SPONSOR CONFIRMATION

Sponsor Confirmation

Thank you for your contribution to the success of the NABT Annual Conference. We are excited about this event and grateful for your sponsorship. Please review this document to find important deadlines, schedules, shipping guidelines and other useful information.

Please submit all requested items via this Google Form. For questions, please contact NABT at info@nabt.com or (888) 566-2993.

Agenda at a Glance

Thursday, August 22
9:00 – 7:00:   Registration Open
11:00 – 3:00: Exhibitor Set up
2:00 – 5:30:   Conference in Session
6:15 – 7:15:   Welcome Reception

Friday, August 23
7:00 – 12:45:  Conference in Session
5:15 – 6:15:    President Circle Reception
6:15:            Sponsor Dinners

Saturday, August 24
7:00 – 5:30:   Conference in Session
6:30 – 9:30:   NABT Reception

Sunday, August 25
7:00 – 8:30:   Farewell Breakfast
8:30 – 11:30: Exhibitor breakdown

See Full Agenda here.

Marketplace (Exhibit Hall) and Session Locations

The Marketplace (Exhibit Hall) and all meals and breaks will be in the Colorado Ballroom.

Trustee Sessions will be held in the Denver Ballroom.

Trustee Assistant Sessions will be in Penrose Ballroom.

Learning Labs and Hospitality Suites for Platinum Sponsors will be in Matchless, Independence, Gold Coin and Mattie Silks rooms.

Click here for Hilton Denver City Center floorplan.

Click here for the Marketplace layout.

Sponsor Action Items
Sponsor Action Items & Deadlines

**Due June 14, 2019**

☐ **Right of First Refusal**: Sponsors of 2018 packages and items have right of first refusal on the same 2019 package or item.

**Due July 12, 2019**

☐ **Purchase Sponsorship**: Review, select and purchase sponsorship packages or items. Click [here](#) to purchase. *Be sure to read the instructions before signing up.

**Due Upon Registration**

All sponsorship information will be collected via Google Forms. Failure to complete the form may result in loss of certain sponsorship opportunities, including exhibit space preferences. You may access the form as many times as necessary to submit all items by their due dates.

Sponsor form link

☐ **Company Logo**: High resolution (EPS, Vector, AI file preferred)

☐ **Website URL**: URL to link to logo for electronic communications

☐ **Brief Company Description**: 700 character description of your company, approximately 100 words. (Characters include spaces.)

☐ **Company Industry**: Please indicate what industry best describes your company’s services and/or products.

☐ **Social Media Links**: LinkedIn, FaceBook and/or Twitter links and/or handles.

  □ **Facebook**
  □ **LinkedIn**
  □ **Twitter**

☐ **Contact Us Information**: Provide the contact information for clients or potential clients to use. Only one contact can be named.

  □ **Name**
  □ **Phone**
  □ **Email**

☐ **Exhibit Space**: Confirm exhibit space needs

☐ **Exhibit Space**: Request exhibit space locations (granted on a first-come/first-serve basis)

Sponsor Action Items
Due by July 19

☐ Reserve Hotel Room: https://book.passkey.com/go/NABT

BRANDED PROMOTIONAL ITEMS ONLY

☐ Notebook, Water Bottle or Pen/Pad Approval: Must submit mockup of branded promotional items to be distributed.

☐ WiFi Code: As the WiFi sponsor, you are able to select the WiFi password (between 8-15 characters).

Due by July 26

☐ Register Conference Attendees: Read instructions first, click here. Be sure to have any necessary promo codes first. See sponsorship packages for number of registrants included. Additional registrants are $550. Register here.

☐ Company Inserts: Inserts or other items for attendee bags if sent to NABT (Can send later directly to hotel). Cannot exceed 1 bankers box. Click here for shipping guidelines for information.

☐ Company Inserts Confirmation: Inform Jennifer Brinkley if inserts are being sent to NABT headquarters or Hilton Denver City Center.

☐ APP Advertisement: A Full Page (8 ½ x 11) Ad in PDF format can be included in conference handouts and sponsor information.

GOLD/SILVER SPONSORS ONLY

☐ Company/Speaker Introductions: Each Gold or Silver sponsor has the opportunity to introduce themselves, their company and/or the speakers during one Trustee educational session or one Trustee Assistant educational session. Introductions are limited to four (4) minutes and must be made by one key representative of the company. The introductions are limited to sessions only.

Please review the conference agenda and select your top three choices of sessions by July 26, 2019. Sessions will be assigned based on availability and requests.

☐ Trustee Sessions: List top three choices for company introduction and introduction of panelists for Trustee Sessions. Click here for Trustee Agenda.

☐ Presenter Name: Provide name of person making introduction.

☐ AV Needs: Will you need a projector for your introduction? (If yes, PowerPoint presentation is due August 9.)

☐ Trustee Assistant Sessions: List top three choices for company introduction and introduction of panelists for Trustee Assistant Sessions. Click here for Trustee Assistant Agenda.
☐ **Presenter Name**: Provide name of person making introduction.

☐ **AV Needs**: Will you need a projector for your introduction? (If yes, PowerPoint presentation is due August 9.)

**Due by August 9**

☐ **Company/ Speaker Introductions PowerPoint**: PowerPoint presentation for introduction during Trustee and/or Trustee Assistant sessions must be submitted.

**Due by August 20 (no earlier than August 19)**

☐ **Company Inserts**: Inserts or other items for attendee bags sent to Hilton Denver City Center. See shipping information for pricing and guidelines. Should inform [Jennifer Brinkley](mailto:jennifer.brinkley@charitable.org) of items to expect.

**BRANDED PROMOTIONAL ITEMS ONLY**

☐ **Receipt of Promotional Items**: Promotional notebooks, pen/pads, water bottles must arrive at Hilton Denver City Center to be distributed. See shipping information for pricing and guidelines. Should inform [Jennifer Brinkley](mailto:jennifer.brinkley@charitable.org) of items to expect.
Sponsor Information and Instructions

See the full Sponsorship Prospectus here.

Sponsorship Purchasing Instructions:

1. Login to NABT.com (top of page)
2. Select “Sponsor” from Conference Page at NABT.com or click here.
3. Review the various options under Learn More
4. Select the items you wish to purchase
5. Click on shopping cart icon to purchase
6. Click “Add Item” to purchase
7. If you wish to purchase more than one item
   a. Click “Main Storefront” or “Continue Shopping”
   b. From Main Storefront, select a category
   c. View item
   d. Add Item

*Exhibit booths do NOT come with all sponsorships; you may have to add a booth to your sponsorship package. Exhibit booths are under the Conference Packages category.

8. Repeat Step 6 for additional items
9. Enter any discount promo codes if applicable
10. When complete, click Checkout
11. Confirm information and payment
12. Proceed to Confirmation
13. Complete Order
14. An email will immediately follow payment with a downloadable document that contains follow up action items, due dates, registration information, etc.

Attendee Registration Instructions

*Each attendee must be registered separately. Please log into each attendee’s account and logout once one registration is complete.

1. IMPORTANT: Log into attendee’s account OR Register/ Continue as Guest of not a member
2. Register here.
3. Select “Business Partner/Industry Rep” as attendee type
4. Confirm/enter attendee information
5. Select the “Sponsoring Business Partner/Industry Rep” ticket
6. Save and Finalize Registration (IMPORTANT: DO NOT ADD ANOTHER ATTENDEE, unless bringing a social/guest attendee ONLY)
7. Enter Promo Code for free registration (if applicable)
8. Confirm billing/payment information
9. Proceed to confirmation
10. Complete Order
11. IMPORTANT: Logout of attendees account
12. Repeat steps 1 – 11 for all attendees.
Shipping Instructions

Shipping to NABT

- Must be shipped for receipt by July 26, 2019
- Must inform Jennifer Brinkley to expect package
- Shipment cannot exceed one (1) bankers size box or charges will apply
- Ship to NABT 7433 Spout Springs Road, Suite 101 #67, Flowery Branch, GA 30542

Shipping to Hilton Denver City Center

Ship packages to:
Hilton Denver City Center
NABT | Hold For: (Guest Name)
1701 California St.
Denver, CO 80202

- Do not ship packages to arrive more than three working days prior to the event (August 19).
- Shipping charges will apply for both inbound and outbound shipping and will be billed directly to the sponsor. Click here for shipping prices.
The UPS Store at the Hilton Denver City Center

<table>
<thead>
<tr>
<th>Parcel Handling</th>
<th>Inbound* and Outbound**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Packages</strong></td>
<td></td>
</tr>
<tr>
<td>Letters/Packs</td>
<td>$5.00</td>
</tr>
<tr>
<td>1 - 10 lbs.</td>
<td>$10.00</td>
</tr>
<tr>
<td>11 - 20 lbs.</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Medium Packages</strong></td>
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<tr>
<td>21 - 30 lbs.</td>
<td>$20.00</td>
</tr>
<tr>
<td>31 - 45 lbs.</td>
<td>$30.00</td>
</tr>
<tr>
<td>46 - 60 lbs.</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Large Packages</strong></td>
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</tr>
<tr>
<td>61 - 100 lbs.</td>
<td>$80.00</td>
</tr>
<tr>
<td>101+ lbs.</td>
<td>$110.00</td>
</tr>
<tr>
<td><strong>Freight</strong></td>
<td></td>
</tr>
<tr>
<td>Pallets</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Includes receiving, securing and storage for up to 3 business days prior to arrival. 10% per day storage fee for days 4+.

**Includes labeling, taping, getting to the dock and logging tracking numbers.

A $3.00 fee to be charged for deliveries and pick-ups.

24 Hour Access Pricing

<table>
<thead>
<tr>
<th>Boarding Pass Access and Printing is Free</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Hour Computer Time Rental</td>
<td>$3.50 (minimum)</td>
</tr>
<tr>
<td>Each Black and White Print</td>
<td>$0.60</td>
</tr>
<tr>
<td>Each Color Print</td>
<td>$1.89</td>
</tr>
</tbody>
</table>
Dear Valued Guest:

If you are having items shipped, delivered or delivering anything that will need to be unloaded on the loading dock, here are a few guidelines to follow:

1) **Dock Hours:** 6:00 a.m. to 5:00 p.m., Monday through Friday
2) **All deliveries, contractors, construction deliveries, vendors and/or tenants MUST check in with the Dock Master.**
3) 30 minutes for loading or unloading of materials or deliveries.
4) **No trucks admitted over 12 feet, 9 inches in height.**
5) **No parking for delivery personnel, construction, contractors or tenants.**
6) **Anything larger than 26 feet bumper to bumper will not be granted access to the loading dock.**
7) **Keys must be left in delivery vehicle or turned over to Dock Master.**
8) **Dock access must be scheduled in advance through the management office.**
9) **All large deliveries or moves need to be scheduled after normal business hours with building management office.**
10) **The dock height is 3 feet, 6 inches from the ground to the platform to where you can unload and load into the freight elevator.**
11) **The Freight Elevator from the loading dock to the Ballroom level (Lower Level 2) is 10’ feet high, 21 feet deep and 8’6” feet wide with a 9,000 pound capacity.**
12) **Please be aware of the following access dimensions per room assigned. Ask your event manager for more clarification.**
   - **Colorado Ballroom Car Doors - 7’6” W x 7’9”H**
   - **Colorado A Back Aisle Doors - 5’W x 6’10”H**
   - **Single Ballroom Doors – 29” W x 7’9”H**
   - **Please keep in mind the average pallet and jack adds 6” to your height.**
13) **If the company or individual making the delivery is anything other than UPS or FedEx, dock clearance must be approved by the building management company a minimum of 48 hours in advance.** The following information will be required in order to obtain dock clearance:
   - **Type of vehicle and size**
   - **Name of company.**
   - **Name of the group or event.**
   - **Date and estimated time of delivery and pick up if applicable.**

   *All large freight must have a moving team assigned for load in and out*
   **All large freight must be approved prior to arrival and may be turned away**

*** Dock rules must be adhered to by ALL companies accessing our property. Our staff will ask any company that can’t abide by these rules to leave the property***

We hope that these guidelines will prove to be helpful and useful in order to get your items here for a successful event. If you have any questions, please feel free to contact the Event Manager for this event at the Hotel.

You may complete the bottom of this form and e-mail it back to Megan.Flannigan@hilton.com.

Name of Event:
Name of company/person making the delivery:
Type/Size of vehicle making the delivery:
Date/Time of Delivery and pick up if applicable:
Trustee Agenda at a Glance
See full agenda, session descriptions and speaker bios online at NABT.com

Thursday, August 22
9:00a – 7:00a Registration Desk Open
2:00p – 3:00p Conversion to or from Chapter 7 / Closing A Debtor’s Business
2:00p – 3:30p The Trustees’ Playbook and Necessary Tools for Trustees to Get to Work (For New Trustees and Assistants)
3:00p – 4:00p Calculation of Trustee Compensation, and Preparing to Wind Down your Practice or Pass on the Keys to Another in the Event of . . .
4:00p – 4:30p Break with Our Sponsors
4:30p – 5:30p Referrals, Restitution and Recreational Marijuana: Being Prepared for Crime and Bankruptcy
6:15p – 7:15p Welcome Reception

Friday, August 23
6:30a – 2:15a Registration Desk Open
7:00a – 8:00a Breakfast
7:40a – 8:00a Welcome
8:00a – 10:00a Case Law Update
10:00a – 10:45a Break with Our Sponsors
10:45a – 11:45a EOUST / U.S. Bankruptcy Administrator Presentation
11:45a – 12:45p Alter Ego, Breach of Fiduciary Duty and Similar Third-Party Liability Claims; Remedies that Can be Asserted by a Trustee Regarding Such Claims
12:45p – 5:00p Explore Denver - Free Time
5:15p - 6:15p President’s Circle Reception (Invitation Only)

Saturday, August 24
6:30a – 6:00p Registration Desk Open
7:00a – 8:00a Breakfast
8:00a – 9:00a All Things Tax: What Hazards Will You Encounter and What Assets Can You Mine from Forms 1120, 1065 and 1040?
9:00a – 10:00a Virtual Currency is Here to Stay: What Every Trustee Must Know
10:00a – 10:30a Break with Our Sponsors
10:30a – 11:30a Mining for Diamonds in the Rough!
11:30a – 12:30p Lunch
12:15p – 1:00p Trustee Members Only Meeting
1:00p – 2:00p Express Talks | Mining Trustee Issues
2:00p – 2:30p Break with Our Sponsors
2:30p – 3:30p Understanding Insurance Coverage in Pursuit of Civil Claims
3:30p – 4:30p Avoidance Actions and Defenses
4:30p – 5:30p Ethics at the Movies
6:30p NABT Reception at Howl at the Moon

Sunday, August 25
7:00a – 9:00a Registration Desk Open
7:00a – 8:30a Farewell Breakfast

14.5 hours of Continuing Legal Education is being applied for in all applicable states.

Speakers
Elizabeth Abdelmasih
Executive Office U.S. Trustees

David A. Birdsell
CPA Trustee

The Honorable James W. Boyd
U.S. Bankruptcy Court, W.D. Michigan

The Honorable Colleen A. Brown
U.S. Bankruptcy Court, Vermont

Tiffany L. Carroll
Executive Office U.S. Trustees

Larry J. Cohen
Cohen’s Counsel

Alan R. Crane
FurrCohen, P.A.

J.E. Cullens
Walters, Papillion, Thomas, Cullens, LLC

George Cunningham
AuctionAuctions.com, LLC

and Cunningham & Associates Inc.

The Honorable Mary Grace Diehl
U.S. Bankruptcy Court, N.D. Georgia

Richard E. Dolder
Slappey & Sadd LLC

The Honorable Dennis R. Dow
U.S. Bankruptcy Court, W.D. Missouri

Deborah Fish
Allard and Fish

Robert Furr
FurrCohen, P.A.

Russell Garrett
Jordan Ramsi, P.C.

Yann Geron
Reitler Kailas & Rosenblatt LLC

Neil Gordon
Amrail Golden & Gregory LLP

Patricia Hamilton
Stevens & Brand, LLP

D. Edward Hays
Marshack Hays LLP

Suzanne Hazard
Executive Office U.S. Trustees

Soneet Kapila
KapilaMukamal, LLP

Sean C. Logan
Law Offices of Sean Logan, Esq.

Jordan Maglich
Quarles & Brady, LLP

Richard A. Marshack
Marshack Hays LLP

Holly S. Miller
Gellert Scali Busenkell & Brown, LLC

William P. Miller
Executive Office U.S. Trustees

Dwayne M. Murray
Murray & Murray, LLC

Jill Olsen
The Olsen Law Firm, LLC

Christian C. Onsager
Onsager Fletcher Johnson

Deborah Petersen
Petersen Law PLLC

Ronald R. Peterson
Jenner & Block, LLP

The Honorable Michael E. Romero
U.S. Bankruptcy Court, Colorado

The Honorable Joseph G. Rosania, Jr.
U.S. Bankruptcy Court, Colorado

Martin P. Sheehan
Sheehan & Nugent, P.L.L.C.

Catherine Steege
Jenner & Block, LLP

The Honorable Alan C. Stout
U.S. Bankruptcy Court, W.D. Kentucky

Bruce Strauss
Merrick Baker & Strauss, P.C.

The Honorable Kimberley H. Tyson
U.S. Bankruptcy Court, Colorado

Cheryl Wesler
Tuttle & Wesler, CPA CP

Clifford J. White, III
Executive Office U.S. Trustees

Darcy Williamson
Williamson Law Office

See speaker bio’s online at NABT.com
Trustee Assistant Agenda at a Glance

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6:15p - 7:15p Welcome Reception

Friday, August 23
6:30a - 2:15a Registration Desk Open
7:00a - 8:00a Breakfast
7:40a - 8:00a Welcome
8:00a - 9:00a Back on This Side of the Door
9:00a - 10:00a What Lucy Found There
10:0a - 10:45a Break with Our Sponsors
10:45a - 11:45p EOUST / U.S. Bankruptcy Administrator Presentation
11:45p - 12:45p Into the Forest
12:45p - 5:00p Explore Denver - Free Time
5:15p - 6:15p President’s Circle Reception (Invitation Only)

Saturday, August 24
6:30a - 6:00p Registration Desk Open
7:00a - 8:00a Breakfast
8:00a - 9:00a A Day with the Beavers
9:00a - 10:00a Peters First Battle
10:00a - 10:30a Break with Our Sponsors
10:30a - 11:30a What Happened After Dinner
11:30a - 12:30p Lunch
12:30p - 2:00p Learning Labs
2:00p - 2:30p Break with Our Sponsors
2:30p - 3:30p Lucy Looks into a Wardrobe
3:30p - 4:30p Edmund and the Wardrobe
4:30p - 5:30p Turkish Delight
6:30p NABT Reception at Howl at the Moon

Sunday, August 25
7:00a - 9:00a Registration Desk Open
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The Honorable Mary Grace Diehl
U.S. Bankruptcy Court, N.D. Georgia
Deborah Fish
Alland and Fish
Robert Furr
FurrCohen, P.A.
Russell Garrett
Jordan Rams, P.C.
Lori Grahl
Law Office of Robert H Waldschmidt
Suzanne Hazard
Executive Office U.S. Trustees
Soneet Kapila
KapilaMukamal, LLP
Roberta Kickbush
Laderer & Fischer, P.C.
Candy Little
Mark Little Law Offices
Mark Little
Mark Little Law Offices
Melinda McLendon
Stretto
Dwayne M. Murray
Murray & Murray, LLC
Jason L. Pettie
Jason L. Pettie, PC
Patty Radovan
Olofson
The Honorable Joseph G. Rosania, Jr.
U.S. Bankruptcy Court, Colorado
Gary Seltz
Gellert Scali Buskenkell & Brown LLC
Martin P. Sheehan
Sheehan & Nugent, P.L.L.C.
Kristi Singal
TrusteSolutions
The Honorable Alan C. Stout
U.S. Bankruptcy Court, W.D. Kentucky
Gena Sullivan
Axos
The Honorable Kimberley H. Tyson
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