



Vendor  
Registration  
and  
Opportunities  
Package

Network  
Connect  
Support  
Partner  
Success

**TLOMA**  
The Law Office Management Association

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# "What's in it for me"

## "What's in it for me"



As a TLOMA sponsor, your company will have a **presence** and be **recognized** as a **partner** within the legal community. This is an extraordinary **opportunity** for your representatives to **engage** in Trade Show and social events with decision makers of law firms throughout Ontario. What better way to get “a foot in the door” and bring your **marketing** plan in line with business objectives of prospective and current clients.

Sponsors will have many opportunities to **meet and greet** the delegates and show that you are a **valuable partner** in law firm management by helping them achieve a **successful** practice through the use of your products and services. Many Sponsor/Delegate events have been planned this year, including

- ☒ Vendor/Delegate Dinner
- ☒ Vendor/Delegate Lunch in Trade Show Market Square
- ☒ 60 Trade Show booths
- ☒ Trade Show Finale Reception

Sponsorships are available at many levels to fit your involvement and budget. Even if you are unable to participate in person at the conference, there are many other ways for your company to be represented and acknowledged, through the contribution of gifts for the general prize draw, items for Delegate bags, or the provision of a service.

**Your participation and support are appreciated!**

# Conference Highlights

## Conference Highlights



Our first Vendor/Delegate Dinner last year was a tremendous success. Be sure to participate again this year as we provide an opportunity for you to meet and greet key law firm administrators.

The **Vendor/Delegate Dinner** will be held on **Thursday, October 27**, from 6:00 pm to 9:30 pm. All Trade Show Sponsors/Participants and Conference Delegates are invited to attend. This is a wonderful opportunity for Trade Show Sponsors/Participants to network with the Delegates in a relaxed setting.

The **Trade Show** will be held on **Friday, October 28** from 10:00 am to 2:30 pm. Delegates will use Passports to ensure maximum exposure of our Vendors.

The **Market Square** Vendor/Delegate Luncheon will be held in the centre of the Trade Show floor.

Our **Trade Show Finale** from 2:30 pm to 4:30 pm. is an event not to be missed, as our vendors are acknowledged for their support, Delegate Prize Draws are held, and the Vendors' Green Award winners are announced.

# Opportunities Opportunities



	SOLD OUT Platinum Sponsor \$11,000	SOLD OUT Gold Sponsor \$5,500	SOLD OUT Silver Sponsor \$3,300	SOLD OUT Trade Show Participant \$1,800	Event Sponsor \$500 to \$1,000	Contributor (Minimum \$500 value)
Host one special conference event	•					
Choice of booth location	•	•	•			
Company logo with link on home page of TLOMA website for 1 year	•					
Sponsor Banner 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 <i>TLOMA Today</i> for 10 issues *	Free	50 % discount	25 % discount			
Acknowledgement in <i>TLOMA Today</i>	•	•	•	•	•	•
Signage at Conference	•	•	•		•	
Signage Recognition at Trade Show Entrance	•	•	•	•		
10'd x10'w Booth(s), with table and 2 chairs, at Trade Show	2	1	1	1		
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 drink tickets at Thursday's Vendor/Delegate Dinner ****	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
Website Link with Company Name on Sponsor Page of Conference Website	•	•	•			
Acknowledgment at Sponsored Events	•				•	
<p>* TLOMA reserves the right to ask Sponsors to update their advertisement on a regular basis  ** \$45.00 plus tax/per additional person  *** Name badge changes after October 7, 2011 - \$25.00 plus applicable taxes.  **** \$60.00 plus tax/per additional person</p>						
<p><b>Note:</b> All Vendors who provide promotional gifts for our delegate bags or prize donations will be acknowledged, however, only contributions with minimum value of \$500 will receive our list of delegates.</p>						

# Trade Show Floor Plan

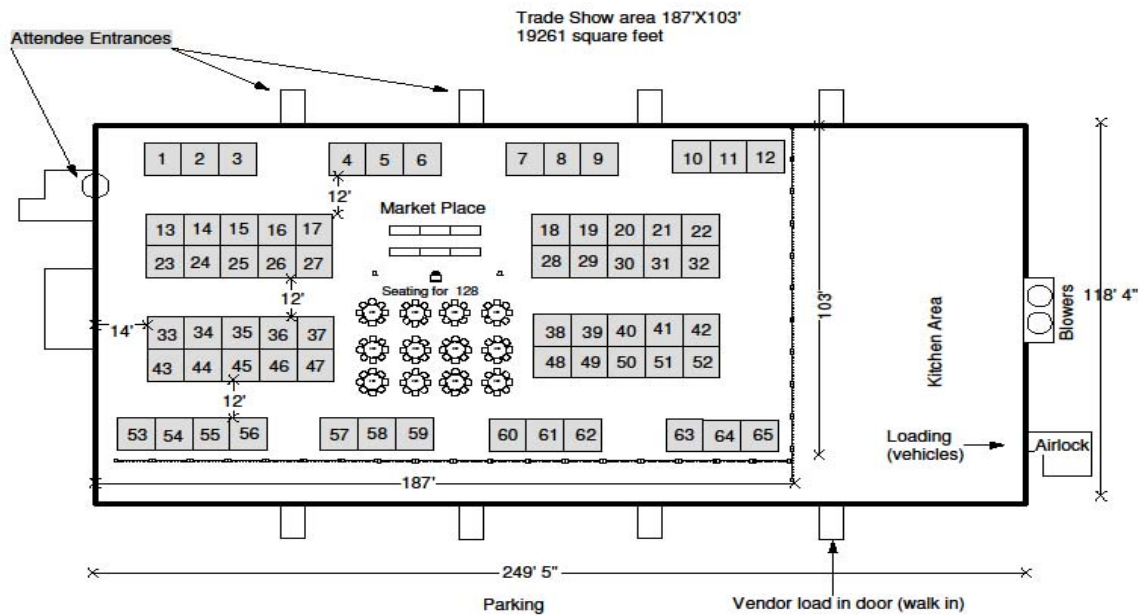
## Trade Show Floor Plan



### Monterra Dome

Monterra Dome

TLOMA TRADE SHOW FLOOR PLAN  
2011



Booth size	10' x 10'
Each booth includes	6' draped table 2 chairs
Booth Nos. 26-33	Reserved for Platinum Sponsors
Load In times	Thursday, October 27 <sup>th</sup> from 4:00 pm to 8:00 pm and Friday from 6:00 am. (see Page 5 of the Registration Form)

# Green Vendor Award

## Green Vendor Award



The TLOMA Conference Committee will be awarding the 3rd Annual Trade Show **Green Vendor 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:

- 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 Organization's story, (displayed at your booth) on what your organization is doing to be more environmentally friendly.

### Previous years' winners:

#### 2010

First Prize	Imperial Coffee and Services Inc.
Second Prize	Cartel Inc.
Third Prize	Triella

#### 2009

First Prize	Imperial Coffee and Services Inc.
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**Registration Form** (Please print)

Company Name <i>(Company name as shown will be used in all printed materials)</i>			
Address		City	Province
			Postal Code
Website		Fax Number	Phone Number
Contact Name to be published in Trade Show Guide		Contact name for Trade Show correspondence <i>(if different to Trade Show Guide)</i>	
Phone Number	E-mail	Phone Number	E-mail

**Please Note:** TLOMA reserves 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**

Opportunity	Availability	Cost	HST (@13%)	Total
<input type="checkbox"/> <del>Platinum Sponsor</del> <b>SOLD OUT</b>	4	\$11,000.00 ea	\$ 1,430.00	\$ 12,430.00
<input type="checkbox"/> <del>Gold Sponsor</del> <b>SOLD OUT</b>	5	\$ 5,500.00 ea	\$ 715.00	\$ 6,215.00
<input type="checkbox"/> <del>Silver Sponsor</del> <b>SOLD OUT</b>	15	\$ 3,300.00 ea	\$ 429.00	\$ 3,729.00
<input type="checkbox"/> <del>Trade Show Participant</del> <b>SOLD OUT</b>	32	\$ 1,800.00 ea	\$ 234.00	\$ 2,034.00

Platinum Sponsors have an opportunity to host one Platinum special event. Please select your choice in order of preference, 1 being your first choice:

Choice #	Event	Time
	Wednesday Evening Dinner Buffet	7:00 PM to 8:30 PM
	Wednesday Evening Hospitality Suite	10:00 PM to 12:00 AM
	Thursday Lunch	12:30 PM to 1:45 PM
	Friday Night Event	9:00 PM onwards





## Event Sponsorship Opportunities

Further details on the sponsored events may be found on the Conference Website after April 11, 2011. Alternatively, you may contact Roz Chasler, Vendor Liaison [rchasler@ogilvyrenault.com](mailto:rchasler@ogilvyrenault.com) or Liz Barrington, TLOMA, Director of Administration [lbarrington@tloma.com](mailto:lbarrington@tloma.com).

**Event Sponsorships do not include attendance.**

	Sponsorship Opportunity	Availability	Cost (each sponsor)	HST (@13%)	Total
<input type="checkbox"/>	Bus Transportation	2	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Wednesday Night Team Building Event <i>(Includes your Company logo on T-shirt)</i>	4	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Thursday Keynote Speaker <b>Simon Sinek</b>	4	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Saturday Keynote Speaker <b>Michael Kerr</b>	4	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	<del>Saturday Lunch</del> <b>SOLD OUT</b>	1	\$ 750.00	\$ 97.50	\$ 847.50
<input type="checkbox"/>	<del>Refreshments on bus</del> <b>SOLD OUT</b>	2	\$ 500.00	\$ 65.00	\$ 565.00
<input type="checkbox"/>	<del>Breakfast/Coffee Breaks</del> <b>SOLD OUT</b>	4	\$ 500.00	\$ 65.00	\$ 565.00

## Contributor Opportunities

Our company is unable to provide a Sponsorship or attend the Conference in 2011, however we are interested in becoming a Conference Contributor by making the following donation:

	Contribution	Please Specify
<input type="checkbox"/>	Gift for the General Prize Draw	
<input type="checkbox"/>	125 items for the Delegate Gift bags	
<input type="checkbox"/>	Provide a Service	

**Prize Draw and Delegate Gifts are to be delivered to the TLOMA office by Friday, October 14, 2011.**



**“Rusty’s at Blue”  
Thursday Evening Vendor/Delegate Dinner**

TLOMA will provide name badges to each person attending the Thursday Evening Vendor/Delegate Dinner. For security reasons, each participant will be required to wear the name badge provided by TLOMA. TLOMA reserves the right to ask anyone not wearing his or her badge to leave the Dinner.

Substitutions for attendees are permitted up to Friday, October 7, 2011. For substitutions requested after Friday, October 7, 2011, 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 inside “Rusty’s at Blue”. Badges for all Sponsors and Trade Show Participants are included as follows:

<b>Platinum Sponsors</b>	<b>3 badges</b>
<b>Gold Sponsors</b>	<b>2 badges</b>
<b>Silver Sponsors</b>	<b>1 badge</b>
<b>Trade Show Participants</b>	<b>1 badge</b>

For each additional person(s) over and above these allowances, please remit to TLOMA a fee of \$60.00 plus HST (\$67.80). Fee includes dinner and 2 drink tickets.

**Note: This event is open only to Vendors participating in the Trade Show.**

**Badges Required**

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

1		5	
2		6	
3		7	
4		8	

**“The Morning After”**

Delegates will resume regular Conference programming on Friday morning at the Conference Centre, which includes breakfast.

The following restaurants located in the Village are open to the general public for breakfast on Friday morning:

Sunset Grill	open from 7:00 am
Royal Majesty Espresso Bar and Bakery	open from 9:00 am



## 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 by TLOMA. 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, October 7, 2011. For substitutions requested after Friday, October 7, 2011, 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 Reception Desk on the Trade Show Floor. Badges for all Sponsors and Trade Show Participants are included as follows:

<b>Platinum Sponsors</b>	<b>8 badges</b>
<b>Gold Sponsors</b>	<b>6 badges</b>
<b>Silver Sponsors</b>	<b>4 badges</b>
<b>Trade Show Participants</b>	<b>2 badges</b>

For each additional person(s) over and above these allowances, please remit to TLOMA a fee of \$45.00 plus HST (\$50.85). Fee includes lunch, Trade Show Finale and two drink tickets.

### Badges Required

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

1		5	
2		6	
3		7	
4		8	

## Booth Details and Allocation

If you are a Platinum, Gold or Silver Sponsor, please provide your choice of booth number(s) below. Platinum booths have been allocated by TLOMA at Booth nos. 26/27, 28/29, 30/31 and 32/33. TLOMA reserves the right to determine the final allocation of booth space.

Preferred Booth Location (Sponsors Only – see Floor Plan on Page 2):

1 <sup>st</sup> Choice	Booth #	3 <sup>rd</sup> Choice	Booth #
2 <sup>nd</sup> Choice	Booth #	4 <sup>th</sup> Choice	Booth #

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:

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### Booth Technical Requirements

Please review the form below and select your requirements. Please include this amount with your method of payment on page 7. A limited inventory is kept on site for emergencies. Please ensure that you book the necessary equipment for your booth in advance.

Equipment	Price	Qty	Sub Total	HST @13%	Total
Additional Booth Table 6' x 30"	\$ 40.00				
Additional Booth Chairs (each)	\$ 8.00				
27" TV Monitor	\$ 110.00				
DVD Player	\$ 75.00				
46" LCD TV	\$ 450.00				
AC cord and Power Bar	\$ 25.00				
Flip Chart	\$ 35.00				
Easel	\$ 50.00				
Extension Cord	\$ 25.00				
Wireless Internet (per computer/per day)	\$ 50.00				
Wired Internet Connection (per day)	\$ 200.00				
Regular Phone Line (per day)	\$ 35.00				
Dedicated Phone Line	\$ 100.00 per day				
15 amp power outlet	\$ 50.00				
120/208 V 40A 1 Phase	\$ 170.00				
Trade Show Support *	\$ 55.00	1	\$55.00	\$7.15	\$62.15
<b>Grand Total</b>					

Special requests will be dealt with on a case by case basis and priced accordingly.

**\*Please note: Blue Mountain Resort requires each Vendor to use their onsite Trade Show Support. Trade Show 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 (sweeping, garbage emptied, light dusting)

The Dome will be available for unloading and set-up on Thursday, October 27<sup>th</sup> from 4:00 pm to 8:00 pm and Friday from 6:00 am. Please provide your preferred time and whether you will be setting up on Thursday, October 27<sup>th</sup> or Friday, October 28<sup>th</sup>.

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

<input type="checkbox"/>	Thursday, October 27	Preferred Time:
<input type="checkbox"/>	Friday, October 28	Preferred Time:
<input type="checkbox"/>	No loading required	



## Website Listing Application

Company Name				
Address		City	Province	Postal Code
Website		Fax Number	Phone Number	
Contact Name		Email Address		

*You may circle up to 3 choices within each category:*

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

### Pricing per Annum

- Sponsors of the Annual TLOMA Conference - Included
- 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, TLOMA, Director of Administration ([lbarrington@tloa.com](mailto:lbarrington@tloa.com))

TLOMA – 43 Daniel Court, Markham, ON L3P 4B8 [www.tloa.com](http://www.tloa.com)



**Payment Summary**

Item		Cost	Tax (HST@ 13%)	Total
Trade Show				
Event Sponsorship				
Thursday Evening Reception	# @ \$60.00			
Trade Show Badges	# @ \$45.00			
Website Listing				
Trade Show Requirements				
TOTAL				

**Method of Payment**

If paying by credit card, you may fax this completed application to **(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, September 2nd, 2011.

Cheque enclosed (payable to TLOMA)  
 25 % Included, Plus  75% post dated September 2<sup>nd</sup>, 2011.

Credit Card       Visa     Amex     MasterCard      TLOMA HST #861523074

Card#	Cardholder's Name <i>(please print)</i>
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, September 2nd, 2011.

Cardholder's Signature#	Date
Authorized Company Representative Signature <i>(if not same as cardholder)</i>	Date
Print Name	

**IF TRADE SHOW SPACE IS CANCELLED BY YOU PRIOR TO WEDNESDAY, SEPTEMBER 14, 2011, TLOMA WILL REFUND MONIES PAID LESS THE 25% DEPOSIT. NO REFUNDS WILL BE MADE BY TLOMA FOR CANCELLATIONS RECEIVED AFTER WEDNESDAY, SEPTEMBER 14, 2011.**

**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