

# 24th Annual TLOMA Conference

October 24- 27, 2012

Deerhurst Resort  
Huntsville, Ontario

Leaders@Work

Business Partner  
Registration  
and  
Opportunities  
Package

**TLOMA**

The Law Office Management Association

Connect  
Connect  
Network  
Network  
Support  
Support  
Partner  
Partner  
Success  
Success

# Contents

## Contents

“WHY ATTEND” .....	1
CONFERENCE HIGHLIGHTS .....	2
OPPORTUNITIES .....	3
TRADE SHOW FLOOR PLAN .....	4
GREEN BUSINESS PARTNER AWARD .....	5
REGISTRATION FORM .....	6 - 12
BUSINESS PARTNER PARTICIPATION OPPORTUNITIES .....	6
EVENT SPONSORSHIP OPPORTUNITIES .....	7
CONTRIBUTOR OPPORTUNITIES.....	7
TRADE SHOW BADGES.....	8
BOOTH DETAILS AND ALLOCATION .....	8
BOOTH TECHNICAL REQUIREMENTS.....	9
THURSDAY EVENING BUSINESS PARTNER/DELEGATE DINNER .....	10
WEBSITE LISTING APPLICATION.....	11
PAYMENT SUMMARY .....	12

# "Why Attend" "Why Attend"

As a TLOMA Business Partner, your company will have a **presence** and be **recognized** 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.

Business Partners will have many opportunities to **meet and greet** the delegates and show that you are a **valuable contributor** by helping law firm managers achieve a **successful** practice through the use of your products and services. Many Business Partner/Delegate events have been planned this year, including

- ❖ Business Partner Luncheon
- ❖ 60 Trade Show booths
- ❖ Business Partners/Delegate Dinner and Awards Ceremony
- ❖ Demo Rooms for Platinum Sponsors

Sponsorships are available at many levels to fit your budget and involvement. 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. This can be done through the contribution of gifts for the general prize draw at the Awards Ceremony, items for Delegate bags, or the provision of a service.

**Your participation and support is appreciated!**

# Conference Highlights

## Conference Highlights

The **Business Partner Luncheon** will be held in the Ballroom Conference Hallway from 11:00 am to 12:00 noon. Lunch will be served for the delegates at noon.

The **Trade Show** will be held on Thursday, October 25, 2012 from 12:00 noon to 4:00 pm. Delegates will use Passports to ensure maximum exposure of our Business Partners. Passports will be used for the general prize draw.

The **Business Partner/Delegate Dinner and Awards Ceremony** will be held on **Thursday, October 25, 2012** from 6:30 pm to 10:00 pm. This is a wonderful opportunity for Business Partners participating in the Trade Show to network with the Delegates in a relaxed setting. This year, we will be holding an Awards Ceremony during the dinner, which will include the general prize draw and the Business Partner Green Award.

Only Trade Show Sponsors/Participants and Conference Delegates are invited to attend.

# Opportunities Opportunities

	Platinum Sponsor \$11,350	Gold Sponsor \$5,675	Silver Sponsor \$3,400	Trade Show Participant \$1,895	Event Sponsor \$750 to \$1,000	Contributor (Minimum \$750 value)	Contributor (Minimum \$500 value)
Host one special conference event	•						
Preferred Booth Location	•	•	•				
<b>NEW</b> - Demo Suites	•						
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 special Conference Edition of <i>TLOMA Today</i>	•	•	•	•			
Acknowledgement in <i>TLOMA Today</i>	•	•	•	•	•	•	•
Signage at Conference	•	•	•		•		
Signage Recognition at Trade Show Entrance	•	•	•	•			
8'd x10'w Booth(s), with table and 2 chairs, at Trade Show	2	1	1	1			
Lunch at Trade Show **	8	6	4	2			
Booth personnel name badges ***	8	6	4	2			
Business Partner/Delegate Reception/Dinner ****	3	2	1	1			
Company Name linked to Company Website on TLOMA Business Partner Directory	Free	Free	Free	Available for \$200/yr	Available for 200/yr	Available for \$200/yr	Available for \$200/yr
List of Delegates	•	•	•	•	•	•	
Website Link with Company Name on Sponsor Page of Conference Website	•	•	•				
Acknowledgment at Sponsored Events	•				•		

\* The Newsletter runs from August 2012 through May 2013. TLOMA reserves the right to ask Sponsors to update their advertisement on a regular basis

\*\* \$45.00 plus tax/per additional person

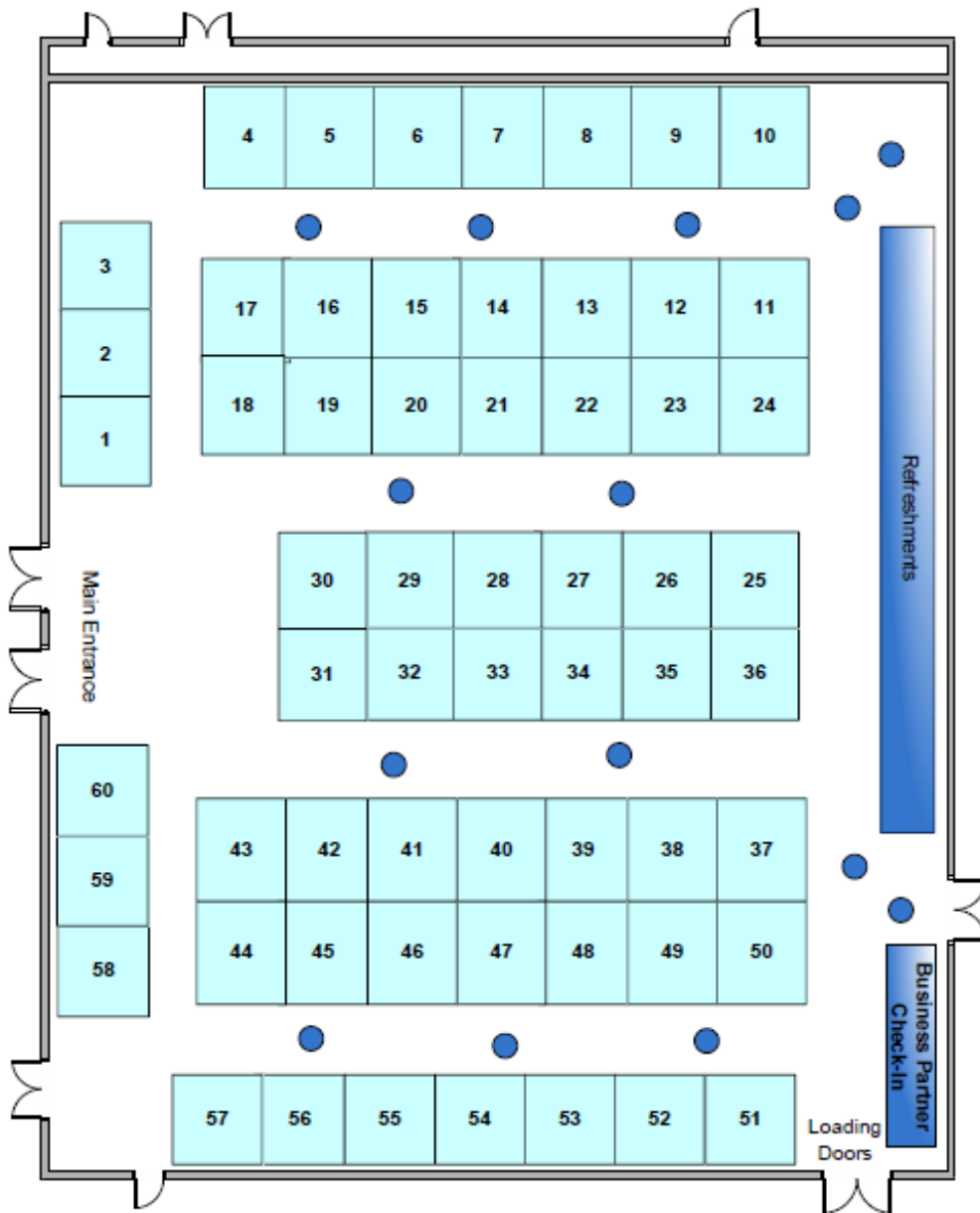
\*\*\* Name badge changes after October 5, 2012 - \$25.00 plus applicable taxes.

\*\*\*\* \$75.00 plus tax/per additional person

Note: All Business Partners who sponsor events, provide promotional gifts for our delegate bags or prize donations will be acknowledged in *TLOMA Today*, however, only contributions with minimum value of \$750.00 will receive our list of delegates.

# Trade Show Floor Plan

## Trade Show Floor Plan



<b>Booth size</b>	8'd x 10'w
<b>Each booth includes</b>	6' draped table 2 chairs
<b>Load In times</b>	Wednesday, October 24 <sup>th</sup> from 5:00pm to 8:00pm and Thursday, October 25 <sup>th</sup> from 7:30am to 11:00am. (see Page 5 of the Registration Form)
<b>Business Partner Check-in</b>	Thursday, October 25 <sup>th</sup> from 7:30am onwards at the check-in desk by the loading doors

# Green Business Partner Award

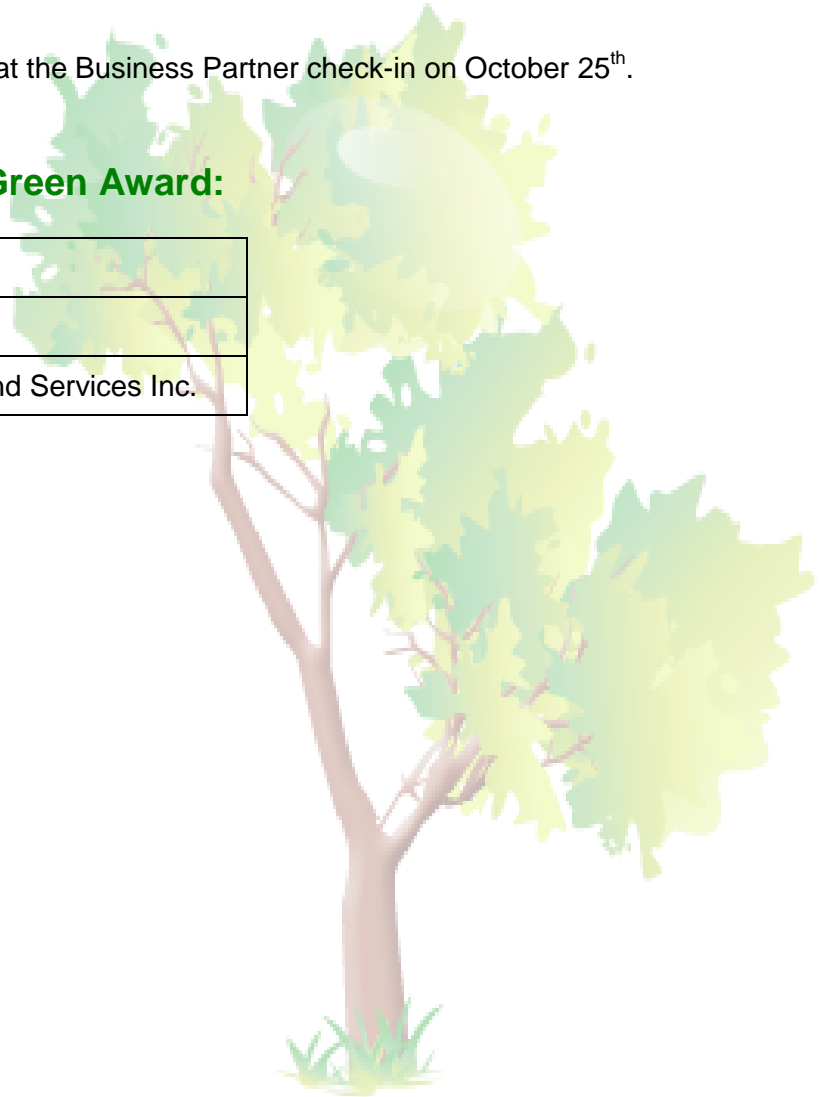
## Green Business Partner Award

The TLOMA Conference Committee will be awarding the 4th Annual Trade Show **Green Business Partner Award**. This Award will be given to the Business Partner who most supports a greening of their business, Trade Show booth and the materials that they pass along to TLOMA delegates at the show.

An Application Form will be provided at the Business Partner check-in on October 25<sup>th</sup>.

### Last year's winners of the Green Award:

<b>First Prize</b>	Muldoon's Own
<b>Second Prize</b>	Hewlett Packard
<b>Third Prize</b>	Imperial Coffee and Services Inc.



## 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 Business Partner.

## Business Partner Participation Opportunities

Opportunity	Availability	Cost	HST (@13%)	Total
<input type="checkbox"/> Platinum Sponsor	3	\$11,350.00 ea	\$ 1,475.50	\$ 12,825.50
<input type="checkbox"/> Gold Sponsor	5	\$ 5,675.00 ea	\$ 737.75	\$ 6,412.75
<input type="checkbox"/> Silver Sponsor	15	\$ 3,400.00 ea	\$ 442.00	\$ 3,842.00
<input type="checkbox"/> Trade Show Participant	34	\$ 1,895.00 ea	\$ 246.35	\$ 2,141.35

Platinum Sponsors have an opportunity to host one Platinum special event and showcase their products/Services in a Demo Suite. Please select your choice in order of preference, 1 being your first choice:

Choice #	Event	Time
	Welcome Reception Wednesday, October 24	6:00 PM to 7:00 PM
	Hospitality Suite Wednesday, October 24	10:00 PM to 12:00 AM
	DJ/Dance Friday, October 26	10:00 PM Onwards
Yes	No	Demo Suites <b>(NEW)</b> Friday, October 26
		7:30 AM to 8:30 AM



## Event Sponsorship Opportunities

Further details on the sponsored events may be found on the Conference Website after April 30, 2012. Alternatively, you may contact Deborah Davids, Business Partner Liaison, ddavids@millerthomson.com or Liz Barrington, TLOMA, Director of Administration, 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"/>	Refreshments on bus	2	\$ 750.00	\$ 97.50	\$ 847.50
<input type="checkbox"/>	Breakfast/Coffee Breaks	7	\$ 750.00	\$ 97.50	\$ 847.50
<input type="checkbox"/>	Dinner Wednesday, October 24	2	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Team Building Event <i>(Includes your Company logo on T-shirt)</i> Wednesday, October 24	4	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Keynote Speaker (Opening) Arlene Dickenson Thursday, October 25	2	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Lunch Friday, October 26	1	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Dinner Friday, October 26	2	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Decades Show Friday, October 26	2	\$ 1,000.00	\$ 130.00	\$ 1,130.00
<input type="checkbox"/>	Keynote Speaker (Closing) Mike Lipkin Saturday, October 27	2	\$ 1,000.00	\$130.00	\$ 1,130.00
<input type="checkbox"/>	Saturday Boxed Lunch	1	\$ 750.00	\$ 97.50	\$ 847.50

## Contributor Opportunities

Our company is unable to provide a Sponsorship or attend the Conference in 2012, however we are interested in becoming a Conference Contributor by making the following donation:

	Contribution	Please Specify	Value
<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 12, 2012**

## 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 5, 2012. For substitutions requested after Friday, October 5, 2012, 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, dessert and beverages.

### 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. 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:

## 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"	\$50.00				
Additional Booth Chairs (each)	\$15.00				
32" Monitor	\$220.00				
46" LCD TV	\$450.00				
DVD Player	\$ 75.00				
LCD Projector	\$320.00				
Screen	\$50.00				
Surge Protected Power Bar	\$5.00				
Flip Chart, Paper & Markers	\$55.00				
Easel	\$10.00				
Extension Cord (15' or 25')	\$5.00				
Regular Phone Line hook up (per line)	\$75.00				
Dedicated Phone Line (per day rate)	\$125.00				
800watt 120 volt outlet	\$81.00				
1500 watt 120 volt outlet	\$101.00				
2000 watt (20A) 120 volt outlet	\$113.00				
Wired Internet	\$125.00				
Wireless Internet	\$ 29.95				
<b>Grand Total</b>					

Additional charges will apply for any last-minute requests made on the day of the trade-show. Special requests will be dealt with on a case by case basis and priced accordingly.

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

<input type="checkbox"/>	Wednesday, October 24 <sup>th</sup>	Preferred Time:
<input type="checkbox"/>	Thursday, October 25 <sup>th</sup>	Preferred Time:
<input type="checkbox"/>	No loading required	

## Thursday Evening Business Partners/Delegate Dinner

TLOMA will provide name badges to each person attending the Thursday Evening Business Partners/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 5, 2012. For substitutions requested after Friday, October 5, 2012, 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 on the Trade Show floor. 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 **\$75.00 plus HST (\$84.75)**.

**Note: This event is open only to Business Partners 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	

## 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:*

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

With your application, please submit your logo in high resolution JPG format along with a description of your company (50 words or less).

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

**Business Partner Package I TLOMA Conference October 24 - 27, 2012**

### Payment Summary

Item		Cost	Tax (HST @ 13%)	Total
Trade Show				
Event Sponsorship				
Dinner, Thursday, Oct. 25	# @ \$75.00			
Additional Trade Show Attendees	# @ \$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, August 31st, 2012.

- Cheque enclosed (payable to TLOMA)  
 25 % Included, Plus  75% post dated August 31, 2012.

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, August 31, 2012.

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 12, 2012, TLOMA WILL REFUND MONIES PAID LESS THE 25% DEPOSIT. NO REFUNDS WILL BE MADE BY TLOMA FOR CANCELLATIONS RECEIVED AFTER WEDNESDAY, SEPTEMBER 12, 2012.**

**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

**Business Partner Package I TLOMA Conference October 24 - 27, 2012**