

SPONSORSHIP/EXHIBITOR REGISTRATION FORM

ILCO CONFERENCE 2020 30th Annual Conference - May 27 – May 30.2020 Sheraton on the Falls - Niagara Falls, Ontario

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

SPONSORSHIP OPPORTUNITIES	SPONSOR LEVEL*	AMOUNT	SELECT
	PLATINUM	\$10,000	<input type="checkbox"/>
	GOLD	\$7,500	<input type="checkbox"/>
	SILVER	\$5,000	<input type="checkbox"/>
	SWAG BAGS	- sold out - \$2,000 - sold out -	
	WORKSHOP	\$850	<input checked="" type="checkbox"/>
	WEDNESDAY NIGHT (Meet and Greet)	Sponsored	
	THURSDAY NIGHT EVENT	Inquire	
	FRIDAY NIGHT	Sponsored	

EXHIBITOR	PARTICIPATION*	AMOUNT (includes HST)	SELECT
	TWO-DAY EXHIBITOR Thursday, May 9 & Friday, May 10	\$3,000 (\$2,654.87 + HST)	<input type="checkbox"/>
	ONE-DAY EXHIBITOR Thursday, May 9 or Friday, May 10	\$2,260 (\$2,000 + 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 by ILCO prior to April 8, 2019.

2. ILCO Name/Logo

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

3. Permission to use Logo

- Exhibitors and Sponsors provide ILCO with consent to use their Logo for inclusion on website and any printed materials.

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 1 day exhibitors are provided at a cost of **\$226** (\$200 per person plus HST).
- Additional badges for 2 days exhibitors are provided at the cost of **\$339** (\$300 per person plus HST).
- Exhibitor attendee names must be submitted to ILCO no later than April 1, 2020. Any changes received after April 1, 2020 will be subject to a **\$50** administrative fee.

3. Cancellation Policy

- Full registration fee (less a \$25 administrative charge) will be refunded if a request in writing is received by March 1, 2020.
- **No refunds or credits will be provided after March 1, 2020.**

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-dinner passes

- Two-day exhibitors will receive two (2) dinner passes for the Thursday 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-dinner passes

- One-day exhibitors are NOT automatically eligible to attend the Thursday 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.