

## SPONSORSHIP/EXHIBITOR REGISTRATION FORM

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

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

	SPONSOR LEVEL*	AMOUNT	SELECT
SPONSORSHIP OPPORTUNITIES	PLATINUM	SOLD OUT	
	GOLD	\$7,500	<input type="checkbox"/>
	SILVER	SOLD OUT	
	SWAG BAGS	SOLD OUT	
	WORKSHOP	\$850	<input type="checkbox"/>
	WEDNESDAY NIGHT (Meet and Greet)	INQUIRE send email to <a href="mailto:director@ilco.on.ca">director@ilco.on.ca</a>	
	THURSDAY NIGHT DINNER	SOLD OUT	
	FRIDAY NIGHT DINNER	\$10,000	
	SOCIAL EVENING SPONSOR	INQUIRE send email to <a href="mailto:director@ilco.on.ca">director@ilco.on.ca</a>	

	PARTICIPATION*	AMOUNT	SELECT
EXHIBITOR	<b>TWO-DAY EXHIBITOR</b> Thursday, November 3 & Friday, November 4	SOLD OUT	
	<b>ONE-DAY EXHIBITOR</b> Thursday, November 3 or Friday, November 4	SOLD OUT	
	<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

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

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

### 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.