



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 17th, 2023**.

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

If you are shipping the content of your booth to the hotel directly, please complete the [shipping label](#) with all the information filled out. Please note the [Westin Hotel – 2023 Packing/Parcel Fees](#) apply which will be billed to the individual exhibitors.

Please forward the completed forms to [Alana Hendry](#), Meeting & Event Management.

Additional Equipment

Please click on the [Encore Tradeshow Services Order form](#) to order additional equipment for your booth. Please forward the completed form to Mark.Chippa@encoreglobal.com. Questions? Please email Mark Chippa.

NOTE: Orders made 24 hours or less before the start date are subject to a 25% fee increase. Only Encore can rig/hang overhead items. Applicable labour (\$82-\$100/hr.) will be added to your quote. Please contact Encore for more information.





Name Badges

Please print first and last name of all attendees as it is to appear on their 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.
- Exhibitors may not attend the Delegate reception/dinner on Friday evening.

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
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

REDESIGN**REIMAGINE****TLOMA 2023 CONFERENCE & TRADESHOW**
THE WESTIN OTTAWA Oct. 11th - 14th, 2023**REENGAGE****Payment Form**

Item	Cost	Quantity	Subtotal	HST @ 13%	Total
Additional Trade Show Attendees (Limit of two additional tickets)	\$157.50				
Additional Thursday Delegate / Business Partner Reception/ Dinner and Entertainment tickets	\$164.50				
TOTAL:					\$

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 17th, 2023.*I hereby authorize TLOMA to use the credit card below to charge for my fees, additional equipment and tickets for the TLOMA 2023 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](#).**