



ILLINOIS PARALEGAL ASSOCIATION

Post Office Box 452 ♦ New Lenox, Illinois 60451-0452

Phone 815/462-4620 ♦ Fax 815/462-4696

E-Mail IPA@ipaonline.org ♦ Internet www.ipaonline.org

August 18, 2016

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Fall Education Conference on November 3, 2016, at The Metropolitan Club in the Willis Tower, located at 233 South Wacker Drive, Willis Tower, 67th Floor in Chicago. All members of the Association are invited to attend. You are invited to participate and meet our members.

Enclosed with this letter is detailed information about exhibiting, advertising and/or sponsorship opportunities during our Fall Conference. Exhibitors are required to stay during the entire time that the exhibit area is open, which is from 8:00 a.m. to 3:30 p.m., other than to take breaks or to eat lunch. Some members attend the conference only to meet the vendors or attend the luncheon. A continual presence at the exhibitor tables ensures the vendors have access to all of our member attendees.

During the conference, the breaks will be held in the exhibit area to encourage our members to spend time with the exhibitors. We will be holding a drawing, based on our customary vendor bingo game which is sponsored by the IPA.

The conference offers you an opportunity to reach many of our members throughout the state. For example, you may

- Exhibit at the conference to reach 150+ attendees;
- Advertise in the program book which will be distributed to all attendees;
- Sponsor the continental breakfast, morning, or afternoon break;
- Sponsor lunch.

If you are interested in participating in our conference, please let us know as soon as possible. Each of our supporters will be mentioned in our publications as well as the *Legal Employment Weekly*. **Break and Lunch sponsors will also have their logos posted on the IPA website for the month of November, 2016.**

We look forward to seeing you at this important event.

Very truly yours,

Yvonne L. Kriss

Yvonne L. Kriss
Executive Director

ILLINOIS PARALEGAL ASSOCIATION
Fall Education Conference
November 3, 2016

EXHIBIT INFORMATION

Exhibit Schedule

Thursday, November 3

Set-Up

7:30 a.m. – 8:00 a.m.

Exhibits Open

8:00 a.m. – 3:30 p.m.

Confirming Space: To confirm exhibit space for the 2016 Fall Education Conference, mail/fax/email your completed application with payment. Please provide an email address and you will receive verification of your payment and application. Exhibit spaces are sold on a first-come, first-served basis. Exhibit space is limited.

Cost: The cost is only \$400.00 for Sustaining Members of the Illinois Paralegal Association. Nonmembers may exhibit for only \$550.00. Sponsorship opportunities are also available. Included are a 6 foot, skirted table, two chairs, and one lunch ticket. Additional lunch tickets can be ordered at a cost of \$35.00 each. **If you need a power cord/extension cord, please make sure you bring your own as we will not be able to provide one to you.**

Signs: You will need to provide all identification signs.

Shipping: Exhibit materials may be shipped but must not arrive prior to October 31st. Ship to: THE METROPOLITAN CLUB, 233 SOUTH WACKER DRIVE, WILLIS TOWER, 67TH FLOOR, CHICAGO IL 60606. HOLD FOR: ILLINOIS PARALEGAL ASSOCIATION MEETING

Advertising

Advertising in the Program Book offers you concentrated exposure to all of the paralegals attending the seminars.

Put your message where it will be seen!

Space	Dimensions	Cost
Full Page	8 1/2" w x 11" h	\$300.00
Half Page	3 1/2" w x 9 1/2" h or 7" w x 4 3/4" h	\$200.00
Quarter Page	3 1/2" w x 4 3/4" h or 4 3/4" w x 3 1/2" h	\$150.00

Closing Date for Advertising: October 14, 2016
(email black & white pdf ad per above size specifications to IPA@ipaonline.org)

ILLINOIS PARALEGAL ASSOCIATION
Fall Education Conference
November 3, 2016

APPLICATION

• Exhibitor

Names which should appear on name badges (limit two please) _____

• Company Logo

Please provide a jpeg logo with your application. This will be used in advertising for the event.

• Optional Advertising

Artwork (pdf format preferred) MUST BE RECEIVED no later than October 14, 2016.

• Optional Sponsorship

Sponsor the continental breakfast, morning break, afternoon break, and/or the **Paralegal Day/IPA's Anniversary Luncheon**.

Exhibit Space \$400 for Sustaining Members
 \$550 for Nonmembers (consider joining the IPA now for \$125, which affords you membership through December 2017)

Advertising \$300 for full page ad
 \$200 for half page ad
 \$150 for quarter page ad

Additional Lunch _____ additional lunch tickets at \$35.00 each (Exhibitors receive one
Tickets complimentary lunch ticket. Additional tickets can be purchased for \$35.00 each)
Please indicate your lunch choice(s) (including complimentary lunch), and how many of each you would like to order:
_____ Herb Crusted Rosemary Chicken Breast _____ Pan Seared Salmon
_____ Grilled Filet Mignon _____ Vegetarian Tuscan Risotto

Sponsorship \$500 **for Paralegal Day/IPA's Anniversary Lunch Sponsorship**
 \$275 for Continental Breakfast Break Sponsorship
 \$275 for Morning Break Sponsorship
 \$275 for Afternoon Break Sponsorship

TOTAL \$_____ (You can mail a check or pay by credit card)

Please provide company name, address, and telephone number that you would like listed in the Program Book below:

Company _____

Street Address _____ City/State/Zip _____

Telephone _____

E-Mail Address _____ Contact Name _____

Signature _____

Please return application and check to: Illinois Paralegal Association, P.O. Box 452, New Lenox, IL 60451-0452
or pay by credit card and fax/email application

For Credit Card payments, fax your application to 815/462-4696

Visa MasterCard Discover American Express

Name on Card _____ Signature _____

Card Number _____ Expiration _____ Security Code _____

Billing Address _____ Billing City _____ Billing State _____ Billing Zip _____