TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020

METRO TORONTO CONVENTION CENTRE

BUSINESS PARTNER PROSPECTUS

Sponsorship Opportunities at the TLOMA 2020 Conference & Trade Show

Increase your organization's visibility!

SPONSORSHIP BENEFITS

The Law Office Management Association (TLOMA) encourages you to take part in our annual Conference. By participating in one of our Business Partner opportunities, you will get the visibility you are looking for and be provided a unique opportunity to network with TLOMA members. Sign up today!

Reasons to Sponsor and/or Exhibit

- Increase your visibility among law firms through your connection with a trusted partner in the legal industry;
- Improve awareness of your offering through product samples and/or demonstrations;
- Capitalize on face-to-face relationship building opportunities with a select audience of decision makers and influencers;
- Inclusion in the Business Partner section of TLOMA's website. This provides pre-conference and post event on-line exposure;
- Inclusion in the Business Partner Directory at Platinum, Gold or Silver levels and a reduced rate at other levels of sponsorship;
- A targeted market means maximum value for your marketing investment.

SPONSORSHIP OVERVIEW

Platinum Sponsor
Gold Sponsor
Silver Sponsor
Trade Show Participant
First time Participant Visitor Pass
Wednesday Networking Dinner
Opening Keynote Speaker Sponsorship
Closing Keynote Speaker Sponsorship
Breakfast / Lunch / Breaks
Professional Development Session
Delegate Name Badge Sponsor
Wi-Fi Sponsor

See the complete list of benefits on pages 4 & 5.

If you have any questions on Sponsorship or the Trade Show, please do not hesitate to contact: Karen Gerhardt.

SPONSORSHIP OPPORTUNITIES

OPTIONS	AVAILABILITY	COST
Platinum Sponsor	1	$12,950
Gold Sponsor	7	$6,500
Silver Sponsor	11	$4,500
Trade Show Participant	12	$3,000
First-time Visitor Pass	10	$975
Wednesday Networking Dinner	0	$2,500
Opening Keynote Speaker Sponsorship	1	$2,500
Closing Keynote Speaker Sponsorship	1	$2,500
Breakfast / Lunch / Breaks	6	$600
Professional Development Session	8	$1,500
Delegate Name Badge Holder	1	$1,500
Wi-Fi Sponsor	0	$1,500
NOTES	The Delegate list is only available for sponsorships totalling $1,500+. TLOMA reserves the right to exercise its discretion in accepting or rejecting applications. If an application is not accepted, all monies will be returned to the applicant. Above pricing is subject to HST.	

CONTRIBUTOR OPPORTUNITIES

These options are for companies that are unable to Sponsor or attend and would like to have a presence at the Conference. Be a Conference Contributor by making one of the following donations:

	CONTRIBUTION	SPECIFY	VALUE
	Gift(s) for the General Prize Draw		
	Provide a complimentary service		

2020 Business Partner Sponsorship Opportunities

	Platinum	Gold	Silver	Trade Show Participant	Visitor Pass
Platinum Key Pass - includes:	$12,950	$6,500	$4,500	$3,000	$975
Passes to all Conference Professional Development sessions	4				
Passes to Breakfast and Lunch with the Delegates	4				
Company logo with link in all TLOMA Marketing Emails	Y				
Attendance at the TLOMA PD event (Spring 2020)	2				
Company advertisement on home page of Conference website	Y				
Quarterly email blast sent to the TLOMA members via TLOMA	Y				
One Product Briefing Session post-conference	Y				
*Preferred Booth Location: Double booth, 2 tables, 4 chairs	Y				
*Preferred Booth Location: Single booth, 1 table		Y			
Single Booth (10' X 10')			Y	Y	
Sponsor Level Banner for display at your booth	Y	Y			
Passes to Keynote Speaker sessions	6	4	2		
Sponsorship Level noted on your Name Badge	Y	Y	Y	Y	
Sponsor Acknowledgement in TLOMAToday - one issue	Y	Y	Y	Y	
Logo on Conference signage	Y	Y	Y		
Signage Recognition at Trade Show Entrance	Y	Y	Y	Y	
Recognition in the Delegate Conference Booklet	Y	Y	Y	Y	
Half page ad in the TLOMA Newsletter	2	1			
Lunch at Trade Show	8	6	4	2	Y
Booth personnel name badges	8	6	4	2	
Passes to the Business Partner/Delegate Networking Reception/Dinner on Wednesday	6	4	2	1	
Company Name linked to Company Website on TLOMA Business Partner Directory	Y	Y	Y	$200/yr.	
List of Delegates	Y	Y	Y	Y	
Link with Company Logo on Sponsor Page of Conference Website	Y	Y	Y		
Link with Company Name on Sponsor Page of Conference Website	Y	Y	Y	Y	
Visitor Pass for First Time Business Partner (maximum two per company)					1
TOTAL Spaces Available	1	7	11	12	10

***Please note priority will first given for preferred booth location to Platinum sponsors and then Gold. Kindly note there are no preferred booth location guaranteed for other sponsors.**

2020 Business Partner Event Sponsorship Opportunities

	Breakfast Lunch/ Breaks	Wednesday Networking Dinner	Opening Keynote Speaker	Closing Keynote Speaker	Professional Development Session	Wi-Fi Sponsor	Delegate Name Badge Sponsor
	$600	$2,500	$2,500	$2,500	$1,500	$1,500	$1,500
Sponsor Acknowledgement in TLOMAToday - one issue	Y	Y	Y	Y	Y	Y	Y
Signage at Conference	Y	Y	Y	Y	Y	Y	Y
Attendance at Sponsored Event	2	4	4	4	2		
Signage Recognition at Trade Show Entrance	Y	Y	Y	Y	Y	Y	Y
Attendee name badges	2	4	4	4	2		
Company name listed in the Conference program	$200/yr.	$200/yr.	$200/yr.	$200/yr.	$200/yr.	$200/yr.	$200/yr.
List of Delegates		Y	Y	Y	Y	Y	Y
Link with Company Name on Sponsor Page of Conference Website	Y	Y	Y	Y	Y	Y	Y
TOTAL Spaces Available	6	0	1	1	8	0	1

2020 Business Partner Registration Form

Secure your spot by completing the form below…

CONTACT INFORMATION					
Organization Name [name as shown will be used on all printed materials]:					
Authorized Representative:					
Title:					
Address:					
City:		Province:		Postal Code:	
Tel:		E-mail:			
Contact for Trade Show correspondence: [if different than above]					
Tel:		E-mail:			
Company Website:					
Company Twitter Handle:					
Company LinkedIn link:					
Company Facebook link:					
Company description: [50 words or less]					

INVESTMENT	COST	HST @ 13%	AMOUNT
Platinum Sponsor	$12,950.00	$1,683.50	
Gold Sponsor	$6,500.00	$845.00	
Silver Sponsor	$4,500.00	$585.00	
Trade Show Participant	$3,000.00	$390.00	
First-time Participant Visitor Pass	$975.00	$126.75	
Wednesday Networking Dinner	$2,500.00	$325.00	
Opening Keynote Speaker Sponsorship	$2,500.00	$325.00	
Closing Keynote Speaker Sponsorship	$2,500.00	$325.00	
Breakfast / Lunch / Breaks	$600.00	$78.00	
Professional Development Session	$1,500.00	$195.00	
Wi-Fi Sponsor	$1,500.00	$195.00	
Delegate Name Badge Sponsor	$1,500.00	$195.00	
Business Partner Directory Listing - Platinum / Gold / Silver	FREE	FREE	FREE
Business Partner Directory Listing - All Other Sponsors (excluding Visitors)	$200.00	$26.00	
TOTAL TO BE CHARGED			

2020 Business Partner Registration Form cont'd

METHOD OF PAYMENT						
☐ VISA	☐ MASTERCARD	◯ AMEX	CHEQUES ENCLOSED PAYABLE TO TLOMA [Cheque one - 25% deposit due upon registration] [Cheque two - post-dated cheque dated Wednesday, July 15th, 2020, covering the remaining balance].			
I hereby authorize TLOMA to use the credit card below to pay the 25% deposit upon receipt of this registration form as well as the 75% balance due by Wednesday, July 15, 2020.						
CARD NUMBER:			EXPIRY DATE:		VERIFICATION CODE: [3 digit # on the back]	
NAME ON CARD:			SIGNATURE:			
CANCELLATION OF SPONSORSHIP Will result in a refund of monies paid less the 25% deposit. No refunds will be made for cancellations received after Wednesday, July 15, 2020.			**CONFIRMATION OF SPONSORSHIP** This registration form will not be processed without the 25% deposit. Remaining balance due by Wednesday, July 15, 2020.			
TLOMA HST #861523074						
Please return this completed registration form to TLOMA by Email to: **Karen Gerhardt** **Or by mail to:** TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2						

BUSINESS PARTNER DIRECTORY

Platinum, Gold and Silver Sponsors receive a FREE listing in the TLOMA Business Partner Directory for one full year from the time of signing up (value of $300.00). If you are a Trade Show participant or an Event Sponsor, a listing in the Directory is provided at a discounted rate of $200.00 + HST. Please send your company logo in high res .jpg format. If you would like to make a recommendation to add a listing to a category below, please provide it to TLOMA.

Company Name: _____ Company Contact: _____

You many select up to three (3) choices within each category:

Facilities	Human Resources	Technology	General
Architects/Designers	Benefit & Retirement Programs	Audio Conferencing	Corporate Travel
Binding Services	Employee Assistance Programs	Audio Visual Solutions	Flowers
Carpet/Fabric Care	Ergonomics – AODA	Computer Hardware	Hotel/Housing
Catering	Gifts – Corporate	Computer Software	Insurance
Coffee/Refreshments	Health & Fitness	Consulting	Language Services
Construction	HR Consulting	Court Forms	Litigation Support
Copiers	Legal Staffing/Digital Recruitment	Digital Dictation	Management Consulting
Courier	Payroll	Digital Forensics	Photography
Document Destruction	Training & Development	Disaster Recovery	Private Investigation
Document Recovery		Document Management	Process Serving
Ergonomics - AODA		eDiscovery	Professional Association
Facility Management		Electronic Evidence Collection	Restaurants
File Cabinet Systems		Emergency Communication	Search/Registration Services
Furniture Rentals	**Marketing**	Internet Services	
Furniture Restoration	Advertising/Branding	Leasing	
Kitchen Supplies	Brochure Design	Media Storage	
Leasing	Business Development	Network Integration	
Real Estate Leasing	CRM	Printers	**Finance**
Office Furniture	Digital Strategy	Security – Hardware/Software	Collections
Office/Printer Security	Gifts - Corporate	Speech Recognition Software	Cost Recovery
Office Repair Services	Graphic Design	Tech Support Services	Cyber Security
Office Supplies	Printer/Engraver	Telecom Consulting Services	Financial Services
Records Management	Promotional Products	Telephone Support Services	Leasing
Relocation Services	Strategic Planning	Toner Cartridges	Time Billing
Security Services	Website Development	Video Conferencing	
Telecom Consulting		Voicemail	
Telephone Systems		Web Conferencing	