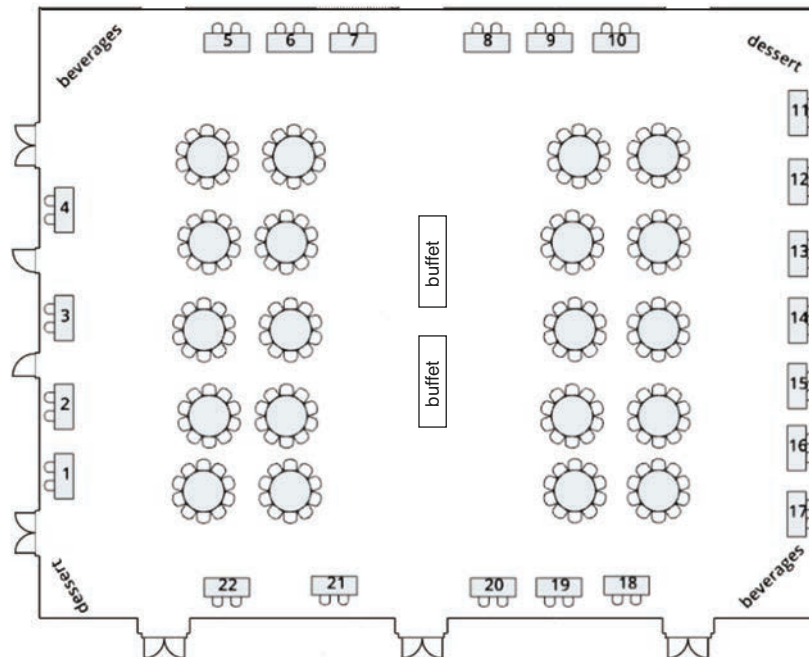
EXHIBITOR HOURS: Sunday, March 29, 2020, 5:00pm – 7:00pm
Cocktail Reception in the Exhibit Area

Monday, March 30, 2020, 8:00am – 6:00pm
Breakfast, Lunch and Cocktail Reception in the Exhibit Area

BREAKDOWN: Monday, March 30, 2020, 6:00pm – 8:00pm

**Note: Times subject to change with the finalization of agenda. No early break down is allowed.* You will not be allowed to break down until the conclusion of the Cocktail Reception on Monday, March 30, 2020.

Exhibitor Floorplan





Exhibitors

Attendee Registration

Additional Registration

Additional conference registrations may be purchased online starting in January.

Full Conference Registration (Sunday-Wednesday) *All fees are subject to change

Member: \$875.00 USD

Non-Member: \$1,095.00 USD

Vendor: \$1,500 USD Applies to: Vendor/Utility attendees whose firm is not Exhibiting/Sponsoring. See below for more details.

All registrations include: Access to the Exhibit Hall, Working Group, Forum and Committee Sessions, General Session, the exhibitor cocktail receptions on Sunday and Monday evenings, and all conference meals.

One-Day Monday Registration

Member/Non-Member: \$350.00 USD *This registration type is not available to non-Exhibiting/Sponsoring Vendors.

All registrations include: Access to the Exhibit Area on Monday, General Sessions on Monday, and all meal functions on Monday excluding the Monday Evening Dinner (can be purchased separately).

Vendors

The cost for Vendors to attend the Securities Operations Summit will be \$1,500 per person. An exhibit booth comes with two complimentary Full Conference registrations and many of our sponsorship categories come with complimentary Full Conference registrations as well. **If your firm chooses to exhibit or sponsor the event, additional individuals from your firm can then register at the Non-Vendor rate.** One-Day Monday Registration is not available to Vendors who are not exhibiting or sponsoring.

Payment and Remittance Policy

It is the policy of ISITC that all exhibitors must be paid prior to the show. To guarantee your table location and to be listed in the Onsite Program Book you must register and be paid in full by Friday, February 21, 2020. Booth locations are assigned on a first-come, first-serve basis. You will not be admitted into the exhibit hall if a balance is due on your account.

Cancellation Policies by the Exhibitor

You may cancel your exhibitor registration with a refund, less \$400 administrative charge, provided the ISITC Registration Office receives notification in writing on or before **Friday, February 21, 2020. Cancellations after this date will not be refunded.**

Substitutions of participants from the same institution may be made at any time. Please notify the association in writing of any change in participants.

by ISITC

If ISITC unilaterally cancels your registration before the Show, ISITC shall reimburse all amounts paid by your Institution to ISITC under this Registration Policy. This will be the sole and exclusive right and remedy of your institution in this respect.

Vendor Raffle

\$200 from each Exhibitor Fee is reserved for raffle prizes in the Exhibit Area sponsored by the Vendors. All attendees receive a raffle ticket in their welcome packet. To be included in the raffle, attendees must have their ticket stamped by half of the vendors and deposited at the designated location. This fun event encourages attendees to spend more time in the Exhibit Area and at your table.

We will provide each table with two markers or stamps upon arrival. Promote the raffle with everyone who visits your table and encourage them to tell others.

We will announce the winners in the Exhibit Hall on Monday, March 30, 2020. To claim prizes, winners or their designated representatives must be present.

Vendor Give-away Drawings Policy

Vendors may sponsor individual drawings or giveaways at their tables. Each vendor is solely responsible for its own drawing and for contacting the winners. ISITC will not provide for announcements of the winners during the show. This policy does not apply to the Vendor Forum sponsored raffle.

Attendee Mailing List Policy

The following are conditions for the release of attendee information:

The current attendee list will be sent two weeks prior to the event.

This list will be available as a PDF file or Excel spreadsheet and will contain mailing information **only** (no phone, fax or email). An updated list (about 1 week prior to the event) will be distributed at the conference in printed format.

The final attendee list will be distributed to exhibiting companies one week after the show as an Excel spreadsheet, and will contain mailing information **only**.

The exhibiting company must be registered and paid in full prior to the release of the current attendee list.

The attendee list from last year's show is available upon request and will contain only the attendee's name and company. If your company exhibited at last year's show, you are then entitled to the complete mailing information of all attendees.



General Terms and Conditions for Exhibiting

Application to Exhibit:

Applications to exhibit are subject to the criteria below, and review and approval by the Association. Exhibits may not be inconsistent with the professional nature and goals of the event.

The criteria shall include:

- Exhibit fees must be paid in full prior to the show.
- No Recruiting Agencies shall be permitted to exhibit.
- The Association reserves the right to request a description of your company and information/ materials you intend to exhibit.

Exhibit space is not intended for airing views of a controversial social, political, or professional issue. In addition, the Association reserves the right to decline exhibit requests from companies exhibiting products and services that could be considered competing with the intent of the event.

Potential exhibitors are advised that contests, lotteries, raffles, and games of chance may not be conducted without prior approval of the Association.

Contractual Agreement:

It is agreed that the exhibitor will abide by the rules and regulations cited during and after the exhibit and by other reasonable rules considered necessary by the Association or Hotel provided that these rules do not materially alter the exhibitor's contractual rights.

All matters and questions not covered by these regulations are at the decision of Show Management. These regulations may be amended at any time by the Association, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations.

Disclaimer:

All matters and questions not covered by this prospectus are at the discretion of, and may be amended at any time, by the Association executive office.

Exhibitor agrees to adhere to the space restrictions as defined in the 'Exhibit Fees' section of this Exhibitor Prospectus. Failure to comply may result in the termination of Exhibit privileges, at the discretion of Show Management. In such cases, no refund of Exhibitor fees will be offered.

Show Management Sole Discretion:

Space assignment shall be as indicated on the Exhibit Space Floor plan, which will be included with your Confirmation and Exhibitor Manual. However, should conditions or situations warrant, show management reserves the right to rearrange exhibitors or adjust the floor plan to accommodate the best interest of the Show. The floor plan maintained by Show Management shall be the official floor plan. Change may occur at any time to accommodate show needs.

The Exhibitor agrees to comply with and be bound by all laws of the United States, the State and city where the exhibit is held, and wherever applicable, all rules and regulations of the Police Department and Fire

Department and those policies and criteria which have been established by the hotel for use of the designated exhibit area.

The Exhibitor must conform to all standard fire codes. Combustible materials or explosives are not permitted in or around the exhibit areas. Displays must not block view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment.

Neither Show Management nor the Hotel shall be responsible for any damage or injury that may happen to the Exhibitor or its agents, servants, employees, or property from any cause whatsoever, except the gross negligence or willful misconduct of Show Management, its servants or employees, arising out of Show Management's duties and responsibilities under the agreement. The Exhibitor expressly releases Show Management and the Hotel, its directors, officers, agents, employees, and/or servants from any such loss, damage or injury.

Show Management and the Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

Show Management, its staff, employees, or agents assume no responsibility or liability whatsoever in matters relating to restrictions imposed on any exhibitor by any governmental agency. The Exhibitor is responsible for any and all demands on account of any injury or death, or damage to property occurring in or upon any portion of the hotel leased or used by the Exhibitor, or its employees, representatives, servants, agents, licensees, invitees, patrons, guests, or contractors.

The Exhibitor shall defend, indemnify and hold harmless the ISITC, Professional Management Associates, LLC, and its officers, employees, and agents from and against any and all claims, demands, actions, causes of action, penalties, judgment, and liability of every kind and description (including court costs and reasonable attorney's fee) for injury to and death of persons and/or damage to or any loss of property which are caused by, arise from, or grow out of the Exhibitor's use or occupancy of the premises or from any breach by the Exhibitor of any condition of this contract, or from any act or omission of the Exhibitor, or its employees, representatives, servants, agents, invitees, patrons, guests, licensees, or contractors.

Non-exhibiting Supplier Status:

Non-exhibiting suppliers may not "suitcase" the show in order to approach attendees and exhibitors for the purpose of selling their products in the aisles. This practice is prohibited by Show regulations.

Any non-exhibitor who is observed approaching buyers in the aisle or in an exhibitor's booth will be asked to curtail this activity or exit the show. These measures will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between attendee and exhibitor.



Sponsorships

Sponsorship Opportunities

Build your presence at the ISITC Operations Summit with additional sponsorship and marketing opportunities. ISITC implemented a Diamond Partnership for 2020 which offers a multitude of opportunities and recognition throughout the entire year. Diamond Partners will have first choice of sponsorship.

PLEASE NOTE: Exhibit spaces are not included in the sponsorship packages. Exhibit spaces are an additional fee and need to be purchased separately.

PLATINUM SPONSOR - \$6,000

Limited Sponsorships Available

- Sponsor of one of the following events:
 - Sunday Cocktail Reception
 - Monday Breakfast
 - Monday Lunch
 - Monday Cocktail Reception
 - Monday Evening Dinner
- Exclusive Sponsorship of one promotional giveaway:
 - Attendee bags with your company logo printed on them
 - Meeting space Wi-Fi with your company name as the password
 - Key cards with your company logo printed on them
 - Notepad & pen with your company logo printed on them
 - Water bottles/Coffee Mugs with your company logo printed on them
 - Luggage tags with your company logo printed on them
- One (1) complimentary Bag Insert - an 8.5"x11" 1-page flyer included in the attendee packets
- One (1) full page color advertisement in the Onsite Program Book
- Three (3) complimentary full conference passes
- Recognition, including company logo, on signage at the event
- Recognition, including company logo, in the Onsite Program Book
- Recognition, including company logo and link to company website, on the Event Details page on the ISITC website

GOLD SPONSOR - \$4,500

Unlimited Sponsorships Available

- Sponsor of one of the following events:
 - Tuesday Breakfast
 - Tuesday Lunch
- One (1) complimentary Bag Insert - an 8.5"x11" 1-page flyer included in the attendee packets
- One (1) full page color advertisement in the Onsite Program Book
- Two (2) complimentary full conference passes
- Recognition, including company logo, on signage at the event
- Recognition, including company logo, in the Onsite Program Book
- Recognition, including company logo and link to company website, on the Event Details page on the ISITC website

SILVER SPONSOR - \$2,500

Unlimited Sponsorships Available

- Sponsor of one of the coffee breaks:
 - Sunday afternoon
 - Monday morning
 - Monday afternoon
 - Tuesday morning
 - Tuesday afternoon
- One (1) complimentary Bag Insert - an 8.5"x11" 1-page flyer included in the attendee packets
- One (1) full page color advertisement in the Onsite Program Book
- One (1) complimentary full conference passes
- Recognition, including company logo, on signage at the event
- Recognition, including company logo, in the Onsite Program Book
- Recognition, including company logo and link to company website, on the Event Details page on the ISITC website

BRONZE SPONSOR - \$1,500

Unlimited Sponsorships Available

- One (1) full page color advertisement in the Onsite Program Book
- Recognition, including company logo, on signage at the event
- Recognition, including company logo, in the Onsite Program Book
- Recognition, including company logo and link to company website, on the Event Details page on the ISITC website



Sponsorship & Advertising

Additional Individual Sponsorship Opportunities

Charging Station - \$2,000 each (two available)

- With almost all attendees using their phones, tablets and mobile devices throughout the event, a custom-branded charging station positioned in a high-traffic area of the hotel is an ideal way to garner impressions and appreciation from attendees while enhancing your brand and message.
- Recognition includes company logo on the charging station, company logo in the Onsite Program Book, event signage, ISITC website, and more.

Lanyards - \$2,000

- Brand every attendee's neck with a custom lanyard seen throughout the entire show!
- Recognition includes company logo on the lanyard, company logo in the Onsite Program Book, event signage, ISITC website, and more.

Meeting Lounge - \$1,500

- When attendees need to take a break, take a phone call or work for a few minutes on their laptop, it's great to have a spot for them to do this. Be the sponsor of the meeting lounge which will include complimentary Wi-Fi, power strips for people to plug-in their devices, and soft drinks and water.
- Recognition includes company logo in the Onsite Program Book, event signage, ISITC website, and more.

Women's Breakfast - \$3,000

- ISITC is having a Women's Breakfast where a community will be created in which ISITC members (men and women) can dialogue and network, promoting diversity and inclusion. Attendees will hear from a panel of successful and passionate women talk about how they have overcome obstacles, the importance of mentorship and sponsorship, and sharing of ideas on how to help firms drive a more inclusive culture.
- Recognition includes company logo in the Onsite Program Book, event signage, ISITC website, and more.

Advertising Opportunities

Onsite Program Book Ad

- Encourage attendees to visit your table by placing an ad in the Onsite Program Book. The Program Book contains important information such as the full agenda, the Working Group & Forum agenda, the exhibitor floorplan and more, which attendees will refer to every day.
- Ads are in full color and come in full page or half page sizes.

Cost: \$600 Full page; \$300 Half page

*The deadline to submit ads is Friday, February 21, 2020.

Bag Insert

- To help drive traffic to your booth and increase awareness of your brand, place a promotional flyer, brochure, drawing/raffle card, or coupon in each attendee's totebag. It's a virtual guarantee that each attendee will walk away with at least one piece of information about your company.
- The bag insert is limited to one page but can be two-sided; it can't be any larger than 8.5" x 11." You must provide and ship 300 inserts to the ISITC office no later than Monday, March 5, 2020.

Cost: \$300 per insert

APPLICATION TO EXHIBIT

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CONTRACTUAL AGREEMENT

It is agreed that the exhibitor will abide by the rules and regulations cited during and after the exhibit and by other reasonable rules considered necessary by the Association or Hotel provided that these rules do not materially alter the exhibitor's contractual rights.

CANCELLATION POLICY

Cancellation by Exhibitor: You may cancel your exhibitor registration with a refund, less \$400 administrative charge, provided the ISITC Registration Office receives notification in writing on or before Friday, February 21, 2020. Cancellations after this date will not be refunded.

Substitutions of participants from the same Institution may be made at any time. Please notify the association in writing of any change in participants.

Cancellation by ISITC: If ISITC unilaterally cancels your registration before the Show, ISITC shall reimburse all amounts paid by your Institution to ISITC under this Registration Policy. This will be the sole and exclusive right and remedy of your Institution in this respect.

Table Restrictions:

All booths, banner stands and signage must fit within your 6' exhibit area. Pop-up booths larger than 6' wide are not allowed in the exhibit area. No exceptions.

All matters and questions not covered by these regulations are at the decision of Show Management. These regulations may be amended at any time by the Association, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations.

Disclaimer

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X _____
SIGNATURE

2020 Exhibitor Registration, Advertising and Sponsorship Form

March 29 – April 1, 2020

Renaissance Boston Waterfront Hotel, Boston, MA

To secure your exhibit space at the ISITC 26th Annual Securities Operations Summit, please complete the form below and send back to the ISITC Office via fax, email, or mail.

Email: usainfo@isitc.org

Fax: (908) 359-7619

Mail: 750 Route 202, Suite 200, Bridgewater, NJ 08807

If you have any questions about exhibiting, or the show in general, please call (908) 359-1184.

COORDINATOR/PRIMARY CONTACT:

Name: _____

Company: _____

Address: _____ Suite/FI #: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

EXHIBIT:

	Early Registration (On or Before Friday, Feb. 21, 2020)	Late Registration (After Friday, Feb. 21, 2020)
ISITC Member Fee	\$3,000 _____ Quantity _____	\$3,500 _____ Quantity _____
Non-Member Fee	\$3,800 _____ Quantity _____	\$4,300 _____ Quantity _____

Table location preference:

Please indicate your top 3 table location preferences. Your location will be reserved and confirmed once payment has been received. **Show Management reserves the right to assign exhibitors to the best alternate space in the event that all of first three choices are already reserved and/or to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the exhibition.**

1st location _____ 2nd location _____ 3rd location _____

SPONSORSHIP:

PLEASE NOTE: Exhibit spaces are not included in the sponsorship packages. Exhibit spaces are an additional fee and need to be purchased separately.

Platinum Sponsor \$6,000 _____ Gold Sponsor \$4,500 _____

Chosen Event: _____ Chosen Event: _____

Chosen Give-away: _____

Silver Sponsor \$2,500 _____ Bronze Sponsor \$1,500 _____

Chosen Coffee Break: _____

Individual Sponsorship Opportunities:

Charging Station \$2,000 _____ Quantity _____ Meeting Lounge \$1,500 _____

Lanyards \$2,000 _____ Women's Breakfast \$3,000 _____

ADVERTISING OPPORTUNITIES:

You are not required to be an exhibitor to purchase an advertisement or sponsorship.

Program Book Ad

_____ Full Page - \$600 _____ Half Page - \$300

Bag Insert

_____ \$300

METHOD OF PAYMENT: Visa MasterCard Amex or Company Check

Credit Card Number: _____ Exp. Date: _____

Name of Card Holder: _____

Total Amount for Table Top **EXHIBIT** \$ _____

Total Amount for **SPONSORSHIP** \$ _____

Total Amount for **ADVERTISEMENT** \$ _____

Grand Total Due \$ _____

If paying by company check, please make check payable to ISITC. Tax ID #: 22-3605608.