Trade Show Manual

Blue Mountain
Collingwood, Ontario

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CONFERENCE AT A GLANCE

TLOMA is delighted to have your company participate in the Trade Show at The Law Office Management Association (TLOMA) 23rd Annual Educational Conference at Blue Mountain, Collingwood Ontario. The Trade Show will be held on Friday, October 28, 2011 from 10:00am to 2:30pm.

TLOMA has reviewed Vendor feedback from previous years and we have made several enhancements to this year's program which we trust will be advantageous. TLOMA will again be seeking post conference feedback from our registered Vendors, to enable us to make future conferences even better.

The Trade Show Manual has been compiled to assist you in acquiring all the necessary information to make your participation a successful one. Should you have any questions about this event please contact either:

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or

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WHAT'S HAPPENING???

For our Delegates:

The Conference will begin on Wednesday, October 26, 2011 and end on Saturday, October 29, 2011.

For our Vendors:

A ***Vendor/Delegate Dinner*** will be held on Thursday, October 27, 2011 from 6:00pm to 9:30pm at Rusty's in the Blue Mountain Village. All Sponsors/ Trade Show Participants and Conference Delegates are encouraged to attend. This will be a wonderful opportunity for Sponsors/Trade Show Participants to speak to the Delegates in a relaxed setting. As per the registration package, all attendees must be registered with TLOMA by Friday, October 7, 2011.

A ***Vendor Information session*** will be held on Friday, October 27 from 9:00am to 9:30am in The Market Square, located in the centre of the Monterra Dome. We strongly recommend at least one representative from your company attend this session.

TLOMA's Trade Show is a unique one-day event on Friday, October 28, 2011. Set-up will start on Thursday afternoon, October 27 from 4:00pm to 8:00pm, and will continue on Friday morning, from 6:00am. ***We ask that your booth set up be completed by 9:00am***. The Trade Show will be open to Delegates from 10:00am to 2:30pm. All TLOMA Conference Delegates are strongly encouraged to attend the Trade Show.

The ***Trade Show Finale*** following the Trade Show (from 2:30pm to 4:30pm) in the Market Square is a further opportunity for Sponsors/Trade Show Participants to meet with our Delegates. All company representatives registered for the Trade Show are welcome to attend the Trade Show Finale.

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 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.

SCHEDULE OF EVENTS (Summary)

Activity	Day/Time	Location
Vendor/Delegate Dinner	Thursday, 6:00pm – 9:30pm	Rusty's – Village
Set up for Vendors	Thursday, 4:00pm – 8:00pm	Monterra Dome
Set up for Vendors (continued)	Friday, 6:00am – 9:00am	Monterra Dome
Vendors' information session with TLOMA Vice-President	Friday, 9:00am – 9:30am	Monterra Dome, Market Square
Trade Show	Friday, 10:00am – 2:30pm	Monterra Dome
Lunch	Friday, 12:00 noon – 1:30pm	Monterra Dome, Market Square
Trade Show Finale	Friday, 2:30pm – 4:30pm	Monterra Dome
Teardown	Friday, 4:30pm – 6:00pm	Monterra Dome

Just a reminder, Delegate events, other than those listed above, are not open to Vendors.

LOCATION OF SHOW AND SPACE ALLOCATION

The Trade Show is being held in the Monterra Dome located by the Convention Centre at Blue Mountain.

In the initial registration process, Sponsors were given the opportunity to indicate their choice of booth(s) on the Trade Show Registration Form. Allocation of booths is based on the level of sponsorship and the order in which registration and payment is received and accepted. TLOMA reserves the right to determine final booth allocation for Sponsors and Trade Show Participants. The Trade Show floor plan with your allocated booth space will be sent to you via email prior to the Conference. The completed floor plan will also be posted on the conference website.

DIRECTIONS TO BLUE MOUNTAIN RESORT

How to Get Here

Make Your Way to Blue Mountain

These are the recommended routes to Blue Mountain. These routes may not be the fastest; however we feel that they are the simplest to follow. We have highlighted several key intersections from which you can travel.

GPS Coordinates

For those with the technology, we are providing the Blue Mountain GPS coordinates to help make navigating your way to the resort a little easier. Entrance 1 at Blue Mountain is located at Lat: 44.507581 Long: -80.316120

» Download the PDF version of this map (1.49Mb)