



## EXHIBITOR EXTRAS



**THE INSTITUTE OF LAW CLERKS OF ONTARIO**  
**27<sup>th</sup> Annual Conference: May 17, 2017 – May 20, 2017**  
**Halifax Marriott Harbourfront Hotel, Halifax, Nova Scotia**

Should your organization require additional Name Badges, Meal Passes, Thursday Night Event Ticket for One Day Exhibitor complete this form and submit it along with payment:

<b>Additional Name Badges</b>	\$169.50 (\$150 + HST)	x		people =	\$
Name(s):	1.				
	2.				
	3.				
<b>Additional Meal Passes</b>	\$226.00 (\$200 + HST)	x		people =	\$
Name(s):	1.				
	2.				
	3.				
<b>Thursday Night Event Ticket for One Day Exhibitor</b>	\$226.00 (\$200 + HST)	x		people =	\$
Name(s):	1.				
	2.				
	3.				
<b>TOTAL</b>					<b>\$</b>

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 Signature:</b>	
		<b>Amount:</b>	\$

## 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 at the hotel by May 16, 2017.

#### **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 so first come first served.**
- Internet connection, electricity or other booth extras are the sole responsibility of the exhibitor.
- Booth size is 8 x 10.

#### **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 21, 2017. Any changes received after April 21, 2017 will be subject to a **\$50** administration fee.

#### **3. Cancellation Policy**

- If notice in writing is provided by March 3, 2017 you will receive a refund less a 25% administration fee.
- **No refunds or credits will be provided after March 5, 2017.**

#### **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**

- Meals include two (2) breakfasts, two (2) lunches and four (4) coffee breaks.
- 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.

#### **7. 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 **\$226** (\$200 per person plus HST).

## SPONSORSHIP DETAILS



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	<b>Platinum \$10,000</b>	<b>Gold \$7,500</b>	<b>Silver \$5,000</b>	<b>Keynote Speaker 5,000</b>	<b>SWAG Bag \$2,000</b>	<b>Workshop \$750</b>
Keynote Speaker Sponsor				√		-
Workshop Sponsor						√
Placement of marketing material in delegate kit	√	√	√	√	√	√
Prominent display of logo in printed and electronic conference brochure	√	√	√	√	√	
Prominent display of logo on ILCO's website	√	√	√	√		
Logo in printed and electronic conference brochure	√	√	√	√	√	√
Logo on ILCO's conference website linked to Sponsors website for 12 months	√	√	√		√	√
Breakfast Sponsor		√				-
Lunch Sponsor	√					
Coffee Break Sponsor			√			
Swag Bags					√	
List of Delegates	√	√	√	√	√	
<b>SPACES AVAILABLE</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>24</b>