



SPONSORSHIP/EXHIBITOR REGISTRATION FORM

COMMITMENT TO EXCELLENCE – ILCO CONFERENCE 2018
28th Annual Conference - May 2, 2018 – May 5, 2018
Delta Ottawa City Centre, Ottawa, Ontario

ORGANIZATION NAME [name as shown will be used on all printed materials]:	
PRINCIPAL CONTACT:	
MAILING ADDRESS:	
TELEPHONE:	
EMAIL ADDRESS (mandatory):	

	SPONSOR LEVEL*	AMOUNT	SELECT
SPONSORSHIP OPPORTUNITIES	PLATINUM	\$10,000	<input type="checkbox"/>
	GOLD	\$7,500	<input type="checkbox"/>
	SILVER	\$5,000	<input type="checkbox"/>
	SWAG BAGS	\$2,000	<input type="checkbox"/>
	WORKSHOP	\$750	<input type="checkbox"/>
	WEDNESDAY NIGHT (Meet and Greet)	Sponsored	
	THURSDAY NIGHT EVENT	Inquire	
	FRIDAY NIGHT	Sponsored	

	PARTICIPATION*	AMOUNT (includes HST)	SELECT
EXHIBITOR	TWO DAY EXHIBITOR Thursday, May 3 & Friday, May 4	\$2,825 (\$2,500 + HST)	<input type="checkbox"/>
	ONE DAY EXHIBITOR Thursday, May 3 or Friday, May 4	\$2,090.50 (\$1,850 + HST)	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday
	Top Two Competitors	1. 2.	
	Exhibitor Badge Names	1. 2.	

*See Important Information below.

PAYMENT			
CHEQUE		Cheque payable to:	The Institute of Law Clerks of Ontario 20 Adelaide Street East, Suite 502, Toronto, ON M5C 2T6
CREDIT CARD (Visa or MasterCard accepted)		Credit Card No.:	Phone 416-214-6252 to make payment
		Cardholder's Name:	
		Cardholder Signature:	
		Amount:	\$

The Institute of Law Clerks of Ontario HST No. R-105220610

Please e-mail completed form to ilco-conference@ilco.on.ca or fax to 416-214-6255

IMPORTANT INFORMATION

Applicable to Sponsors and Exhibitors

1. Marketing Materials

- Sponsors and Exhibitors may place one (1) marketing piece in each delegate kit.
- Marketing materials must be received in advance. Marketing details to follow.

2. ILCO Name/Logo

- The use of the ILCO name and logo on any materials without prior written permission is prohibited.

Applicable to Exhibitors

1. Exhibitor Booth

- Each exhibitor booth accommodates ONE company only. Booths cannot be shared with other exhibitors, or combined with different divisions.
- Exhibitors may choose to purchase two booths, if required, based on availability. **Space is limited.**
- Internet connection, electricity or other booth extras are the sole responsibility of the exhibitor.

2. Name Badges

- Two (2) exhibitor badges will be provided per booth.
- Additional badges are provided at a cost of **\$169.50** (\$150 per person plus HST).
- Exhibitor names must be submitted to ILCO no later than April 2, 2018. Any changes received after April 2, 2018 will be subject to a **\$50** administration fee.

3. Cancellation Policy

- Full registration fee less a \$25 administrative charge will be refunded if a request in writing is made by March 2, 2018.
- **No refunds or credits will be provided after March 2, 2018.**

4. Lost or Stolen Items

- ILCO is not responsible for the loss of any items brought into the Exhibitor Hall or to the Conference.

5. Private Events

- Any privately held event must be pre-approved in writing by ILCO **PRIOR** to being advertised.
- Any use of the ILCO name or logo for the event must be pre-approved in writing by ILCO.

6. Meals

- Name badge entitles wearer to one (1) breakfast, one (1) lunch and two (2) coffee breaks each day.

7. Two Day Exhibitors

- Two day exhibitors will receive two (2) dinner passes for the Friday night event. Additional passes are available at a cost of **\$226** (\$200 per person plus HST). Please note that space is limited.

8. One Day Exhibitors

- One day exhibitors are NOT automatically eligible to attend the Friday NIGHT event. Should you wish to attend, a ticket may be purchased for **\$226** (\$200 per person plus HST). Please note that space is limited.



SPONSORSHIP DETAILS

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	Platinum \$10,000	Gold \$7,500	Silver \$5,000	SWAG Bag \$2,000	Workshop \$750
Keynote Speaker Sponsor	√				
Workshop Sponsor					√
Placement of marketing material in delegate kit	√	√	√	√	√
Prominent display of logo in printed material and electronic conference brochure	√	√	√	√	
Prominent display of logo on ILCO's website	√	√	√		
Logo in printed material and electronic conference brochure	√	√	√	√	√
Logo on ILCO's conference website linked to Sponsors website for 12 months	√	√	√	√	√
Breakfast Sponsor		√			
Lunch Sponsor	√				
Coffee Break Sponsor			√		
SWAG Bags				√	
List of Delegates	√	√	√	√	
SPACES AVAILABLE	2	3	5	1	24