



Vendor Registration Package



TORONTO LAW OFFICE MANAGEMENT ASSOCIATION

Conference 2008

Vendor Package

Conference 2008

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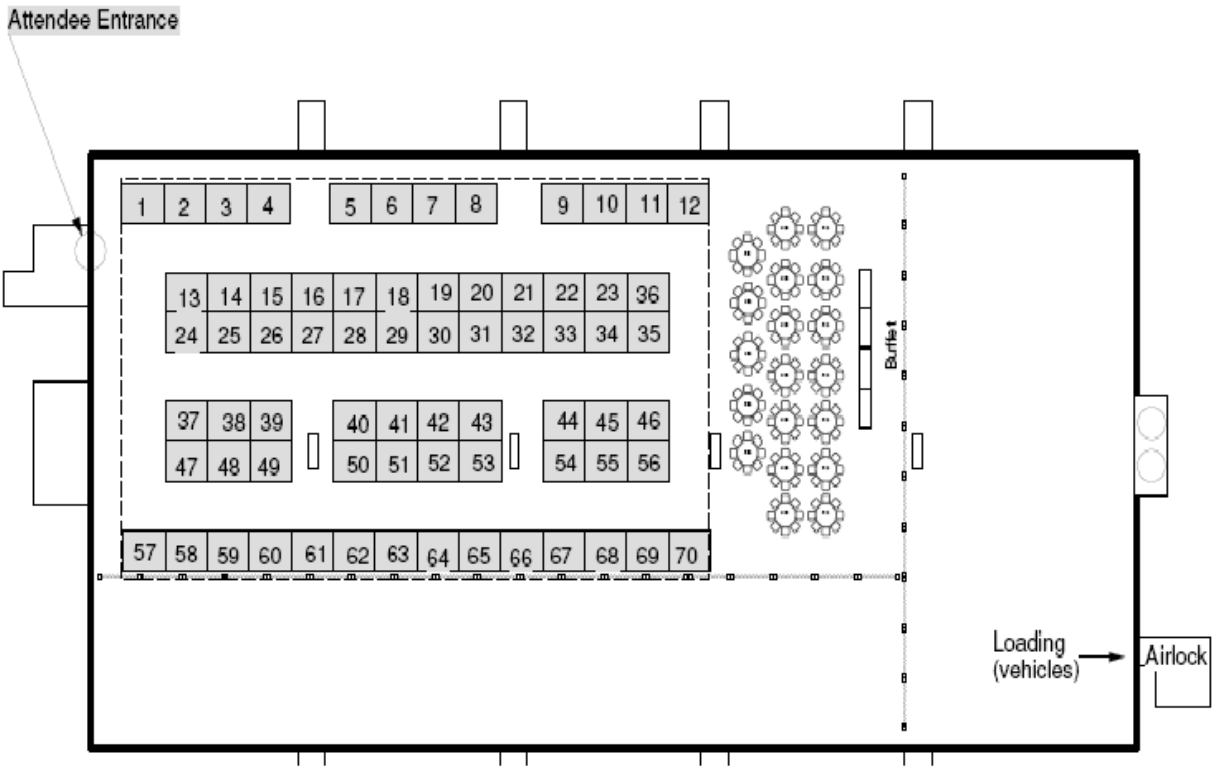
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Vendor Opportunities

| | Platinum Sponsor | Gold Sponsor | Silver Sponsor | Tradeshow Participant | Event Sponsor | Contributor (Minimum \$500 value) |
|---|------------------|--------------|----------------|------------------------|------------------------|--------------------------------------|
| | \$11,000 | \$5,250 | \$3,250 | \$1,750 | \$500 to \$5,000 | |
| Opportunity to host one special event | ● | | | | | |
| Choice of booth location at Trade Show | ● | ● | ● | | | |
| 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 session(s) | 6 | 4 | 2 | | | |
| Sponsor Ribbons for your Personnel Badges | ● | ● | ● | | | |
| B&W Advertising in TLOMA Today – 8 Issues | Free | %50 discount | %25 discount | | | |
| Acknowledgement in TLOMA Today | ● | ● | ● | ● | ● | ● |
| Signage at Conference | ● | ● | ● | | ● | |
| Complimentary hard copy of TLOMA Today | ● | ● | ● | ● | ● | |
| Signage Recognition at Trade Show Entrance | ● | ● | ● | ● | | |
| 10'w x8'd 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 Website | 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 Materials or at Sponsored Events | ● | ● | ● | ● | ● | ● |
| <p>* TLOMA reserves the right to ask Sponsors to update their ad on a regular basis; advertising offered is based on Black & White ad copy. ** \$53/pp additional personnel *** Last minute substitutions \$25.00/pp; applies for name changes after September 5, 2008.</p> | | | | | | |
| <p>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.</p> | | | | | | |

VENDOR TRADE SHOW FLOOR PLAN

Monterra Dome





20TH ANNUAL TLOMA EDUCATIONAL CONFERENCE
SEPTEMBER 17TH TO 20TH, 2008

BLUE MOUNTAIN RESORT
COLLINGWOOD, ONTARIO



BLUE MOUNTAIN RESORT REGISTRATION FORM

PLEASE FAX TO: 705.444.1751 OR CALL 1.877.445.0231 AND IDENTIFY YOURSELF AS A TLOMA VENDOR
GROUP RESERVATION NUMBER 31P5L8

NAME: _____ EMAIL: _____

ADDRESS: _____
Street Address, Box #

City _____ **Province** _____ **Postal Code** _____

PHONE: (____) _____ FAX: (____) _____

COMPANY/FIRM: _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

NUMBER OF NIGHTS: _____ SHARING WITH: _____

SPECIAL REQUIREMENTS: _____

CHECK ROOM TYPE REQUESTED (There are a limited number of each room type available, reservations will be accepted on a first come first serve basis. If the type of room you request is not available, we will reserve the closest type available at the rates noted below.)

_____ ONE BEDROOM TLOMA VENDOR \$ 194.10

One Queen or King bed in separate bedroom, living and dining area, full kitchen, one bath and fireplace.
There is also a pull out sofa in the living area.

_____ BACHELOR TLOMA VENDOR \$176.10

One Queen bed or Queen Murphy bed, living and dining area, full kitchen, one bath and a fireplace.

****All rooms are designated as non-smoking****

All rates are based on Single/Double occupancy, per night and are subject to a 8% PST and 5% GST charge + resort activity fee

****Group rates are available 2 days prior to your conference as well as 2 days after based on availability****

Cut Off Date: August 16th, 2008

Please make reservations prior to this date. After this date, the guest room block will be released - Rooms will be available on a first come first serve basis.

CHECK METHOD OF PAYMENT:

____ VISA ____ MC ____ AMEX ____ DINERS / ENROUTE

CREDIT CARD: # _____ Expiry Date _____

NAME OF CARDHOLDER: _____ SIGNATURE OF CARDHOLDER: _____

DEPOSIT & CANCELLATION POLICY:

A deposit of 50% is required at the time of booking. Should you need to cancel all or part of your stay, this must be done at least seven (7) days prior arrival to avoid penalties (full room charge will apply for any nights cancelled after this date)

FOR RESERVATIONS USE

CONFIRMATION #: _____ ISSUED BY: _____

****NOTE THIS IS A REQUEST ONLY – CONFIRMATION WILL BE FORWARDED BY FAX OR E-MAIL****

Registration Form

Complete Name of Company: _____

(This 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

Our company would like to take part in the 20th Annual Education Conference. (Please check the appropriate box(s)):

| <u>Opportunity</u> | <u>Availability</u> <i>(of each)</i> | <u>Cost</u> | <u>GST</u> | <u>Total</u> |
|---|---|-------------------|------------|--------------|
| <input type="checkbox"/> PLATINUM Sponsor | 5 | \$ 11,000.00 each | \$ 550.00 | \$ 11,550.00 |
| <input type="checkbox"/> GOLD Sponsors | 8 | \$ 5,250.00 each | \$ 262.50 | \$ 5,512.50 |
| <input type="checkbox"/> SILVER Sponsor | 15 | \$ 3,250.00 each | \$ 162.50 | \$ 3,412.50 |
| <input type="checkbox"/> Trade Show Participant | 37 | \$ 1,750.00 each | \$ 87.50 | \$ 1,837.50 |
| <input type="checkbox"/> Breakfast Sponsorship | 3 | \$ 500.00 each | \$ 25.00 | \$ 525.00 |
| <input type="checkbox"/> Coffee Breaks Sponsorship | 3 | \$ 500.00 each | \$ 25.00 | \$ 525.00 |
| <input type="checkbox"/> Luncheon Sponsorship | 2 | \$ 750.00 each | \$ 37.50 | \$ 787.50 |
| <input type="checkbox"/> Bus Transportation for Delegates | 2- 1 | \$ 1,000.00 each | \$ 50.00 | \$ 1,050.00 |
| <input type="checkbox"/> XXtreme Wii Olympics | 1 | \$ 1,500.00 each | \$125.00 | \$ 2,625.00 |
| <input type="checkbox"/> T-shirts for Olympics | 1 | \$1,000.00 each | \$50.00 | \$1,050.00 |
| <input type="checkbox"/> Gondola ride to Big Top Magic Dinner | 1 | \$ 2,000.00 each | \$ 100.00 | \$ 2,100.00 |
| <input type="checkbox"/> Big Top Booth Entertainers | 5- 1 | \$ 500.00 each | \$25.00 | \$ 525.00 |
| <input type="checkbox"/> XXtreme 20 th Anniversary Fireworks | 1 | \$ 3,000.00 each | \$ 150.00 | \$ 3,150.00 |
| <input type="checkbox"/> Friday Evening Greek Dinner at Tholos Restaurant | 1 | \$ 2,500.00 each | \$125.00 | \$ 2,625.00 |

Further details on the sponsored events may be found on the conference microsite. Alternatively, you may contact Philip Pixley, Vendor Liaison (philip.pixley@blakes.com) or Liz Barrington, Director of Administration (lbarrington@tloa.com).

Registration Form Cont.

We are 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)
- 140 Items for Delegate 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 12, 2008.

Trade Show Attendee Registration Form

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, September 5, 2008. For substitutions requested after Friday, September 5, 2008 an administration fee of \$25.00 plus GST per change 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, please come to the TLOMA office located on the 3rd floor in the Bayview Executive Boardroom.

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

Please remit \$53.00 (incl. 5% GST) 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

Website Listing Application

Pricing Per Annum

The right products and services are essential to successful legal administration. Many Vendors have provided support to TLOMA through their participation at the annual TLOMA conference as a Sponsor, Trade Show Participant or Contributor.

Vendors further develop their relationship with our members by choosing to be listed in our Vendor Directory.

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

Please check off the area(s) you wish your company to be listed (maximum =3)

| AUTOMATION | | FACILITIES | | FINANCE | |
|--------------------------------|--|------------------------|--|------------------------------|--|
| COPIERS | | CARPET & FABRIC CARE | | ACCOUNTING SOFTWARE | |
| DICTATION EQUIPMENT | | FACILITY MANAGEMENT | | A/R MANAGEMENT & COLLECTIONS | |
| FACSIMILES | | LEASING | | COST RECOVERY SYSTEMS | |
| PRINTERS/ENGRAVERS | | SHREDDING | | FINANCIAL SERVICES | |
| SHREDDERS | | RECORDS MANAGEMENT | | TIME BILLING & ACCOUNTING | |
| TELEPHONE SYSTEMS | | RELOCATION SERVICES | | | |
| | | | | | |
| HUMAN RESOURCES | | LAW FIRM SERVICES | | OFFICE FURNITURE | |
| BENEFITS & RETIREMENT PROGRAMS | | CATERING | | CLEANING SERVICES | |
| CORPORATE GIFTS | | CORPORATE KITS | | FILE CABINET SYSTEMS | |
| LEGAL STAFFING | | COURIER/DELIVERY | | FURNITURE RESTORATION | |
| TRAINING & DEVELOPMENT | | COURT PROCESSING | | OFFICE FURNITURE | |
| | | HEALTH & FITNESS | | | |
| OFFICE SUPPLIES | | HOTEL/ HOUSING | | TECHNOLOGY | |
| BINDING/INDEX SERVICES | | INSURANCE | | CASE MANAGEMENT | |
| COFFEE & REFRESHMENTS | | LITIGATION SUPPORT | | COMPUTER HARDWARE | |
| KITCHEN SUPPLIES | | MANAGEMENT CONSULTANTS | | COMPUTER SOFTWARE | |
| OFFICE - GENERAL | | MARKETING | | DOCUMENT MANAGEMENT | |
| TONER CARTRIDGES | | PRINTER/ENGRAVER | | INTERNET SERVICES | |
| | | RISK MANAGEMENT | | MEDIA STORAGE | |
| | | | | SYSTEM NETWORK INTEGRATION | |
| | | | | TECHNOLOGY SUPPORT SERVICES | |
| | | | | VIDEO CONFERENCING | |
| | | | | VOICEMAIL | |

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

Booth Details and Requirements

A complete list of available Audiovisual Equipment and Tradeshow Services Order Form will be made available in the trade show manual and sent after registration 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 _____

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

Payment Summary:

| | Cost | GST | Total |
|---------------------------------------|-----------|-----------|-----------|
| 1. Sponsorship/Trade Show Participant | \$ | \$ | \$ |
| 2. Other Sponsorship | \$ | \$ | \$ |
| 3. Extra Badges | \$ | \$ | \$ |
| 4. Website Listing | \$ | \$ | \$ |
| 5. Other | \$ | \$ | \$ |
| TOTAL | \$ | \$ | \$ |

Method of Payment

If paying by credit card, please 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 nonrefundable 25% deposit. Final payment is due by Monday, July 7, 2008.

Cheque enclosed (payable to TLOMA)

Credit Card (VISA only)

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.

I further authorize TLOMA to make the balance payment of \$ _____ On July 7, 2008

Signature of Cardholder

Date

IF TRADE SHOW SPACE IS CANCELLED PRIOR TO FRIDAY AUGUST 8, 2008, WE WILL REFUND MONIES PAID LESS THE 25% DEPOSIT. NO REFUNDS WILL BE MADE FOR CANCELLATIONS RECEIVED AFTER FRIDAY AUGUST 8, 2008.

Signed

Dated

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 *** www.tloma.com*