

TLOMA 2019 CONFERENCE & TRADE SHOW

SEPT 25TH – 28TH, 2019 BLUE MOUNTAIN, COLLINGWOOD, ONTARIO
conference.tloma.com

EQUIPMENT FORM

Company Name: _____

Contact Name: _____

Contact E-mail: _____

All Trade Show Participants must complete this form and return to the TLOMA office no later than **Thursday, August 15th, 2019.**

Equipment Included

For the TLOMA 2019 Conference & Trade Show, each booth will be equipped with **one six-foot table, two chairs and complimentary wireless internet access.**

To assist us with our planning, please confirm your requirements:

Table	Chair(s)
Yes, one 6' table is required	Yes, one chair is required
No table is required	Yes, two chairs are required
	No chairs are required

Note: Carpet will **not** be provided by TLOMA at the individual booths. If additional tables and carpet are required, it is at your expense. Please add all the additional items to the form below. If you require additional chairs, please identify below.

Additional Equipment

Please indicate below any additional requirements [at your own expense]:

	Pre-ordered Price	Specify Quantity	Sub Total	HST @13%	Total
Carpet (10 x 10)	\$243.00 /each*	10' x 10' Booth Carpet			
Additional 6' Draped Table(s)	\$110.00 /each *	Max. 1 add'l table			
Additional chairs	No charge	Max. 2 add'l chairs			

*Carpet and additional draped tables must be ordered by Thursday, August 15, 2019. Additional items requested post August 15 will not be available. Kindly note that additional requested items for carpet and draped tables will be dealt with a third-party provider and your contact information will be send to the provider. All additional requests for draped tables and carpet will only be between you and the third party. TLOMA takes no responsibility for the additional requests between you and the third party.

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Electrical Requirements	Price	Quantity	Sub Total	HST @13%	Total
15 amp power outlet	\$ 50.00				
120/208 V 40A 1 phase	\$170.00				
120/208 V 100A 3 phase*	\$360.00				
120/208 V 200A 3 phase*	\$500.00				

*Requires an electrician's services. An additional labour charge will apply. Please contact Resort for full quote.

Audio/Visual Equipment	Price	Quantity	Sub Total	HST @13%	Total
46" TV Monitor	\$300.00				
DVD Player	\$ 75.00				
46" LCD TV Monitor	\$525.00				
Screen Package (tripod, screen, cart, AC cord)	\$185.00				
AC Cord and power bar	\$ 25.00				
Flip chart	\$ 35.00				
Easel	\$ 15.00				
Wireless microphone	\$150.00				
Headset microphone (wireless)	\$175.00				
Fostex powered speaker (50 watt)	\$ 55.00				
Mackie powered speaker (450 watt)	\$110.00				
Shure 4-channel audio mixer	\$ 50.00				
LCD projector	\$450.00				
Laptop computer	\$250.00				

Internet and Telephone	Price	Quantity	Sub Total	HST @13%	Total
Wired Internet connection	\$200.00				
Analog phone line*	\$ 35.00				
Dedicated phone line*	\$100.00				

*All long distance calls for phone or fax, including directory assistance, are extra and will be charged at the prevailing rate.

Total:					\$
No additional items required			Signature:		

*Note: Kindly note that additional requested items for electrical requirements, audio/visual equipment, Internet and telephone will be dealt with a third-party provider and your contact information will be send to the provider.

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Load-In – Material Handling Form

Please check one of the following:			
<input type="checkbox"/>	Wednesday, September 25 th	Preferred Time:	
<input type="checkbox"/>	Thursday, September 26 th	Preferred Time:	
<input type="checkbox"/>	No load-in required		

Booth Details and Allocation

Platinum, Gold and Silver Sponsors only - please provide your choice of booth number below ([see Floor Plan](#)) - Platinum booths are noted on the floor plan as double booths). TLOMA reserves the right to determine the final allocation of booth space.

1 st Choice	Booth #	2 nd Choice	Booth #	3 rd Choice	Booth #	4 th Choice	Booth #

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

Please check one box:

<input type="checkbox"/>	Our booth is a full pop up booth
<input type="checkbox"/>	Our booth is a table top display

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Name Badges

Please print first and last name of all attendees as it is to appear on the name badge. Name badges are required to access all events. The following number of Badges are included for each sponsorship level:

	Platinum	Gold	Silver	Trade Show Participants
Trade Show Badges	4 keys + 4	6	4	2
Wednesday Welcome Networking Event /Dinner	4 keys	4	2	1
Thursday Opening Keynote – Linda Edgecombe	4 keys + 2	4	2	0
Thursday Delegate/Business Partner Networking Reception and Dinner	4 keys + 2	4	2	1
Saturday Closing Keynote - Keith Macpherson	4 keys + 2	4	2	0

Please note:

- There is a limit of two extra Trade Show Attendee tickets per booth.
- No additional tickets are available for the Wednesday Networking Event.
- There is no limit on extra Thursday Delegate / Business Partner Networking Reception/ Dinner and Entertainment tickets subject to venue availability.

					<i>Check the box under the event to identify what event(s) the individual will be attending</i>				
	Badge Name	Title	Email Address	Phone Number	Wednesday Welcome Networking Event	Thursday Opening Keynote Session	Thursday Delegate / Business Partner Networking Reception/ Dinner and Entertainment	Trade Show	Saturday Closing Keynote Session
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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Payment Form

Item	Cost	Quantity	Subtotal	HST @ 13%	Total
Additional Opening Keynote tickets	\$100.00				
Additional Closing Keynote tickets	\$100.00				
Additional Trade Show Attendees <i>(limit of two additional tickets)</i>	\$150.00				
Additional Thursday Delegate / Business Partner Networking Reception/ Dinner and Entertainment tickets <i>(limit of two additional tickets subject to venue capacity)</i>	\$200.00				
Additional Equipment Total (from page 2)					
TOTAL:					\$

Method of Payment

If paying by credit card, you have the following options:

- Save this document as a PDF and email your completed application to TLOMA.
- Payments should be sent to lbarrington@tloma.com or may be sent to the TLOMA office (address included below). Upon receipt of payment, your application will be processed.

VISA	MASTERCARD	AMEX	CHEQUE (Enclosed payable to TLOMA)
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I hereby authorize TLOMA to use the credit card below to charge my fees additional equipment and tickets for the TLOMA 2018 Conference.

CARD NUMBER		EXPIRY DATE		VERIFICATION CODE <small>[3 digit # on the back]</small>	
NAME ON CARD			SIGNATURE		

TLOMA HST #861523074

Please return this completed form to TLOMA by email to:

rose@tloma.com

Or by mail to:

TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2

Phone: 416-410-1979