



DISCONNECT TO RECONNECT

TLOMA 2022 CONFERENCE & TRADE SHOW

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

Trade Show Manual

**EXHIBIT HALL
WHITE OAKS RESORT**

Thursday, September 22nd, 2022

12:00 PM TO 4:00 PM

Niagara-on-the-Lake, Ontario

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PROGRAM

The Law Office Management Association (TLOMA) is delighted to have your company participate in the Trade Show at TLOMA's 2022 Conference at White Oaks Resort in Niagara-on-the-Lake, Ontario.

The Trade Show Manual provides you with all the necessary information to make your participation a successful one. Should you have any questions about this event, please contact:

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Administrative Assistant, TLOMA
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Email: kgerhardt@tloma.com

For Delegates, the Conference will begin on Wednesday, September 21st, and end on Friday, September 23rd, 2022. The [TLOMA 2022 Program-at-a-Glance](#) is published to the conference website.

Two Important Documents:

Once you have reviewed the manual, please complete and return the [Equipment & Name Badge Order Form](#) and your [Proof of Insurance](#), to [TLOMA](#) by **Thursday, August 18th, 2022** (see details on page 9).

Please review the [Business Partner 2022 Sponsorship Options](#) chart for a list of your sponsor benefits.

Elite, Premium and Diamond Sponsors:

The Trade Show will be held on Thursday, September 22nd, 2022, from 12:10 pm - 4:00 pm. Booth setup in the Exhibit Hall at White Oaks Resort will start Thursday, September 22nd, from 7:00 am - 10:00 am. ***Your booth setup must be completed by 10:00 am. Tear down must be completed following the Trade Show close on Thursday, September 22nd, between 6:00 pm – 9:00 pm.***

- Breakfast for all sponsors will be available in Sun Hill Dining Room on Thursday, September 22nd, from 7:00 am - 9:00 am. ***Please wear your name badge.***
- A *Business Partner Information Session* will be held on Thursday, September 22nd, from 10:45 am - 11:00 am in the Marketplace - Exhibit Hall. At least one representative from your company ***must*** attend this session.
- A *Business Partner Luncheon* will be held after the Information Session between 11:15 am - 12:00 pm in the Marketplace.

Wednesday Welcome Dinner & Networking:

No additional tickets are permitted for this function above the allocated amount listed for each sponsor level in the Equipment and Name Badge form.

Thursday Delegate/Business Partner Dinner & Entertainment:

The *Delegate/Business Partner Reception/Dinner* will be held on Thursday, September 22nd, from 6:30 pm - 10:00 pm in the Gardenview Foyer and the Grand Event Room. All registered Business Partners and Delegates are invited to attend. This will be a unique opportunity for Business Partners to engage with Delegates in a more relaxed and informal setting. For each additional person(s) beyond the allowances listed, please remit to [TLOMA](#) a fee of \$150.00 plus HST (\$169.50).

Fee includes entry to the Reception/Dinner and Entertainment and two drink tickets.

Limit: No limit on additional tickets purchased.

ACCOMMODATIONS

TLOMA has reserved a block of rooms* which will be available to Business Partners requiring overnight accommodation.

Click the on-line [Booking Registration](#) to book your hotel reservation at White Oaks. Enter the desired check in and check out date. ***Enter Group Code TLOMA22 and click "check availability" in order to receive the contracted conference rates and availability or call 1-800-263-5766 should you experience any difficulties making your reservations online.***

The cutoff date to make your reservation online is **August 18th, 2022.**

***Note: All arrangements made with White Oaks Resort are between the Business Partner and the Hotel. Please ensure you notify the Hotel of any special room requirements that you may have. All guest room costs are the responsibility of the Business Partner.**

SCHEDULE OF EVENTS (All Exhibitors)

Activity	Day/Time	Location
Welcome Networking Event - Reception	Wednesday, September 21 6:00 pm – 7:00 pm	Royal Oak Lounge
Welcome Dinner & Networking	Wednesday, September 21 7:00 pm – 10:00 pm	Ballroom
Set up for Trade Show	Thursday, September 22 7:00 am – 10:00 am	Exhibit Hall
Breakfast	Thursday, September 22 7:00 am – 8:55 am	Sun Hill Dining Room
Business Partner Information Session	Thursday, September 22 10:45 am – 11:00 am	Exhibit Hall
Business Partner Lunch	Thursday, September 22 11:15 am – 12:00 pm	Exhibit Hall
Trade Show	Thursday, September 22 12:10 pm – 4:00 pm	Exhibit Hall
Booth Teardown	Thursday, September 22 6:00 pm – 9:00 pm	Exhibit Hall
Delegate/Business Partner Networking Reception	Thursday, September 22 6:30 pm – 7:00 pm	Garden View Foyer
Delegate/Business Partner Dinner and Entertainment	Thursday, September 22 7:00 pm – 10:00 pm	Grand Event Room
Passport Prize Draw	Thursday, September 22 7:00 pm – 10:00 pm	Grand Event Room

First Time VISITOR PASS

If you are a new Business Partner to TLOMA and have outstanding questions about the Trade Show and have never participated at a TLOMA Trade Show, this pass is for you. You can walk the Trade Show and speak to other Business Partners about the value they gain from being a TLOMA Business Partner. A maximum of two visitor passes are available to each company at the cost of \$975.00 + HST each. If you know of a company that could benefit from this opportunity, please [click here](#).

First Time Business Partners are not eligible for the Passport Prize Draw.

ATTENDEE BADGES

All Business Partners attending the TLOMA 2022 Conference & Trade Show must wear their name badge at **all TLOMA events** for which they are registered. TLOMA reserves the right to ask anyone not wearing their badge to leave the TLOMA event.

Substitutions for attendees are permitted up to Wednesday, September 14th, 2022. For substitutions requested after, September 14th, an administration fee of \$25.00 plus HST per badge will be applied.

Badges included are as follows:

	ELITE	PREMIUM	DIAMOND
Trade Show Badges	8	4	2
Wednesday Reception & Networking Event/Dinner	8	4	2
Thursday Delegate Business Partner Networking Reception & Dinner	8	4	2

Additional Attendees:

Trade show:

For each additional person beyond the allowances listed above, please remit to [TLOMA](#) a fee of \$150.00 plus HST (\$158.20).

Fee includes Thursday breakfast in Sunhill Dining Room, Thursday lunch in the Exhibit Hall, non-alcoholic beverages, two breaks and attendance at the Trade Show.

Limit: Two additional attendees per booth.

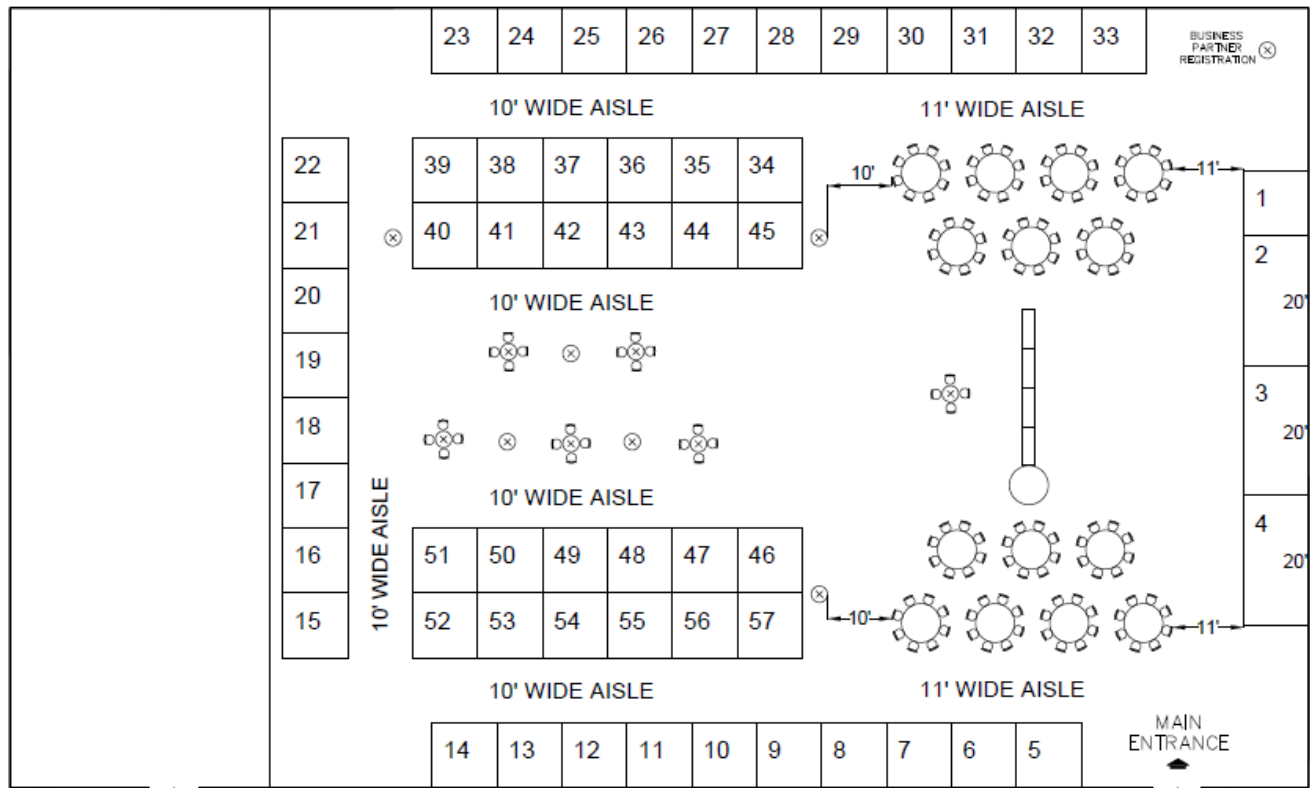
TRADE SHOW FLOOR PLAN

TLOMA 2022

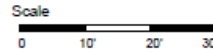
SEPTEMBER 22, 2022

WHITE OAKS CONFERENCE RESORT & SPA

EXHIBITION HALL - TENNIS COURTS



Drawn by T.T.
 Dated: 07/15/2022
 REV 1: 07/15/2022
 REV 2: 07/29/2022



Total No. of Booths: 57.
 54 - 10'x10'; 03 - 10'x20'
 SUBJECT TO ON-SITE
 VERIFICATION.

STRONCO

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WHAT'S INCLUDED?

<p>All exhibitors will receive: 1 6' table, 2 chairs and 1 dedicated 15-amp power circuit and complimentary Wi-Fi access.</p> <p>Elite level sponsors will also receive; a second 6' table and 2 additional chairs.</p> <p>The Trade Show is carpeted.</p>	
Load In Times	Thursday, September 22nd, from 7:00 am to 10:00 am
Business Partner Check-in	<p>If you are attending the Wednesday Reception & Networking Event on Wednesday, September 21st, please check-in at the Conference Registration Desk in the Grand View Foyer between 4:00 pm and 6:00 pm.</p> <p>If you arrive on Thursday morning, September 22nd, Business Partner Registration opens at 7:00 am on Thursday, September 22nd, in the Idea Loft at the entrance to the Exhibit Hall. See floor plan for locations.</p>
Load Out Times	Thursday, September 22nd from 6:00 pm to 9:00 pm

BOOTH POLICY

Your exhibit space must be contained within the booth boundaries. For safety reasons, nothing will be allowed to protrude into the aisle space; radio, television, motion picture or audio/visual aids will be operated in such a manner and placed as to provide no inconvenience to other Business Partner sponsors. Sound must be limited to a level that reaches the immediate vicinity of the booth area only. TLOMA reserves the right to prohibit the use of any equipment contravening this regulation. TLOMA reserves the right to decline or prohibit any exhibit or sponsor that is not in keeping with the character of the Conference or Trade Show as determined by TLOMA. The regulation covers persons, things, conduct, printed matter, souvenirs and emblems and all things that affect the character of the Trade Show.

Each booth must operate as a separate business entity as registered with TLOMA. The booth's design cannot be combined, modified or any part of it removed or changed unless permitted by TLOMA. No holes may be drilled, nails driven, hooks, screws or similar items tacked into any part of the facility or its equipment. Masking, packing, or any other tape is prohibited from being attached to the exhibit floor or walls and no items may be hung from the ceilings or any of its fixtures. There is no smoking permitted anywhere within the facility.

INSURANCE REQUIREMENTS

For the Conference, all Business Partners must provide a [Certificate of Insurance](#), no later than **Thursday, August 18th, 2022** to [TLOMA](#).

The Certificate holder must be written as follows on the Certificate of Insurance:

The Law Office Management Association (TLOMA)
PO Box 1029, TD Centre
Toronto, ON M5K 1P2

You must have your own commercial general liability insurance, including property damage, personal and bodily injury liability of not less than \$2 million in place for the Conference and you must **add** The Law Office Management Association (TLOMA) as an additional insured to the Commercial General Liability policy but only with respect to liability arising solely out of the operations of the Named Insured.

Please confirm with your insurer that any general policy that you may already have in place, will cover you during the TLOMA 2022 Conference & Trade Show dated September 21st – 23rd, 2022. Your insurer might refer to it as ‘Booth Insurance’. If you are unable to provide your Certificate of Insurance, you will not be permitted to setup your booth at the Conference. Please note that registration fees are non-refundable. Click [HERE](#) for an example of a complete Certificate of Insurance.

LOCATION OF TRADE SHOW & SPACE ALLOCATION

The Trade Show is held in the Exhibit Hall (Tennis Courts), White Oaks Resort. Allocation of booths is based on the level of sponsorship and the order in which registration and payment is received and accepted.

On the Trade Show Equipment & Name Badge form, Elite and Premium sponsors can indicate their preference for booth location. A copy of the [floor plan](#) will be sent to all sponsors requesting their booth preference. Once the Elite and Premium sponsors confirm their booth location choices, the Diamond booth preferences, while not guaranteed, the Conference Committee will do their best to accommodate their requests. The floor plan will be published to the Conference website.

TLOMA reserves the right to determine final booth allocation for all participants.

SUB-LEASING

Trade Show booths that have been assigned and confirmed are non-transferable. Business Partner sponsors may not sublet space, or any part thereof, nor offer the allocated space for sale without the knowledge and written consent of TLOMA. You can show only goods manufactured or dealt with by your company in the regular course of business. A Business Partner who has not been assigned exhibit space will not be permitted to attend the Trade Show or permitted to solicit business or promote their organization outside of the Trade Show area.

CANCELLATION OF SPACE

If you cancel your Trade Show space up to and including Friday, August 19th, TLOMA will refund monies paid less the 25% deposit. No refunds will be made for cancellations received after Friday, August 19th, 2022.

DEFAULT OF OCCUPANCY

Any Business Partner sponsor failing to occupy the contracted booth space is not relieved of the obligation to pay full rental of such booth space. If the booth space is not occupied by 10:00 am on Thursday, September 22nd, the time set for completion of installation of displays, the booth may be repossessed by TLOMA for such purposes as TLOMA sees fit.

BOOTH GIVE-A-WAYS

While TLOMA truly appreciates the generosity of all our Business Partner sponsors, any promotional gifts you provide to our Delegates during the Trade Show should be available to all our Delegates. This is to ensure that we provide you with the most positive and valuable opportunity to promote your products and services and to avoid any misunderstandings or misconceptions. We recommend that you reserve 'client only' oriented gifts for 'client only' events. Thank you for your understanding and cooperation.

PASSPORT PRIZE DRAW

The *Passport Prize Draw* will take place **during the Delegate/Business Partner Dinner & Entertainment throughout the evening beginning at 7:00 pm. Business Partner sponsors who have prize draws, may leave their gifts in the TLOMA Office, Studio 9. TLOMA will bring your booth prize to the Grand Event Room for presentation.** Once a Passport is drawn for a prize, it will not be returned to the ballot bin.

TLOMA recognizes the importance of your support towards our annual Conference and encourages all Delegates to visit all Trade Show booths. This ensures that our Delegates will be able to speak to our Business Partners regarding their products and services and take away brochures and business cards for themselves or for the appropriate person in their office.

Delegates will be provided with a Passport displaying all the Business Partners' company names. As a Business Partner sponsor, you will be provided with passport stickers with your company name prior to the arrival of the Delegates at the Trade Show. Place a sticker on the Delegate's Passport when they visit your booth **in person**. Delegates will place their completed Passports in a ballot bin on their way out of the Trade Show. Only completed Passports are eligible for the Prize Draws.

If your company chooses to participate in the Passport Prize Draw by providing a prize for the draw, the prize may be displayed at your booth during the Trade Show.

- Prize draws are NOT permitted at your booth during the Trade Show.
- TLOMA Delegates must be in attendance to accept their prize. If a name is drawn, and the Delegate is not present, another name will be drawn.
- Please feel free to collect business cards from Delegates to further your marketing endeavors.

PHOTO POLICY/MEDIA RELEASE

Registration for the TLOMA Conference implies consent that any pictures taken during the Conference can be used for Conference coverage and/or for any other TLOMA promotional purposes. TLOMA can use your likeness without remuneration.

You are not permitted to publish any pictures taken at the Conference on any social media sites unless you obtain approval from TLOMA and all subjects in the photos.

Please be aware that any pictures taken of our speakers during their presentation must be approved by the responsible party to ensure no legal issues arise.

WHO IS ATTENDING LISTS

A *'Who's Attending'* Business Partner list will be published to the Conference website, password protected for all delegates to access. The directory will include your company name, address, contact person and your job title, phone number, email address, and a description of your company with a link to your company website.

A *Who's Attending* Delegate list will be published to the Conference Website and a password will be forwarded to all Business Partner sponsors prior to the conference.

Note: The *Who's Attending List* is copyrighted and confidential, to be used only by 2022 Business Partner sponsors. Sharing or distribution of the *Who Is Attending* List with any other third party or other Business Partner is **strictly prohibited**.

CONTACTING DELEGATES

Closer to Conference and immediately following Conference, our delegates are very busy preparing to leave their busy positions or catch up from being away for 3 days.

Following up with Conference Delegates after the Trade Show is a way to maximize your marketing efforts by connecting with the appropriate person for your goods and services.

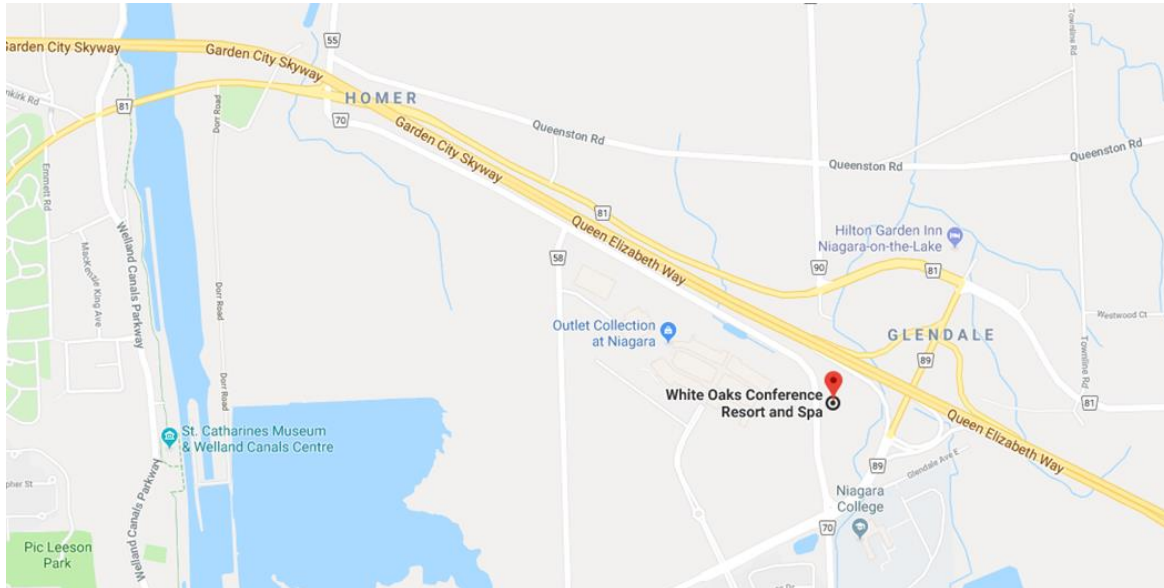
If you wish to contact them, please be cognizant of their ability to respond to you. As a Business Partner sponsor who received the Delegate List, it is your responsibility to ensure that you comply with all the CASL Regulations as outlined in the three CASL enforcement agencies (the [CRTC](#), [Competition Bureau](#) and [Office of the Privacy Commissioner](#)).

TLOMA assumes no responsibility.

SHIPPING INSTRUCTIONS

Please review the [shipping instructions](#) and complete the [shipping label](#) if required and forward to White Oaks as indicated.

DIRECTIONS TO WHITE OAKS RESORT FROM TORONTO



Address

The address for your GPS is 253 Taylor Rd, Niagara-on-the-Lake, ON, L0S 1J0

[Driving Directions](#)

POST CONFERENCE

All Business Partner sponsors involved in our Trade Show will be listed in our newsletter TLOMAToday and displayed on our website. Your listing will indicate your level of sponsorship at the TLOMA Conference & Trade Show.

To further market your company to our membership, we would encourage your company to be listed in the [Business Partner Directory](#). We also encourage you to provide an educational editorial article or advertise in our newsletter. Further details regarding our newsletter can be found at: [TLOMAToday](#).

TRADE SHOW CHECKLIST

	<p>Pay remaining balance if outstanding DEADLINE: no later than Thursday, August 18th, 2022</p>
	<p>Complete Trade show Equipment & Name Badge Form DEADLINE: no later than Thursday, August 18th, 2022</p>
	<p>Book Hotel Accommodations DEADLINE: no later than Thursday, August 18th, 2022</p>
	<p>Submit Certificate of Insurance deadline DEADLINE: no later than Thursday, August 18th, 2022</p>
	<p>Shipping Label - booth materials to White Oaks Resort Shipments not accepted prior to Tuesday, September 20th, 2022</p>

Thank you for joining us at the TLOMA 2022 Conference & Trade Show!