



TLOMA 2018 **CONFERENCE** & **TRADE SHOW**

SEP 26TH - 29TH, 2018
WHITE OAKS RESORT
NIAGARA-ON-THE-LAKE



BUSINESS PARTNER PROSPECTUS

Sponsorship Opportunities at the TLOMA 2018 Conference & Trade Show

Increase your organization's visibility!



SPONSORSHIP BENEFITS

The Law Office Management Association (TLOMA) encourages you to take part in our annual Conference. Sign up today! By participating in one of our Business Partner opportunities, you will get the visibility you are looking for and be provided an opportunity to network with TLOMA members.

Reasons to Sponsor and/or Exhibit

- Increase your visibility among law firms through your connection with a trusted partner in the legal industry;
- Improve awareness of your offering through product samples or demonstrations;
- Capitalize on face-to-face relationship building opportunities with a select audience of decision makers and influencers;
- Inclusion in the Business Partner section of TLOMA's website provides pre-conference and post event on-line exposure;
- A targeted market means maximum value for your marketing investment.

SPONSORSHIP OVERVIEW

Platinum Sponsor
Gold Sponsor
Silver Sponsor
Trade Show Booth
First time Participant Visitor Pass
Wednesday Networking Event
Thursday Networking Reception
Thursday Networking Dinner
Opening Keynote Speaker Sponsorship
Closing Keynote Speaker Sponsorship
Breakfast / Lunch / Breaks
Professional Development Session
Wi-Fi Sponsor
Bus Sponsor

See the complete list of benefits on pages 4 & 5.

If you have any questions on Sponsorship or the Trade Show, please do not hesitate to contact:
Liz Barrington, Director of Administration, TLOMA
lbarrington@tloma.com



SPONSORSHIP OPPORTUNITIES

OPTIONS		AVAILABILITY	COST
Platinum Sponsor		6	\$12,700
Gold Sponsor		7	\$6,325
Silver Sponsor		10	\$3,975
Trade Show Booth		27	\$2,475
First-time Visitor Pass		10	\$975
Wednesday Networking Event		4	\$2,500
Thursday Networking Reception		2	\$1,500
Thursday Networking Dinner		4	\$2,500
Opening Keynote Speaker Sponsorship		1	\$2,500
Closing Keynote Speaker Sponsorship		1	\$2,500
Breakfast / Lunch / Breaks		8	\$600
Professional Development Session		10	\$1,500
Wi-Fi Sponsor		1	\$1,500
Bus Sponsor		2	\$1,000
NOTES	The Delegate list is only available for sponsorships totalling \$1,500+. TLOMA reserves the right to exercise its discretion in accepting or rejecting applications. If an application is not accepted, all monies will be returned to the applicant.		

CONTRIBUTOR OPPORTUNITIES

These options are for companies that are unable to Sponsor or attend and would like to have a presence at the Conference. Be a Conference Contributor by making one of the following donations:

	CONTRIBUTION	SPECIFY	VALUE
	Gift(s) for the General Prize Draw		
	Item(s) for the Delegate Bags [125 per item]		
	Provide a service		
NOTES	Prize Draw and Delegate Gifts are to be delivered to the TLOMA office by Monday, September 17, 2018.		

2018 Business Partner Sponsorship Opportunities

	Platinum	Gold	Silver	Trade Show Participant	Visitor Pass
	\$12,700	\$6,325	\$3,975	\$2,475	\$975
Platinum Key Pass - includes:					
Passes to all Professional Development sessions	4				
Passes to Breakfast and Lunch with the Delegates	4				
Company logo with link in TLOMA Conference marketing	Y				
Acknowledgement at TLOMA Events (until Dec. 31, 2018)	Y				
Quarterly email blast sent to the TLOMA members via TLOMA	Y				
Product Briefing Session post-conference	Y				
Double booth with Prime Location - table, 2 chairs, balloons	Y				
Sponsor Banner for display at your booth	Y	Y			
Preferred Booth Location – single booth, table, 2 chairs, balloons		Y	Y		
Single Booth, table, 2 chairs				Y	
Passes to Keynote Speaker sessions	2 + 4 Key Passes	4	2		
Sponsorship Level noted on your Name Badge	Y	Y	Y	Y	
Sponsor Acknowledgement in TLOMA Today - one issue	Y	Y	Y	Y	
Logo on Conference signage	Y	Y	Y		
Signage Recognition at Trade Show Entrance	Y	Y	Y	Y	
Lunch at Trade Show	4 + 4 Key Passes	6	4	2	Y
Booth personnel name badges	4 + 4 Key Passes	6	4	2	
Passes to the Wednesday Networking Event	4 Key Passes	4	2	1	
Passes to the Business Partner/Delegate Networking Reception/Dinner on Thursday	2 + 4 Key Passes	4	2	1	
Company Name linked to Company Website on TLOMA Business Partner Directory	Y	Y	Y	\$200/yr	
List of Delegates	Y	Y	Y	Y	
Website Link with Company Logo on Sponsor Page of Conference Website	Y	Y	Y		
Website Link with Company Name on Sponsor Page of Conference Website				Y	
Visitor Pass for First Time Business Partner					1
TOTAL Spaces Available	6	7	10	27	10



2018 Business Partner Event Sponsorship Opportunities

	Breakfast Lunch/ Breaks	Wednesday Networking Event	Thursday Networking Reception	Thursday Networking Dinner	Opening Keynote Speaker	Closing Keynote Speaker	Professional Development Session	Wi-Fi Sponsor	Bus
	\$600	\$2,500	\$1,500	\$2,500	\$2,500	\$2,500	\$1,500	\$1,500	\$1,000
Sponsor Acknowledgement in TLOMA Today - one issue	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signage at Conference	Y	Y	Y	Y	Y	Y	Y	Y	Y
Attendance at Sponsored Event	2	2	4	4	4	4	2		2
Signage Recognition at Trade Show Entrance	Y	Y	Y	Y	Y	Y	Y	Y	Y
Attendee name badges	Y	Y	Y	Y	Y	Y	Y	Y	Y
Company name listed in the Conference program	Y	Y	Y	Y	Y	Y	Y	Y	Y
Company Name linked to Company Website on TLOMA Business Partner Directory	\$200/yr	\$200/yr	\$200/yr	\$200/yr	\$200/yr	\$200/yr	\$200/yr	\$200/yr	\$200/yr
List of Delegates		Y	Y	Y	Y	Y	Y	Y	
Link with Company Name on Sponsor Page of Conference Website	Y	Y	Y	Y	Y	Y	Y	Y	Y
TOTAL Spaces Available	8	4	2	4	1	1	10	1	2



2018 Business Partner Registration Form

Secure your spot by completing the form below...

CONTACT INFORMATION					
Organization Name [name as shown will be used on all printed materials]:					
Authorized Representative:					
Title:					
Address:					
City:		Province:		Postal Code:	
Tel:		e-mail:			
Contact for Trade Show correspondence: [if different than above]					
Tel:		e-mail:			
Company Twitter Handle:					
Company LinkedIn link:					
Company Facebook link:					
Company description: [50 words or less]					

INVESTMENT	COST	HST @ 13%	AMOUNT
Platinum Sponsor	\$12,700.00	\$1,651.00	
Gold Sponsor	\$6,325.00	\$822.25	
Silver Sponsor	\$3,975.00	\$516.75	
Trade Show Booth	\$2,475.00	\$321.75	
First-time Participant Visitor Pass	\$975.00	\$126.75	
Wednesday Networking Event	\$2,500.00	\$325.00	
Thursday Networking Reception	\$1,500.00	\$195.00	
Thursday Networking Dinner	\$2,500.00	\$325.00	
Opening Keynote Speaker Sponsorship	\$2,500.00	\$325.00	
Closing Keynote Speaker Sponsorship	\$2,500.00	\$325.00	
Breakfast / Lunch / Breaks	\$600.00	\$78.00	
Professional Development Session	\$1,500.00	\$195.00	
Wi-Fi Sponsor	\$1,500.00	\$195.00	
Bus Sponsor	\$1,000.00	\$130.00	
Business Partner Directory Listing - Platinum / Gold / Silver	FREE	FREE	FREE
Business Partner Directory Listing - All Other Sponsors (excluding Visitors)	\$200.00	\$26.00	
TOTAL TO BE CHARGED			



2018 Business Partner Registration Form cont'd

METHOD OF PAYMENT					
VISA	MASTERCARD	AMEX	CHEQUES ENCLOSED PAYABLE TO TLOMA [Cheque one - 25% deposit due upon registration] [Cheque two - post-dated cheque dated Friday, August 17, 2018 covering the remaining balance]		
<i>I hereby authorize TLOMA to use the credit card below to pay the 25% deposit upon receipt of this registration form as well as the 75% balance due by Friday, August 17, 2018.</i>					
CARD NUMBER:		EXPIRY DATE:		VERIFICATION CODE: [3 digit # on the back]	
NAME ON CARD:		SIGNATURE:			
CANCELLATION OF SPONSORSHIP Will result in a refund of monies paid less the 25% deposit. No refunds will be made for cancellations received after Friday, August 17, 2018.			CONFIRMATION OF SPONSORSHIP This registration form will not be processed without the 25% deposit. Remaining balance due by Friday, August 17, 2018.		
TLOMA HST #861523074					
<p> Please return this completed registration form to TLOMA by email to: lbarrington@tloma.com Or by mail to: TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2 </p>					



BUSINESS PARTNER DIRECTORY

Platinum, Gold and Silver Sponsors receive a FREE listing in the TLOMA Business Partner Directory for one full year from the time of signing up (value of \$300.00). If you are a Trade Show participant or an Event Sponsor, a listing in the Directory is provided at a discounted rate of \$200.00 + HST. Please send your company logo in high res .jpg format.

If you would like to make a recommendation to add a listing to a category below, please provide it to TLOMA.

You may select up to three (3) choices within each category:

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