



## 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**

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

	SPONSOR LEVEL*	AMOUNT	SELECT
<b>SPONSORSHIP OPPORTUNITIES</b>	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	Sponsored	
	FRIDAY NIGHT	Sponsored	

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

\*See Important Information below.

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

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

**Please e-mail completed form to [ilco-conference@ilco.on.ca](mailto: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.