



# DISCONNECT TO RECONNECT

## TLOMA 2022 CONFERENCE & TRADE SHOW

WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

### EQUIPMENT FORM

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

All Trade Show Sponsors must complete this form and return it to the [TLOMA](#) no later than **Thursday, August 18<sup>th</sup>, 2022.**

### Equipment Included

All exhibitors will receive: 1 6' table, 2 chairs and 1 dedicated 15-amp power circuit and complimentary Wi-Fi access.

Elite level sponsors will also receive; a second 6' table and 2 additional chairs. The Trade Show is carpeted.

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:** Please add in additional equipment in the form below.

### Shipping Instructions

Please review the [shipping instructions](#) and complete the [shipping label](#) if required and forward to White Oaks as indicated. (Right click on link to open in new window and return to document.)

### Additional Equipment

Please indicate below any additional requirements

	Pre-ordered Price	On-Site Price	Qty	Subtotal	Service @18%	HST @13%	Total
<b>Equipment:</b>							
Forklift Assistance	\$125.00	\$150.00					
<b>Electrical Requirements:</b>							
1-15 amp circuit (standard)	\$60.00	\$75.00					



# DISCONNECT TO RECONNECT

TLOMA 2022 CONFERENCE & TRADE SHOW

WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

	Pre-ordered Price	On-Site Price	Quantity	Sub Total	Service @18%	HST @13%	Total
Power Bar	\$15.00	\$20.00					
Extension Cord	\$15.00	\$20.00					
<b>Audio/Visual Equipment:</b>							
43" TV Monitor	\$470.00	\$500.00					
<b>Internet:</b>							
Cabling for Wired Internet	\$75.00	\$100.00					
<b>Drayage – (more than 24 hours out)</b>							
<b>Total:</b> (Transfer additional equipment total to Payment Method on Page 4.)							\$
No additional items required			Signature:				

**Requirements' subject to 18% Service Charges + \$77Hr Labour Charge + HST**

**Questions or need more? Please contact Roger Coutu – Conference Planner**

**Phone: 905-704-5639 Fax: 905-704-5620 Email: [rcoutu@whiteoaksresort.com](mailto:rcoutu@whiteoaksresort.com).** \*Privacy Policy: Your

privacy is important to us. We do not share your personal information with third parties without your consent or authorization. Your information is used only as required to administer customer agreements and financial arrangements in order to provide the ongoing customer service you have requested and deserve.

## Load-In – Material Handling Form

<b>Please check one of the following:</b>		
<input type="checkbox"/>	Thursday, September 22nd	Load in required between 7:00 am and 10:00 am:
<input type="checkbox"/>	No load-in required	

## Booth Details and Allocation

**Elite and Premium only** - provide their choice of booth choices first ([see Floor Plan](#)) - Elite booths are noted on the floor plan as double booths 2, 3, & 4). Diamond booth preferences are not guaranteed; however, the Conference Committee will do their best to accommodate all requests. The floor plan will be published to the Conference website with booth names as soon as possible. (Right click on link to open in new window and return to document.)

1 <sup>st</sup> Choice	Booth #	2 <sup>nd</sup> Choice	Booth #	3 <sup>rd</sup> Choice	Booth #	4 <sup>th</sup> Choice	Booth #



# DISCONNECT TO RECONNECT

## TLOMA 2022 CONFERENCE & TRADE SHOW

WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

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

**Please check one box:**

	Our booth is a full pop up booth
	Our booth is a table top display

### 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:

	Elite	Premium	Diamond
Trade Show Badges	8	4	2
Wednesday Welcome Networking Event /Dinner	8	4	2
Thursday Delegate/Business Partner Networking Reception and Dinner	8	4	2

**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.
- All Exhibitors may attend all educational sessions offered throughout the conference.



# DISCONNECT TO RECONNECT

TLOMA 2022 CONFERENCE & TRADE SHOW

WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

Name Badges (cont'd.)					Check the box under the event to identify what event(s) the individual will be attending		
	Badge Name	Title	Email Address	Phone Number	Wednesday Welcome Networking Event	Trade Show	Thursday Delegate / Business Partner Reception/ Dinner and Entertainment
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Payment Form						
Item	Cost	Quantity	Subtotal	HST @ 13%	Total	
Additional Trade Show Attendees (limit of two additional tickets)	\$140.00					
Additional Thursday Delegate / Business Partner Reception/ Dinner and Entertainment tickets	\$150.00					
Additional Equipment Total (from page 2)						
<b>TOTAL:</b>					\$	



# DISCONNECT TO RECONNECT

## TLOMA 2022 CONFERENCE & TRADE SHOW

WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

### Method of Payment

VISA

MASTERCARD

AMEX

#### E-TRANSFER TO TLOMA

Bank Name: TD Canada Trust

Bank Code: 004

Transit: 19922

Account no.: 0620-5227598

[Click here for TLOMA VOID Cheque](#)

Please forward your E-transfer to [TLOMA](#). Payment must be received no later than August 18<sup>th</sup>, 2022.

*I hereby authorize TLOMA to use the credit card below to charge my fees additional equipment and tickets for the TLOMA 2022 Conference.*

CARD  
NUMBER:

EXPIRY  
DATE:

VERIFICATION CODE:  
[3 digit # on the back]

NAME ON  
CARD:

SIGNATURE:

TLOMA HST #861523074

Please save, print and return the completed registration form to [TLOMA](#).