

Vendor Registration Package 2009



MAKE IT MATTER
THE ART OF ENGAGEMENT

Annual TLOMA Educational Conference October 21st to 24th, 2009
White Oaks Conference Resort & Spa, Niagara-on-the-Lake, Ontario

THE LAW OFFICE MANAGEMENT ASSOCIATION

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New This Year for Thursday Night

In Consideration of the support from our Vendors, we have left Thursday evening open for our Vendors to network and entertain Delegates on their own terms. Delegates will have free time from 7:30 PM on, if you would like to plan or host something please contact the delegate directly as there will be no TLOMA hosted event for the evening.

Vendor Opportunities

	Platinum Sponsor \$11,000	Gold Sponsor \$5,250	Silver Sponsor \$3,250	Tradeshow Participant \$1,750	Event Sponsor \$500 to \$5,000	Contributor Minimum \$500 value
Opportunity to host one special event at the conference 4 available	•					
Choice of booth location	•	•	•			
Company logo with link on front page of TLOMA website for 1 year	•					
Large Sponsor Ribbon for Display at your booth	•	•				
Complimentary passes to Keynote Speaker sessions	6	4	2			
Sponsorship Level noted on your Personnel Badges	•	•	•			
Advertising in TLOMA Today for 10 issues	Free	% 50 discount	% 25 discount			
Acknowledgement in TLOMA Today	•	•	•	•	•	•
Signage at Conference	•	•	•		•	
Signage Recognition at Trade Show Entrance	•	•	•	•		
10'd x 8'w Booth(s) at trade Show	•	•	•	•		
Complimentary Lunch at Trade Show	8	6	4	2		
Complimentary Reception following Trade Show	8	6	4	2		
Complimentary Booth personnel Badges ***	8	6	4	2		
Company Name linked to Company Website on TLOMA Vendor Directory	Free	Free	Free	Available for \$200/yr	Available for \$200/yr	Available for \$200/yr
Complimentary List of Delegates	•	•	•	•	•	See note
Acknowledgement in Delegate Conference Material or at Sponsored events	•	•	•	•	•	•
*TLOMA reserves the right to ask for Sponsors to update their ad on a regular basis						
** \$50.00 plus GST/pp additional personal						
*** Name Changes for badges after October 9th, 2009 \$25.00 plus GST						
Note: All vendors who provide promotional gifts for our delegate bags or prize donations will be acknowledged; however, only contributions with a value of a minimum of \$500 will receive our delegate contact information list						

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Registration Form 1 of 6
 Please Print

Complete name of Company: _____
Company name as shown above will be used in all printed materials

Address: _____

 City Province Postal Code

Phone Number: () _____ Fax Number _____

Website: _____ Email _____

Contact name to be published in show guide _____

Phone: _____ Email: _____

Contact name for show Correspondence: _____

Phone: _____ Email: _____

Please Note: TLOMA will reserve the right to exercise its discretion in accepting or rejecting applications. If an application is not accepted, all monies paid will be returned to the Vendor.

Vendor Participation Opportunities

<u>Opportunity</u>	<u>Availability</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
<input type="checkbox"/> Platinum sponsor	4	\$11,000.00 each	\$550.00	\$11,550.00
<input type="checkbox"/> Gold sponsor	3	\$ 5,250.00 each	\$262.50	\$ 5,512.50
<input type="checkbox"/> Silver Sponsor	17	\$ 3,250.00 each	\$162.50	\$ 3,412.50
<input type="checkbox"/> Trade Show Participant	30	\$ 1,750.00 each	\$ 87.50	\$ 1,837.50

Platinum Sponsors will have an opportunity to host one Platinum event. Please pick your choice in order of preference:

- | | | |
|---|---------------------|-------|
| 1. Wednesday Welcome Reception: | 6:00 PM to 7:30 PM | _____ |
| 2. Wednesday Evening Hospitality Suite: | 10:00 PM to 1:00 AM | _____ |
| 3. Thursday Hospitality Suite: | 5:30 PM to 7:00 PM | _____ |
| 4. Friday Night Social Event: | 10:00 PM to 1:00 AM | _____ |

Registration Form Cont. 2 of 6

Event Sponsorship Opportunities

Further details on the sponsored events may be found on the conference website. Alternatively you may contact Paul Dinino, Vendor Liaison paul.dinino@blakes.com or Liz Barrington, Director of Administration lbarrington@tloa.com

<u>Opportunity</u>	<u>Availability</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
<input type="checkbox"/> Wednesday Night "Barrel of Laughs"	1	\$1,500.00	\$ 75.00	\$1,575.00
<input type="checkbox"/> Wednesday Night Event T-Shirt Sponsorship	1	\$1,000.00	\$ 50.00	\$1,050.00
<input type="checkbox"/> Breakfast Sponsorship	3	\$ 500.00 ea	\$ 25.00	\$ 525.00
<input type="checkbox"/> Coffee Break Sponsorships	3	\$ 500.00 ea	\$ 25.00	\$ 525.00
<input type="checkbox"/> Lunch	2	\$ 750.00 ea	\$ 37.50	\$ 787.50
<input type="checkbox"/> Friday Night Dinner Event	1	\$2,500.00	\$125.00	\$ 2,625.00
<input type="checkbox"/> Thursday Keynote Speaker Dr. David Weiss	1	\$3,000.00	\$150.00	\$3,150.00
<input type="checkbox"/> Saturday Key Note Speaker Ron James	1	\$3,000.00	\$150.00	\$3,150.00

Contributor Opportunities

Our company is unable to provide a Sponsorship or attend the Conference this year, however we are interested in becoming a Conference Contributor by making the following donation.

- Gift for the General Prize Draw

(Please Specify)

- 125 items for the Delegates Gift bags

(Please Specify)

- Provide a Service

(Please Specify)

Prize Draw and Delegate Gifts are to be delivered to the TLOMA office by Friday, October 16, 2009.

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Registration Form Cont. 3 of 6

Trade Show Badges

TLOMA will provide Trade Show name badges to each person working at your booth. For security reasons, each participant will be required to wear the name badge provided. TLOMA reserves the right to ask anyone not wearing his or her badge to leave the Trade Show floor.

Please complete the form according to how you wish names and your company name to appear on the badges. Substitutions for booth attendees are permitted up to Friday, October 9, 2009. For substitutions requested after Friday, October 9, 2009 an administration fee of \$25.00 plus GST per badge will be applicable to all Sponsors and Trade Show Participants. Badges will be delivered to your booth on the morning of the Trade Show. If changes to badges are required on the day of the show, please bring the badges to be changed to the TLOMA office located in Studio # 9 (located just outside the entrance to the show).

Note: Platinum Sponsors - 8 badges, Gold Sponsors - 6 badges, Silver Sponsors - 4 badges, Trade Show Participants - 2 badges

Please remit \$50.00 plus GST (\$53.00) for any additional person over and above the allowed maximum to TLOMA (includes Lunch and Reception).

Badges Required

1 _____	5 _____
2 _____	6 _____
3 _____	7 _____
4 _____	8 _____

(Please print Name in full as it is to appear on the Name Badge)

Booth Details and Requirements

A complete list of available Audio Visual equipment and a Tradeshow Service Order Form will be made available in the Trade Show Manual and sent to you after your application is accepted.

If you are a Platinum, Gold or Silver Sponsor, please provide your booth choice(s) below.
TLOMA reserves the right to determine the final allocation of booth space.

Preferred Booth Location (Sponsors Only) 1st _____ 2nd _____ 3rd _____
See Floor Plan on page 8

Please provide a brief description of what you will be exhibiting at your booth _____

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Registration From Cont. 4 of 6

Trade Show Requirement Form

Please review the form below and select any additional requirements. Please note: White Oaks Resort requires each Vendor to use their onsite Trade Show Support. Please include this amount with your Method of payment on page 7

***Each booth is preset with One Skirted Table and Two Chairs at no charge**
 ALL PRICES ARE PER DAY Billing information must be provided with your registration form to confirm requirements at least 2 weeks prior to event.**

Equipment	Pre-ordered Price	On-site Price	Qty	15 % AV Fee	Sub Total	GST & PST 13 %	Total
Additional 6" Table	\$25.00	\$30.00		N/A			
Additional Chair	\$5.00	\$10.00		N/A			
Ballot Prize Bowl	\$5.00	\$10.00		N/A			
Analog Phone Line (+long distance)	\$100.00	\$125.00					
Electrical							
Cabling for Wired Internet Access	\$75.00	\$100.00					
1-15 amp circuit (standard)	\$40.00	\$50.00					
Power Bar	\$15.00	\$20.00					
Extension Cord	\$15.00	\$20.00					
208/220 electrical (stove)	\$125.00	\$150.00					
32" TV Monitor	\$225.00	\$300.00					
Trade Show Support *	15.00	N/A		N/A	\$15.00		\$15.45
Grand Total	---	---	---				

15% service fee for any AV services that may be required for your booth

*** Tradeshow Support:**

- Includes:
- Trade show receiver onsite during set-up & teardown
- Includes 48hr box/booth storage prior to show
- Check in for Vendors
- Direction of vendors to table location and to ensure that all requested requirements are in place
- Shipped boxes moved to dedicated vendor table.
- Dedicated Porters – for set-up & teardown
- Booth Cleaning (carpet sweeping, garbage emptied, light dusting)
- 1 Skirted Table and chair

Registration Form Cont. 5 of 6

Website Listing Application

With your Trade Show Sponsorship, you are entitled to have a free listing on TLOMA's Vendor Directory on the website. TLOMA encourages its members to use the Directory when seeking Vendors to provide goods and services for their firm. Vendors further develop their relationship with our members by choosing to be listed in our Vendor Directory.

Pricing Per Annum:

Sponsors of the TLOMA Conference	\$ No charge
Trade Show Participants/Event Sponsors/Contributors	\$200.00 plus GST = \$210.00
Vendors	\$300.00 plus GST = \$315.00

To list your company in the Directory, you may circle up to 3 categories and 3 choices within each category:

Facilities	Human Resources	Technology	General
Architects/Designers	Benefit & Retirement Programs	Computer Hardware	Flowers
Binding Services	Corporate Gifts	Computer Software	Hotel/Housing
Carpet/Fabric Care	Health & Fitness	Conference Call Services	Insurance
Catering	Legal Staffing	Consulting	Language Services
Coffee/Refreshments	Training & Development	Digital Dictation	Litigation Support
Construction		Document Management	Management Consultants
Copiers	Marketing	Internet Services	Photography
Courier	Advertising/Branding	Media Storage	Process Serving
Document Destruction	Brochure Design	Network Integration	Professional Associations
Facility Management	Consultants	Printers	Restaurants
File Cabinet Systems	Corporate Gifts	Tech Support Services	Search/Registration Services
Furniture Restoration	CRM	Telephone Support Services	
Kitchen Supplies	Graphic Design	Toner Cartridges	
Office Furniture	Printer/Engraver	Video Conferencing	
Office Repair Services	Promotional Products	Voicemail	
Office Supplies	Website Development		
Records Management		Finance	
Relocation Services		Collections	
Telephone systems		Cost Recovery	
		Financial Services	
		Leasing	
		Time Billing	

If the category for your product or service does not appear on this list, please add here:

In addition, all Vendors are encouraged to provide their company logo in jpg format along with a 50 word or less description of their company to be included in the directory listing.

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Registration Form Cont. (6 of 6)

Method of Payment

If paying by credit card, you may fax this completed form to **905.472.5115**, or mail your completed form to the TLOMA office (see address below).

To be processed, this application must be accompanied with a non-refundable 25% deposit. Final payment is due by Monday, August 10, 2009.

Cheque enclosed (payable to TLOMA) 25 % Included 75% post dated August 10, 2009

GST # 861523074

Credit Card Visa Amex

Card# _____ Cardholder's Name: _____

Expiry Date: _____ Cardholder's Signature: _____

I Hereby authorize TLOMA to make the deposit of \$ _____ (25% of total) upon receipt of this application (which will include any additional trade show requirements)

I further authorize TLOMA to make the balance payment of \$ _____ on Monday, August 10, 2009

Signature of Cardholder

Date

IF TRADE SHOW SPACE IS CANCELLED BY YOU PRIOR TO THURSDAY SEPTEMBER 10, 2009 WE WILL REFUND MONIES PAID LESS THE 25% DEPOSIT. NO REFUNDS WILL BE MADE FOR CANCELLATIONS RECEIVED AFTER THURSDAY SEPTEMBER 10, 2009.

Signed: _____ Dated: _____

Print Name : _____

This Registration form will not be processed without the 25% deposit

TLOMA
43 Daniel Court
Markham, ON L3P 4B8

Tel: 416-410-1979

Fax: 905-472-5115

web: www.tloma.com

Trade Show Floor Plan

Grand Event Room and Gardenview Foyer



A - Trade Show Entrance
B - Vendor & Delegate Luncheon Area

Make it Matter The Art Of Engagement
Vendor Hotel Registration



Group Name: TLOMA
Arrival Date:

Group Rate Code: TVR
Departure Date:

Please make your reservation by contacting Group Reservations. Phone: 1-866-777-9877

E-Mail: Rinali.Noordeen@hilton.com or Vanessa.Custodio@hilton.com Fax: 1-905-984-4364

Rates have been negotiated by TLOMA on behalf of Vendors.

It is the Vendors responsibility to deal directly with the HILTON Garden Inn.

Guest Information (PLEASE PRINT)

PERSON 1:		ADDRESS:	
PERSON 2: (IN SAME ROOM)			
PERSON 3: (IN SAME ROOM)		CITY:	
PERSON 4: (IN SAME ROOM)		PROV/STATE:	POSTAL/ZIP CODE:
ARRIVAL DATE:	# OF NIGHTS:	PHONE NUMBER:	
		FAX NUMBER:	
DEPARTURE DATE:	Non Smoking	E-MAIL:	

ROOM RATE: STANDARD 2 QUEEN OR 1 KING: \$129.00 per room per day based on single or double occupancy plus applicable taxes.

NOTE: \$20.00/per person additional charge for triple or quadruple occupancy plus applicable tax
 IN ORDER TO GUARANTEE YOUR RESERVATION A VALID CREDIT CARD NUMBER IS REQUIRED.

CARD HOLDER NAME: (PLEASE PRINT) _____

TYPE OF CARD: _____

CARD NUMBER: _____

EXPIRATION DATE: _____

CARD HOLDER SIGNATURE: _____

RESERVATIONS MUST BE MADE BEFORE THE CUT OFF DATE OF:

September 22, 2009.

Reservations made after this date will not be guaranteed the group room rate.

CANCELLATION POLICY: YOU CAN CANCEL THIS RESERVATION UP TO 24 HOURS PRIOR TO YOUR ARRIVAL DATE. IF CANCELLATION IS RECEIVED AFTER 24 HOURS PRIOR TO ARRIVAL, ONE NIGHT OF YOUR STAY WILL BE CHARGED TO THE CREDIT CARD NUMBER ON FILE.

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Additional Information

Green Vendor

This year, the TLOMA Conference Committee will be awarding a Trade Show Vendor with the **Green Award**. This Award will be given to the Vendor who most supports a greening of their business, trade show booth and the materials that they pass along to TLOMA delegates at the show.

Here are five examples of what the committee will be looking for. We will award the Vendor who meets most of the listed criteria.

- 1) Show handouts on recycled paper
- 2) Show handout on USB thumb drive
- 3) Minimal display booth lighting
- 4) No filled water bottle handouts
- 5) Your Organizations story, (displayed at your booth) on what your organization is doing to be more environmentally friendly.