

SPONSORSHIP/EXHIBITOR REGISTRATION FORM

ILCO CONFERENCE 2022 30th Annual Conference – November 2, 2022 – November 4, 2022 Queen’s Landing Hotel – Niagara-on-the-Lake

ORGANIZATION NAME <small>[name as shown will be used on all printed materials]:</small>	
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 - SOLD OUT	\$3,000	<input type="checkbox"/>
	WORKSHOP	\$850	<input type="checkbox"/>
	WEDNESDAY NIGHT (Meet and Greet)	Inquire	
	THURSDAY NIGHT DINNER - SOLD OUT	\$7,500	<input type="checkbox"/>
	FRIDAY NIGHT DINNER	\$7,500	<input type="checkbox"/>

	PARTICIPATION*	AMOUNT (includes HST)	SELECT
EXHIBITOR	TWO-DAY EXHIBITOR Thursday, November 3 & Friday, November 4	\$3,100 (\$2,743.37 + HST)	<input type="checkbox"/>
	ONE-DAY EXHIBITOR Thursday, November 3 or Friday, November 4	\$2,373 (\$2,100 + 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

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

Please e-mail completed form to general@ilco.on.ca

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 shipped to the hotel directly.

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 of the same company.
- Exhibitors may choose to purchase two booths, if required, based on availability. **Space is limited.**
- Wired Internet connection, electricity or other booth extras are the sole responsibility of the exhibitor. ILCO will provide further information on ordering these services after registration.

2. Name Badges

- Two (2) exhibitor badges will be provided per booth.
- Additional badges for One (1) day exhibitors are provided at a cost of **\$226** (\$200 per person plus HST)
- Additional badges for Two (2) day exhibitors are provided at a cost of **\$339** (\$300 per person plus HST).
- Exhibitor attendee names must be submitted to ILCO no later than October 21, 2022. Any changes received after October 21, 2022 will be subject to a **\$50** administration fee.

3. Cancellation Policy

- Full registration fee (less a \$100 administrative charge) will be refunded if a request in writing is received by August 31, 2022.
- **No refunds or credits will be provided after August 31, 2022.**

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 Thursday night event. Additional passes are available at a cost of **\$113** (\$100 per person plus HST). Please note that space is limited.

8. One-Day Exhibitors

- One-day exhibitors are NOT eligible to attend the Thursday night event. Should you wish to attend, a ticket may be purchased for **\$113** (\$100 per person plus HST). Please note that space is limited.