



**PLEASE SAVE THIS FORM TO YOUR COMPUTER BEFORE COMPLETING  
 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 16th, 2018.**

**Equipment Included**

For the TLOMA 2018 Conference & Trade Show, each booth will be equipped with **one six-foot table, two chairs, complimentary wireless internet access and a dedicated 15-amp power circuit to run a small electrical item** (i.e. booth lights, laptop, charging your devices and running simple machines).

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:** If additional tables and chairs are required, it is at your expense. Please add in the form below.

**Additional Equipment**

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

	Pre-ordered Price	On-Site Price	Quantity	Sub Total	HST @13%	Total
Additional 6' Table(s)		\$30.00				
Additional chairs		\$10.00				
<b>Electrical Requirements:</b>						
Dedicated 30-amp power outlet	Email <a href="#">David</a> for a quote	N/A				
Dedicated 60-amp power outlet	Email <a href="#">David</a> for a quote	N/A				
Power Bar		\$20.00				
Extension Cord		\$20.00				

Audio/Visual Equipment	Pre-ordered Price	On-Site Price	Quantity	Sub Total	HST @13%	Total
32" TV Monitor		\$220.00				
32" TV Monitor with floor stand		\$320.00				
46" TV Monitor		\$500.00				
Tripod Screen – 6' or 8'		\$ 90.00				
Flip chart		\$ 55.00				
3D Blue Ray player		\$115.00				
Easel		\$ 20.00				
LCD projector		\$440.00				
Laptop computer – PC		\$240.00				
Laptop computer – MAC		N/A				
<b>Internet:</b>						
Wired Internet connection		\$100.00				
<b>Total:</b>						

	No additional items required	Signature:
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## Load-In – Material Handling Form

<b>Please check one of the following:</b>			
	Wednesday, September 26 <sup>th</sup>	Preferred Time:	
	Thursday, September 27 <sup>th</sup>	Preferred Time:	
	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 <sup>st</sup> Choice	Booth #	2 <sup>nd</sup> Choice	Booth #	3 <sup>rd</sup> Choice	Booth #	4 <sup>th</sup> Choice	Booth #

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

	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 – <a href="#">Doug Keely</a>	4 keys + 2	4	2	0
Thursday Delegate/Business Partner Networking Reception and Dinner	4 keys + 2	4	2	1
Saturday Closing Keynote – <a href="#">Bob Presner</a> & <a href="#">Lola Rasminsky</a>	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.



						<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										

## Payment Form

Item	Cost	Quantity	Subtotal	HST @ 13%	Total
Additional Opening Keynote tickets					
Additional Closing Keynote tickets					
Additional Trade Show Attendees (limit of two additional tickets)					
Additional Thursday Delegate / Business Partner Networking Reception/ Dinner and Entertainment tickets					
Additional Equipment Total (from page 2)					
<b>TOTAL:</b>					

## 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
- Fax this completed application to **1 (905) 472-5115**
- Payment by cheque may be sent to the TLOMA office (address included below). To be processed, this application must be accompanied with payment.

	VISA		MASTERCARD		AMEX		CHEQUE ENCLOSED PAYABLE TO TLOMA
<i>I hereby authorize TLOMA to use the credit card below to charge my fees, additional equipment and tickets for the TLOMA 2018 Conference.</i>							
CARD NUMBER:				EXPIRY DATE:			VERIFICATION CODE: [3 digit # on the back]
NAME ON CARD:				SIGNATURE:			
<b>TLOMA HST #861523074</b>							
<p><b>Please return this completed form to TLOMA by email to:</b>  <a href="mailto:lbarrington@tloma.com">lbarrington@tloma.com</a>  <b>Or by mail to:</b>                  TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2                  Phone: 416-410-1979 Fax: 905-472-5115</p>							