



ILLINOIS PARALEGAL ASSOCIATION

Post Office Box 452 ♦ New Lenox, Illinois 60451-0452
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E-Mail IPA@ipaonline.org ♦ Internet www.ipaonline.org

March 8, 2017

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Spring Education Conference on May 4, 2017, at Robert Morris University, located at 401 South State Street, 6th 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 Spring 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. 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 125+ attendees;
- Advertise in the program book which will be distributed to all attendees;
- Sponsor the morning or afternoon break.

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 May, 2017.**

We look forward to seeing you at this important event.

Very truly yours,

Yvonne L. Kriss

Yvonne L. Kriss
Executive Director

ILLINOIS PARALEGAL ASSOCIATION
Spring Education Conference
May 4, 2017

EXHIBIT INFORMATION

Exhibit Schedule
Thursday, May 4

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 2017 Spring 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 \$350.00 for Sustaining Members of the Illinois Paralegal Association. Nonmembers may exhibit for only \$500.00. Sponsorship opportunities are also available. Included are a 6 foot, skirted table and two chairs. **A boxed lunch is available for an additional cost of \$15.00.** 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 May 1st. Ship to: 401 SOUTH STATE STREET, CHICAGO, IL 60605. MARK MATERIALS ATTN: ILLINOIS PARALEGAL ASSOCIATION.

Please advise Yvonne Kriss at IPA@ipaonline.org that you will be shipping materials, and the number of boxes, if known.

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: April 21, 2017
(email black & white pdf ad per above size specifications to IPA@ipaonline.org)

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Spring Education Conference
May 4, 2017

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 April 21, 2017.

• Optional Sponsorship

Sponsor the morning break or afternoon break.

Exhibit Space

- \$350 for Sustaining Members
 \$500 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

Optional Lunch

- _____ boxed lunch(es) at \$15.00 each
Please indicate your lunch choice(s), and how many of each you would like to order:
_____ Turkey Fresco Sandwich: Honey roasted turkey breast, aged white cheddar, leaf lettuce, tomato, basil & tarragon infused aioli on an artisan roll
_____ Roast Beef Sandwich: Roast beef, caramelized onions, Portobello mushrooms, leaf lettuce, grain mustard on 9 grain bread
_____ Kicked Up Chicken Caesar Wrap: Grilled chicken breast, romaine lettuce, seasoned golden croutons, chipotle pepper Caesar dressing in a tomato tortilla
_____ Hummus & Roasted Vegetable Wrap: Spiced hummus, balsamic & herb marinated grilled vegetables, romaine lettuce in a spinach tortilla

Sponsorship

- \$250 for Morning Break Sponsorship
 \$250 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 _____

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

You can also register to exhibit online at:

https://ipaonline.clubexpress.com/content.aspx?page_id=87&club_id=812874&item_id=640135&eml=1&actr=2

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 _____