

Vendor Registration Package 2010



THE LAW OFFICE MANAGEMENT ASSOCIATION

Contents

VENDOR OPPORTUNITIES.....	1
VENDOR TRADE SHOW FLOOR PLAN.....	2
ADDITIONAL INFORMATION.....	3
REGISTRATION FORM.....	4 - 10
VENDOR PARTICIPATION OPPORTUNITIES	4
EVENT SPONSORSHIP OPPORTUNITIES.....	5
CONTRIBUTOR OPPORTUNITIES.....	5
THURSDAY EVENING COCKTAIL RECEPTION.....	6
TRADE SHOW BADGES.....	7
BOOTH REQUIREMENTS.....	7
TRADE SHOW REQUIREMENTS FORM.....	8
WEBSITE LISTING APPLICATION.....	9
METHOD OF PAYMENT.....	10
VENDOR HOTEL REGISTRATION FORM.....	11



New This Year

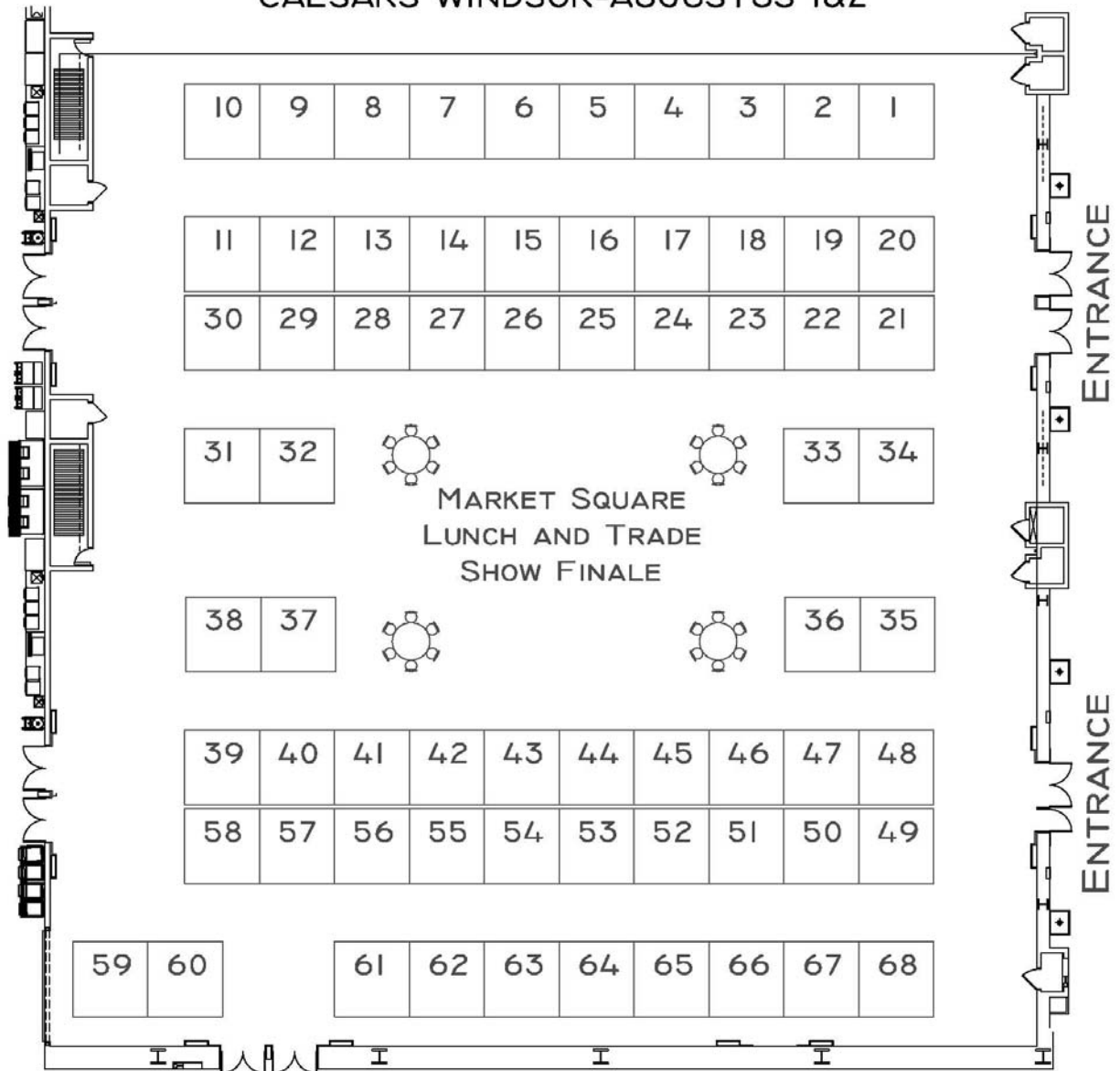
A Vendors' Cocktail Dinner Reception will be held on **Thursday evening, September 23rd**, from 6:30 pm to 9:30 pm. All Tradeshow Sponsors/Participants and Conference Delegates are encouraged to attend. This is a wonderful opportunity for Tradeshow Sponsors/Participants to network with the Delegates in a relaxed setting.

The Trade Show will be held on Friday Morning, September 24th, from 10:00 am to 2:00 pm followed by the Trade Show Finale from 2:30 to 4:30 pm.

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 Name Badge	•	•	•			
Full Banner 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 10'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 name badges ***	8	6	4	2		
Complimentary Dinner and 2 free drinks at Thursday Cocktail Dinner Reception ****	3	2	1	1		
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
Company Name with Website Link on Sponsor Page of Conference Website	•	•	•			
Acknowledgement at Sponsored Events	•				•	
*TLOMA reserves the right to ask Sponsors to update their ad on a regular basis						
** \$50.00 plus tax/pp additional personal						
*** Name badge changes after September 3 rd , 2010, \$25.00 plus applicable taxes						
**** \$60.00 plus tax/pp additional personal						
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.						

TLOMA TRADE SHOW FLOOR PLAN 2010 CAESARS WINDSOR-AUGUSTUS I&2



Additional Information

Green Vendor

The TLOMA Conference Committee will be awarding the 2nd Annual Trade Show Vendor **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. TLOMA will present the award to the Vendor who most meets 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.

Registration Form 1 of 7

Please Print

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

Address: _____

City	Province	Postal Code
------	----------	-------------

Phone Number: _____ Fax Number: _____

Website: _____

Contact name to be published in Trade Show Guide: _____

Phone: _____ Email: _____

Contact name for show correspondence: _____
If different to Trade Show Guide

Phone: _____ Email: _____

Will you be attending the Thursday Evening Reception: YES NO

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>HST (@13%)</u>	<u>Total</u>
<input type="checkbox"/> Platinum sponsor	4	\$11,000.00 ea	\$1,430.00	\$12,430.00
<input type="checkbox"/> Gold sponsor	5	\$ 5,250.00 ea	\$ 682.50	\$ 5,932.50
<input type="checkbox"/> Silver Sponsor	15	\$ 3,250.00 ea	\$ 422.50	\$ 3,762.50
<input type="checkbox"/> Trade Show Participant	40	\$ 1,750.00 ea	\$ 227.50	\$ 1,977.50

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

- | | | |
|--|---------------------|-------|
| 1. Wednesday Evening Dinner Buffet | 6:30 PM to 8:00 PM | _____ |
| 2. Wednesday Evening Hospitality Suite | 10:00 PM to 1:00 AM | _____ |
| 3. Thursday Lunch | 12:15 PM to 1:30 PM | _____ |
| 4. Friday Night Social Event | 10:00 PM to 1:00 AM | _____ |

Registration Form Cont. 2 of 7

Event Sponsorship Opportunities

Further details on the sponsored events may be found on the conference website after April 15th, 2010. Alternatively you may contact Helen Lee, Vendor Liaison hlee@lexcanada.com or Liz Barrington, Director of Administration lbarrington@tloma.com

<u>Opportunity</u>	<u>Availability</u>	<u>Cost</u>	<u>HST (@13%)</u>	<u>Total</u>
<input type="checkbox"/> Train Sponsorship	2	\$3,500.00 ea	\$455.00	\$3,955.00
<input type="checkbox"/> Wednesday Lunch on Train Sponsorship	1	\$ 750.00	\$ 97.50	\$ 847.50
<input type="checkbox"/> Wednesday Night "Survive OR Thrive"	1	\$1,500.00	\$195.00	\$ 1,695.00
<input type="checkbox"/> Wednesday Night Event T-Shirt Sponsorship	1	\$1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/> Breakfast Sponsorship	3	\$ 500.00 ea	\$ 65.00	\$ 565.00
<input type="checkbox"/> Coffee Break Sponsorships	2	\$ 500.00 ea	\$ 65.00	\$ 565.00
<input type="checkbox"/> Saturday Lunch	1	\$ 750.00 ea	\$ 97.50	\$ 847.50
<input type="checkbox"/> Friday Night Dinner Event	1	\$2,500.00	\$325.00	\$ 2,825.00
<input type="checkbox"/> Thursday Keynote Speaker Richard Susskind	1	\$3,000.00	\$390.00	\$3,390.00
<input type="checkbox"/> Saturday Key Note Speaker Marsha Petrie Sue	1	\$3,000.00	\$390.00	\$3,390.00

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, September 17, 2010.

Registration Form Cont. 3 of 7

Thursday Evening Cocktail Dinner Reception

TLOMA will provide name badges to each person attending the Thursday Evening Cocktail Dinner Reception. 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 Reception.

Substitutions for attendees are permitted up to Friday, September 3, 2010. For substitutions requested after Friday, September 3, 2010, an administration fee of \$25.00 plus tax per badge will be applicable to all participants. Name badges will be available at the reception desk outside the Reception venue located in the Upper North Mezzanine.

Note: Platinum Sponsors - 3 badges, Gold Sponsors - 2 badges, Silver Sponsors - 1 badge, Trade Show Participants - 1 badge

Please remit to TLOMA \$60.00 plus HST (\$67.80) for each additional person(s) over and above the allowed maximum. (Fee includes dinner and 2 free drinks at the reception).

Badges Required

1 _____ 5 _____

2 _____ 6 _____

3 _____ 7 _____

4 _____ 8 _____

(Please print first and last name as it is to appear on the name badge)

There are a variety of restaurant options located in the hotel for Vendors to have breakfast on Friday morning.

Registration Form Cont. 4 of 7

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.

Substitutions for booth attendees are permitted up to Friday, September 3, 2010. For substitutions requested after Friday, September 3, 2010, 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 you as part of the on-site registration package 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 JOVIS (located just down the hall from the trade show)

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

Please remit to TLOMA \$50.00 plus HST (\$56.50) for any additional person over and above the allocated maximum. (Fee includes lunch, Trade Show Finale and two drink tickets).

Badges Required

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

(Please print first and last name as it is to appear on the name badge)

Booth Details and Requirements

If you are a Platinum, Gold or Silver Sponsor, please provide your booth choice(s) below. The Platinum booths have been allocated by TLOMA to 31/32, 33/34, 35/36 and 37/38. 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 2

Our booth is a full pop up booth Our booth is a table top display

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

Registration For Cont. 5 of 7

Trade Show Requirement Form

Please review the form below and select your requirements. Please note: Caesars Windsor 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** Requirements must be communicated to TLOMA no later than three weeks in advance of the show to guarantee availability.**

Equipment	Pre-ordered Price	On-site Price	Qty	Sub Total	HST @13%	Total
Additional 6" Table	\$ 40.00	\$ 40.00				
Additional Chair	\$ 30.00	\$ 30.00				
Ballot Prize Bowl	\$ 5.00	\$ 10.00				
Analog Phone Line (+long distance)	\$ 50.00	\$ 50.00				
Electrical						
1-15 amp circuit (standard) <input type="checkbox"/> OR 1-20 amp circuit <input type="checkbox"/>	\$100.00	\$100.00				
Wireless Internet Connection	\$100.00	\$100.00				
Wired Internet Connection	\$100.00	\$100.00				
Power Bar with surge extension	\$ 10.00	\$ 15.00				
25' or 50' A/C Extension Cord	\$ 10.00	\$ 15.00				
32" LCD Video/Data Display	\$135.00	\$150.00				
46" LCD Video/Data Display	\$300.00	\$330.00				
DVD/VHS Player	\$ 55.00	\$ 65.00				
DVD Player	\$ 45.00	\$ 55.00				
Trade Show Support *	\$ 45.00			\$ 45.00	\$ 5.85	\$ 50.85
Grand Total						

*** Tradeshow Support Includes:**

- Trade show receiver on-site during set-up & teardown.
- 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 booth.
- Dedicated Porters – for set-up & teardown.
- Booth Cleaning (carpet sweeping, garbage emptied, light dusting)

WILL YOU BE LOADING IN ON: THURSDAY, SEPTEMBER 23rd FRIDAY, SEPTEMBER 24th

A load-in schedule will be provided to you prior to the show

Registration Form Cont. 6 of 7

Website Listing Application

Name of Company: _____
(Please print)

Contact Person: _____

Address: _____
City _____ Postal Code _____

Phone Number: _____ Fax Number: _____

Website Address: _____ Email Address: _____

You may circle up to 3 choices within each category:

Facilities

- Architects/Designers
- Binding Services
- Carpet/Fabric Care
- Catering
- Coffee/Refreshments
- Construction
- Copiers
- Courier
- Document Destruction
- Document Recovery
- Facility Management
- File Cabinet Systems
- Furniture Rentals
- Furniture Restoration
- Kitchen Supplies
- Office Furniture
- Office Repair Services
- Office Supplies
- Records Management
- Relocation Services
- Telephone systems

Human Resources

- Benefit & Retirement Programs
- Corporate Gifts
- Health & Fitness
- Legal Staffing
- Training & Development

Marketing

- Advertising/Branding
- Brochure Design
- Consultants
- Corporate Gifts
- CRM
- Graphic Design
- Printer/Engraver
- Promotional Products
- Website Development

Technology

- Audio Conferencing
- Audio Visual Solutions
- Computer Hardware
- Computer Software
- Consultants
- Court Forms
- Digital Dictation
- Disaster Recovery
- Document Management
- Emergency Communication
- Internet Services
- Media Storage
- Network Integration
- Printers
- Speech Recognition Software
- Tech Support Services
- Toner Cartridges
- Video Conferencing
- Voicemail
- Web Conferencing

General

- Flowers
- Hotel/Housing
- Insurance
- Language Services
- Litigation Support
- Management Consultants
- Photography
- Private Investigation
- Process Serving
- Professional Associations
- Restaurants
- Search/Registration Services
- Security Services

Finance

- Collections
- Cost Recovery
- Financial Services
- Leasing
- Time Billing

Pricing per Annum

Sponsors of the Annual TLOMA Conference	\$	no charge
Conference Trade Show Participants/Contributors	\$	200.00 plus applicable taxes
Vendors	\$	300.00 plus applicable taxes

With your application, please submit your logo in high resolution jpg format, a description of your company (50 words or less) and your payment made payable to TLOMA. If you have any questions, please contact Liz Barrington, Director of Administration (lbarrington@tloa.com)

TLOMA – 43 Daniel Court, Markham, ON L3P 4B8 *** www.tloa.com



Registration Form Cont. (7 of 7)

Payment Summary

Item	Cost	Tax (HST@ 13%)	Total
Trade Show			
Event Sponsorship			
Thursday Evening Reception	___ @ \$60.00		
Trade Show Badges	___ @ \$50.00		
Website Listing			
Trade Show Requirements			
TOTAL			

Method of Payment

If paying by credit card, you may fax this completed application to **1-905-472-5115**, or mail your completed application 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 Friday, August 6, 2010.

Cheque enclosed (payable to TLOMA) 25 % Included, Plus 75% post dated August 6, 2010.

Credit Card Visa Amex Mastercard TLOMA HST #861523074

Card# _____ Cardholder's Name: _____

Expiry Date: _____ Cardholder's Signature: _____

I hereby authorize TLOMA to use the above-noted credit card to pay the deposit of 25% upon receipt of this application.

I further authorize TLOMA to use the above-noted credit card to pay the balance owing on Friday, August 6, 2010.

Signature of Cardholder

Date

IF TRADE SHOW SPACE IS CANCELLED BY YOU PRIOR TO WEDNESDAY, AUGUST 11, 2010, TLOMA WILL REFUND MONIES PAID LESS THE 25% DEPOSIT. NO REFUNDS WILL BE MADE BY TLOMA FOR CANCELLATIONS RECEIVED AFTER WEDNESDAY, AUGUST 11, 2010.

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: 1-905-472-5115 Web: www.tloma.com



Hotel Reservation Form

GROUP NAME: TLOMA GROUP CODE: AT00922

Please make your reservation at the following online link [Caesars Windsor](#)
 or call 1-800-991-8888 for reservations desk
 or fax the following information to 519-985-5821

(In order to guarantee your reservation a valid credit card number is required)

In order to book a stay with children under 18 at Caesars Windsor, you must call 1 800 991-8888

Person 1.	Address:		
Person 2. (in same Room)	City:		
Arrival Date:	Prov/State:	Postal/Zip:	
Departure Date:	Phone:	Fax:	
Card Holder Name:	Type Of card:		
Expiration Date:	Card Holder Signature:		

Select Room Type

Room Type	Rate (plus applicable taxes)	Non Smoking	Smoking
Deluxe King Room City View	\$170.00		
Deluxe Double/Double City View	\$170.00		
Luxury King Water View	\$190.00		
Luxury Double/Double Water View	\$190.00		

Room types are subject to availability

RESERVATIONS MUST BE MADE BEFORE THE CUT OFF DATE OF: August 27, 2010
 Reservations made after this date will not be guaranteed the group room rate.

CANCELLATION POLICY: YOU CAN CANCEL THIS RESERVATION UP TO 48 HOURS PRIOR TO YOUR ARRIVAL DATE. IF CANCELLATION IS RECEIVED AFTER 48 HOURS PRIOR TO ARRIVAL, ONE NIGHT OF YOUR STAY PLUS TAXES WILL BE CHARGED TO THE CREDIT CARD NUMBER ON FILE.

The Hotel Reservation Contract is between you and Caesars Windsor