

# ALL THINGS KIDS EXPO

SATURDAY,  
NOVEMBER 5TH  
10 AM - 6 PM  
THANKSGIVING POINT SHOW BARN

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FREE ADMISSION

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PRESENTED BY  
CHILDREN'S SERVICE  
SOCIETY OF UTAH



FAMILY RESOURCES, SHOPPING, ENTERTAINMENT AND  
TONS OF FREE ACTIVITIES FOR THE KIDS!



- Games & Learning Activities
  - Character Appearances by Princesses, Heroes and More
  - Kids Crafts • Gift Shopping
  - Cooking Demonstrations
  - Prize Drawings • Giveaways
  - Face Art • Photo Ops
  - More at [www.CSSUTAH.org](http://www.CSSUTAH.org)!
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**PRESENTING  
SPONSOR**

ALSO SPONSORED BY  
YOUR NAME HERE  
& THEIR NAME HERE

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FREE TICKETS AT [ALLTHINGSKIDS.EVENTBRITE.COM](http://ALLTHINGSKIDS.EVENTBRITE.COM)

# WHY ALL THINGS KIDS?

If your business is geared toward children or families, the All Things Kids Expo is for you! Moms, Dads and Grandparents are always on the lookout for fun, free and enriching things to do with kids and ATK will draw thousands to shop, explore, learn and play!

- The Expo will be Fall and child-themed, warm, vibrant and family friendly
- Children will enjoy free activities for all interests and ages
- Grown-ups will love the shopping convenience, entertainment and helpful information tailored to Utah families and childcare providers



Get involved in this energetic new event presented by Children's Service Society. Established in 1884, CSS is Utah's oldest charity addressing the needs of children. Our mission is to empower families and caregivers through services that support the safety and well-being of children. The All Things Kids Expo will showcase CSS and the donors, businesses and nonprofits working to help Utah families stay strong, happy and healthy.

All Things Kids will become a cherished and popular tradition in Utah

- Held at the beautiful Thanksgiving Point Show Barn in 2016 and growing to larger venues in the future
- Over 8000 people are expected to attend this year
- The Expo will be promoted from Ogden to Provo in print and radio ads, social media campaigns, event calendars and more!
- Kids Out and About.com is a major sponsor of All Things Kids Expo and will feature the Expo in top ads, newsletters and upgraded listings achieving over 100,000 views!
- Entertainers, appearances and giveaways add to the draw
- Your participation helps Children's Service Society grow and reach more people in need of crucial services

Expose your business or service to thousands of potential customers. Sponsor or exhibit at the All Things Kids Expo! Visit [cssutah.org](http://cssutah.org) or call 801-326-4364 for more info



# SPONSORSHIP OPPORTUNITIES – ALL THINGS KIDS EXPO

Children's Service Society's 1<sup>st</sup> annual All Things Kids Expo is coming, with free admission, entertainment, giveaways, free children's activities, shopping, prize drawings, personal appearances, showcases and demonstrations - all revolving around our mission to empower families and caregivers through services that support the safety and well-being of children.

**Where:** Thanksgiving Point Show Barn  
**Booths:** 52, plus stage & kitchen events

**Date & Time:** November 5<sup>th</sup>, 10 am to 6 pm  
**Anticipated Number of Participants:** 8000+

## BENEFITS OF SPONSORSHIP

### PRESENTING SPONSOR: \$10,000, ONE AVAILABLE

- Named exclusively as the presenting sponsor of event
- Premium, high traffic 20'x16' booth location (value \$1520-\$1900)
- Prominently displayed logo on print advertisements, banners, expo handout, CSS website event and registration pages, social media, press releases, on-site signage and flyers
- One week of billboard advertising featuring Expo information, CSS and presenting sponsor
- MC to mention your sponsorship throughout the day of the expo
- Two, 5-minute time slots on stage for company VIP to present sponsorship
- Name/logo as Presenting Sponsor on free CSS tote bag for participants

### GOLD SPONSOR: \$5,000 - \$9999, TWO AVAILABLE

- Named as Gold sponsor of event
- Premium, high traffic 20'x8' (or equivalent) booth location (value \$760-\$950)
- Proportionately displayed logo on print ads, banners, expo handout, CSS website event and registration pages, social media, press releases, on-site signage and flyers
- MC to mention your sponsorship throughout the day of the expo
- One, 5-minute time slot on stage for company VIP to present sponsorship

### ART/ACTIVITY BOOTH SPONSOR: \$3,000 - \$4999, FOUR AVAILABLE

- Sponsor signage and info at 10x16 (or equivalent) high traffic booth location
- Logo on banners, expo handout, CSS web event, registration, social media pages and flyers
- Announcements of booth activities and your sponsorship by MC throughout the day
- Booth activities planned by our child development specialists or plan your own activity
- Booth manned by CSS volunteers or by your own group, as desired

### SILVER SPONSORSHIPS: \$1,000 - \$2999

- Logo on on-site banners, expo handout, CSS event registration and social media pages
- One 8x10 or 14x6 space location, as available (value \$380-\$475)

### BRONZE SPONSORSHIPS: \$500 - \$999

- Logo/name on expo handout, CSS website event and registration pages and social media
- Logo on donor banners or site signage

Bag Fulfillment is available to all exhibitors and sponsors who provide CSS with advertising or samples for giveaway bags. In-kind donations are also welcome and are recognized at the fair market value of the donation. Children's Service Society of Utah is a 501(c)3 organization. Contributions are tax deductible to the full extent of applicable tax law. For more information contact [katie@cssutah.org](mailto:katie@cssutah.org), call 801-326-4364 or visit [cssutah.org](http://cssutah.org). Attendees may register at [AllThingsKids.eventbrite.com](http://AllThingsKids.eventbrite.com)



**Children's  
Service Society**

# ALL THINGS KIDS EXPO

## Participant Application

### CONTACT INFORMATION

Contact Name

Company Name

Address

City

State

Zip

Phone 1

Phone 2

Email

Website

Tax ID/EIN:

### HOW WOULD YOU LIKE TO PARTICIPATE?

As a Sponsor (see Sponsorship Opportunities page)

\_\_\_ Presenting Sponsor

\_\_\_ Gold Sponsor

\_\_\_ Art/Activity Booth Sponsor

\_\_\_ Silver Sponsor

\_\_\_ Bronze Sponsor

As a Vendor – List items or services to be sold below:

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If you plan to give away items or services, please list:

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As a single or group performer (N/C) – please describe:

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**Saturday, November 5, 2016**  
Thanksgiving Point Show Barn, 10am to 6pm

### VENDOR/BOOTH SPACE INFORMATION

#### Booth spaces at the Expo include:

- One 6 foot table with white tablecloth
- Two chairs, if desired
- An option to place 1 sample or ad in show bag
- Inclusion in the exhibitor directory
- The hall is carpeted and air conditioned

Pipe & drape is not included or necessary

**Pricing: EARLY BIRD VENDOR DISCOUNT**  
**IF YOUR APPLICATION IS RECEIVED BY**  
**SEPTEMBER 30<sup>TH</sup> – 20% OFF REG. PRICE!**

*(nonprofits - calculate 40% off reg. price, no further discounts)*

quantity

\_\_\_ 10' x 8' on main floor - \$475 (\$380 before 9/30)

\_\_\_ 14' x 6' on aisle, tiers - \$475 (\$380 before 9/30)

\_\_\_ 10' x 6' on tiers - \$375 (\$300 before 9/30)

\_\_\_ 6' x 6' see map - \$225 (\$180 before 9/30)

\$\_\_\_ Total owed (please pay in full by Oct. 5th)

\$\_\_\_ 25% deposit and signed contract due within 5 working days after CSS approval of your application. Please read the entire contract. We will do our best to honor requests but circumstances beyond our control may arise. Pay online at [allthingskids.eventbrite.com](http://allthingskids.eventbrite.com) or you may mail payments to the address below.

**Please list your top 3 preferred space numbers**

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
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**Comments/needs – all participants:**

*(electricity may be available at an additional charge)*

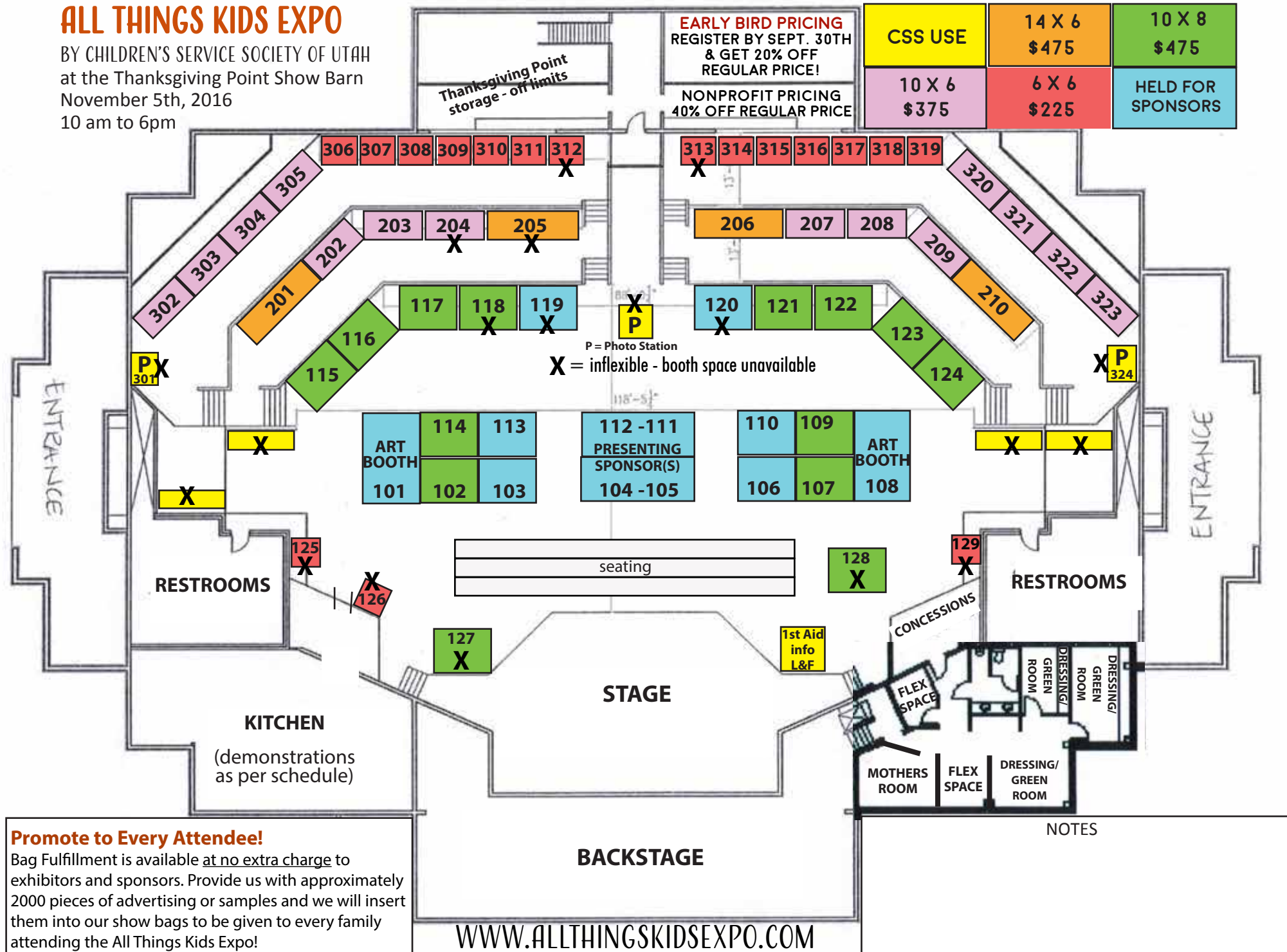
Please email your application to [katie@cssutah.org](mailto:katie@cssutah.org) OR fax to 801-355-7453 OR mail to: Children's Service Society, 655 E. 4500 S. # 200 SLC, UT 84107. Call 801-326-4364 for information.

#### For CSS use only:

Date rcvd:	Deposit amt:	Final pmt:
Booth #(s)/time assigned:	Contract #:	Cancellation:

# ALL THINGS KIDS EXPO

BY CHILDREN'S SERVICE SOCIETY OF UTAH  
 at the Thanksgiving Point Show Barn  
 November 5th, 2016  
 10 am to 6pm



## Promote to Every Attendee!

Bag Fulfillment is available at no extra charge to exhibitors and sponsors. Provide us with approximately 2000 pieces of advertising or samples and we will insert them into our show bags to be given to every family attending the All Things Kids Expo!

[WWW.ALLTHINGSKIDSEXPO.COM](http://WWW.ALLTHINGSKIDSEXPO.COM)

NOTES

# ALL THINGS KIDS EXPO

By Children's Service Society of Utah

## EXHIBITOR CONTRACT – TERMS AND CONDITIONS

**Defined Terms:** The following are the terms and conditions for becoming an Exhibitor at the 2016 All Things Kids Expo. The term "Event" means All Things Kids Expo, scheduled for November 5, 2016 ("Event Date") at Thanksgiving Point ("Exhibit Facility"). The Event is owned, produced and managed by Children's Service Society of Utah ("CSS"). As used hereinafter, the term "Organizer" means, collectively, CSS and each of its respective officers, directors, agents, affiliates, representatives, employees, volunteers and assigns, unless the context requires otherwise. The term "Exhibitor" means, collectively the agency, organization, company or any other entity or person that applied for exhibit space and agreed to enter into this contract upon acceptance by CSS in the manner stated below and each of its officers, directors, shareholders, employees, contractors, agents, representatives, and/or invitees, as applicable.

**Assumption of Risks and Releases:** Exhibitor expressly assumes all risks associated with (resulting from or arising in connection with) Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property. Neither Organizer nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Exhibitor hereby fully and forever releases and discharges to Organizer and Exhibit Facility, individually and collectively, and their present and former officers, directors, partners, affiliates, employees, agents, representatives and attorneys, and predecessors, assignees and successors of each of them, from all claims, actions, causes of action, demands, across-claims, counter-claims, obligations, contracts, indemnities, contributions, suits, debts, sums, accounts, controversies, rights, damages, costs, attorneys' fees, losses, expenses and liabilities whatsoever, in law, equity or otherwise (collectively "Claims") which either may now have or have had or which may hereafter accrue, individually, collectively or otherwise in connection with, relating to or arising out of Exhibitor's participation and/or presence at the Event. Exhibitor acknowledges that there is a possibility that, subsequent to the execution of this contract, it will discover facts or incur or suffer claims that were unknown or unsuspected at the time this contract was executed, and which if known by it at that time may have materially affected its decision to execute this contract. Exhibitor acknowledges and agrees that by reason of this contract and it is assuming any risk of such unknown facts and such unknown and unsuspected claims.

**Indemnification:** Exhibitor shall, on a current basis, indemnify, defend and hold Organizer and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses, which result from or arise out of or in connection with Exhibitor's participation or presence at the Event; any breach by Exhibitor of any agreements, premises or other obligations under this contract; any matter for which Exhibitor is otherwise responsible under the terms of this contract; any violation of infringement of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; any libel, slander, defamation or similar claims resulting from actions of Exhibitor; harm or injury (including death) to Exhibitor; and loss or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise. Exhibitor shall not settle or compromise any claims against Organizer without Organizer's prior written consent.

**Limitation of Liability:** Under no circumstances shall the Organizer or the Exhibit Facility be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever for any of the acts or omissions whether or not apprised of the possibility of any such lost profit or damages. In no event shall the Organizer's maximum liability, under any circumstances, exceed the amount actually paid to CSS by the Exhibitor for exhibition space rental pursuant to this contract. The Organizer makes no representations or warranties, expressed or implied, regarding the number of persons who will attend the Event or regarding any other matters.

**Qualification of Exhibitor:** CSS, in its sole discretion, shall have the right to determine whether a prospective Exhibitor is eligible to participate in the Event. Applicants will be required to submit a description of the nature of their business and the items intended to be exhibited. CSS reserves the right to evaluate items or exhibits regarding quality and may take steps to limit excess duplication of products or services, in its sole discretion. CSS reserves the right to restrict or remove any exhibit which CSS, in its sole discretion, believes is objectionable or inappropriate. No "adult" material may be displayed or sold.

**Assignment of Space:** Exhibit space shall be assigned by CSS in its sole discretion for the Event and for the Event Dates only. Any such assignment does not imply that similar space will be assigned for future events by the Organizer. CSS reserves the right to change the floor plan or to move an Exhibitor to another location prior to or during the Event if CSS in its sole discretion determines that to do so is in the best interest of the Event. There is no guarantee that an Exhibitor will be assigned the exhibit space location(s) requested on the Contract. Every Effort is made to accommodate Exhibitor requests for space and position on the floor. A 25 percent deposit is required with the signed contract before a space will be assigned, with full amount due no later than 30 days prior to Exhibitor set up. CSS will not hold any space without a deposit.

**Confidentiality:** Exhibitor space pricing is subject to adjustment by CSS. Not all spaces will be sold at the same price as we may have offered discounts or promotions. Certain categories, such as sponsors and non-profits pay different prices. Your Exhibitor space price is strictly confidential and ANY discussion with other Exhibitors at an expo for any reason gives CSS the right to evict your participation and materials from the expo at any time.

**Late Fee:** Exhibitors, who do not pay in full by 30 calendar days prior to the event, will be charged a late fee in the amount of \$30 and the Exhibitor location will no longer be secure and subject to revocation.

**Exhibit Space Occupancy:** Hours and date for installing, occupying and dismantling exhibits shall be expressly specified by the Organizer. Exhibitor spaces must be set up, installed and ready to open no later than 9:50 am on the Expo date. Exhibitors must keep their displays and spaces open and occupied from 9:50 am to 6:10 pm on the day of the Expo. No display or merchandise take-down is allowed before 6:10 pm. Failure to comply may result in the Exhibitor being banned from future events. Spaces not set up and occupied by 9:50 AM may be re-assigned and there will be no refunds given.

**Character of Displays, Use of Aisles and Common Areas:** All exhibits shall display products or services in a tasteful manner as determined in Organizer's sole discretion. The aisles, passageways, walls outside of the Exhibitor's assigned space and all overhead spaces remain strictly under control of the Organizer and no signs, decorations, banners, advertising, material or special exhibits will be permitted in any of these spaces, except by written permission of the Organizer. Uniformed attendants, models and other employees must remain within the rental space occupied by their employers. Any and all advertising distribution must be made by Exhibitor only from within his or her delineated space. Equipment must be arranged so that show visitors do not restrict movement in the aisle while examining equipment or watching demonstrations. Distribution of samples and printed materials of any kind or any promotional materials are restricted to the exhibit space. Strolling entertainment, distribution or moving advertisements outside of an Exhibitor's exhibit space is prohibited.

**Exclusivity:** Exclusivity will not be granted to any one vendor (except if requested by a major sponsor), however precautions will be taken by the Organizer to limit undue duplication of similar items. Sales will be restricted to those items listed on your approved application. You will be notified prior to

acceptance if any of your listed items are required to be removed from your item list. Only sponsoring companies or entities may request exclusivity on certain products and services. If their request is granted, affected Exhibitors will be notified prior to the event of any new limitations. If an affected Exhibitor is not able to accept these new limitations, they may request to have their application nullified and receive a refund of any rental fees previously paid. The Exhibitor further understands that they are not entitled to receive any additional compensation.

**Listings and Promotional Materials:** By Exhibitors participation in the Event, Exhibitor expressly grants to CSS a full, perpetual non-exclusive license to use, display and reproduce the name, trade names and product names of the Exhibitor in any directory (print, electronic or other media), listings of the exhibiting companies at the Event and to use such names in CSS promotional materials. CSS shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials. Exhibitor agrees that CSS may also use photographs of Exhibitor's space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any CSS or Expo promotional purposes.

**Exhibitor Guide:** After the Exhibitor contract has been approved and processed, CSS will send an Exhibitor Guide to the primary contact listed on this agreement. The Exhibitor Guide will include information integral to participation at the Event, including, but not limited to, additional Exhibitor rules and regulations, official order forms, registration, utilities and building services, show information, Exhibitor display rules, and move-in, move-out schedules, etc.

**Care of Exhibit Facility:** Exhibitor is responsible for any federal, state or local taxes and shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, equipment or the property of others caused by Exhibitor.

**Taxes and Licenses:** Exhibitor shall obtain any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event at its sole expense. Exhibitor shall obtain any necessary tax identification numbers and permits for paying any taxes, including sales tax, license fees, use fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event.

**Copyrighted Materials:** Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments. This includes radio and internet broadcasts.

**Cancellation by Exhibitor:** Exhibitors, who cancel exhibit space more than 30 days prior to the opening day of the Event, will be refunded fifty percent of the cost of purchased space. There will be no refunds for cancellations made less than 30 days prior to the Event. Generally, partial cancelation of rental space is not permitted; any partial cancelation must have prior written consent of CSS, which consent shall be at CSS's absolute discretion.

**Cancellation by CSS:** If Exhibitor fails to make a payment required by this contract in a timely manner, CSS may terminate this contract immediately (and Exhibitor's participation in the Event) without further notice and without obligation to refund monies previously paid. CSS reserves the right, at its discretion, to refuse Exhibitor permission to move in and setup an exhibit if Exhibitor is in arrears of any payment due to CSS. CSS is expressly authorized (but has no obligation, expressed or implied) to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such a manner as it may deem best, and without releasing Exhibitor from any liability hereunder. If CSS removes or restricts an exhibit which CSS considers to be objectionable or inappropriate, no refund will be due Exhibitor. CSS may also terminate this contract effective upon written notice of termination if Exhibitor breaches any of its obligations under the contract without any obligations, expressed or implied, on CSS's part to refund any payment previously made and without releasing Exhibitor from any liability arising as a result of or in connection with such breach.

**Cancelation of the Event:** If CSS cancels the Event due to circumstances beyond the reasonable control of CSS (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Exhibit Facility) CSS shall refund to each Exhibitor any exhibit space rental payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of Organizer's liabilities to Exhibitor. CSS reserves the right to cancel, re-name or relocate the Event or change the dates on which it is held. If CSS changes the name of the Event or relocates the Event to another event facility within the same area, no refund will be due to Exhibitor; provided however, CSS shall assign use of such space to Exhibitor pursuant to the terms of this contract.

**Additional Terms and Conditions:** CSS has sole control over attendance policies. Except as provided to the contrary in this contract; all monies paid by the Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, CSS, in its sole judgment, may refuse to consider for participation in future events held by the Organizer an Exhibitor who violates or fails to abide by the contract and abide by the accompanying rules and regulations. Any amendment or modification to this contract must be in writing and signed by an authorized representative of CSS. Exhibitor may not assign this contract or any right hereunder, nor may the Exhibitor sublet to license or share all or any portion of its exhibit space without the prior written consent of CSS, which consent shall be in CSS's sole discretion.

**Incorporation of Rules and Regulations:** Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this contract shall be subject to determination by CSS in its sole discretion. CSS may adopt rules or regulations, from time to time, governing such matters and may amend or revoke them at any time upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Guide or similar document) are an integral part of this contract and are incorporated herein by reference and shall have the full force and effects as if rules and regulations are fully set forth herein. Exhibitor shall observe and abide by additional regulations made by CSS as soon as these additional regulations are communicated to Exhibitor. This contract (including the Exhibitor Guide and any additional rules or regulations adopted by CSS) state the entire agreement of the parties with respect to the subject matter hereof.

**Fire and Safety Laws:** Federal, state, and city laws and venue rules and regulations must be strictly observed. Refer to specific venue fire code and regulation for exhibiting.

**Observance of Laws:** Exhibitor shall abide by and observe all federal, state and local laws, codes, and ordinances, rules, and regulations, and rules and regulations of the Exhibit Facility (including without limitation any union labor work rules). Without limiting the generality of the foregoing, Exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

**I/We have read and agree to abide by The All Things Kids Expo rules and regulations published on this form, Exhibitor Manual and subsequent additions.**

**Exhibitor/Responsible Party:** \_\_\_\_\_

**Date:** \_\_\_\_\_

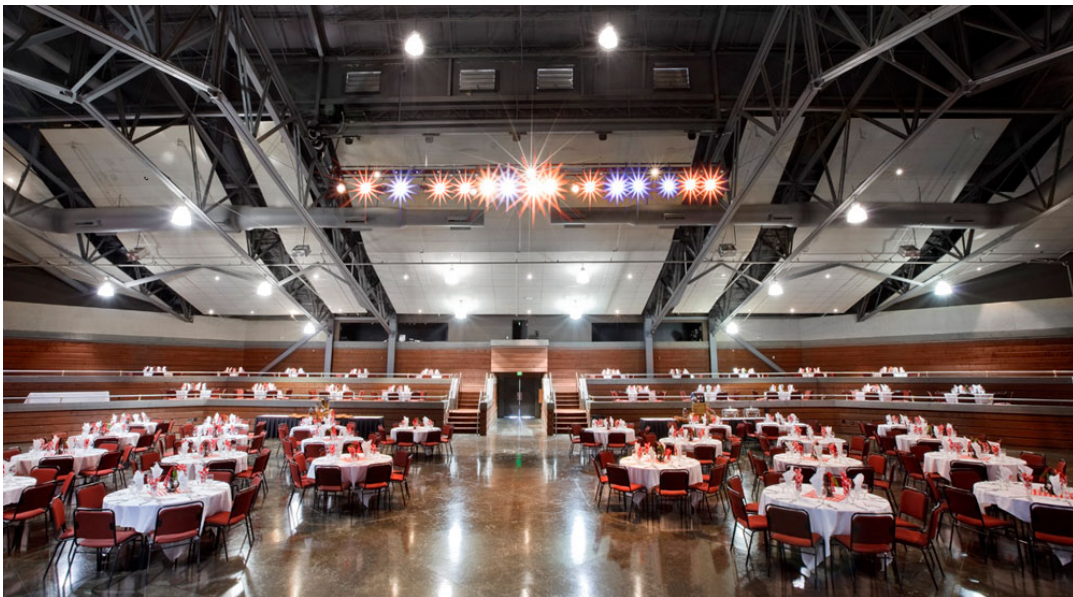
**Co-Exhibitor/ Responsible Party (if any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(CSS use) Contract #** \_\_\_\_\_ **Notes:** \_\_\_\_\_



The Show Barn at Thanksgiving Point - Easy Access



Barn interior - set up for another event



Thanksgiving Point is a large complex with shopping, 2 museums, event space and other attractions

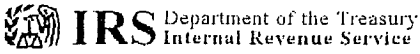




Organized in 1884, Children's Service Society is Utah's oldest non-denominational nonprofit agency with services that focus on the well-being of children and families. It started as the Orphan's Home and Day Nursery Association to help destitute, neglected, and orphaned children and to assist poor working mothers. The name was changed to Children's Service Society of Utah in 1927 to reflect the increasing number of foster care services for children that the agency began in 1890. Children's Service Society provided an institutional home for over 60 years for hundreds of orphaned or needy children who came from throughout Utah and the Intermountain West.

Services have been added as society's needs have changed, but the agency's efforts and effectiveness have remained consistent with improving the well-being of children and families.

Today, Children's Service Society offers Support Services Programs, which include Adoption, Grandfamilies Kinship Care and Parents in Action – a home visitation program. Care About Childcare assists parents in finding licensed child care and trains child care providers to provide quality childcare and obtain licensure by the Utah Department of Health.



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248132325  
Sep. 05, 2008 LTR 4168C E0  
87-0212451 000000 00 000  
00016994  
BODC: TE

CHILDRENS SERVICE SOCIETY OF UTAH  
124 S 400 E STE 400  
SALT LAKE CTY UT 84111-2133006



025469

Employer Identification Number: 87-0212451  
Person to Contact: Paul M Perry  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Aug. 26, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1945, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I