



ILLINOIS PARALEGAL ASSOCIATION

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

Phone 815/630-3535

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

March 8, 2018

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Spring Education Conference on April 25, 2018, 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 100+ attendees;
- Advertise in the program book which will be distributed to all attendees;
- Sponsor the morning or afternoon break;
- Sponsor the Annual Meeting and Elections Dinner (following the close of the Education Conference in the Culinary Dining Room).

If you are interested in participating in our conference, please let us know as soon as possible. **Break, Lunch, and Annual Meeting and Elections Dinner sponsors will also have their logos posted on the IPA website for the month of April/May.**

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
April 25, 2018

EXHIBIT INFORMATION

Exhibit Schedule

Wednesday, April 25

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 2018 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. **NOTE: If you need electricity, you need to order it on this application. Limited exhibit booths with electricity are available and based on a first-come/first-served basis. You will need to bring your own extension cord for the day.**

Shipping: Exhibit materials may be shipped but must not arrive prior to April 23rd. 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 13th
(email black & white pdf ad per above size specifications to IPA@ipaonline.org)

Illinois Paralegal Association
P.O. Box 452
New Lenox, Illinois 60451-0452

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Spring Education Conference
April 25, 2018

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 13, 2018.

• Optional Sponsorship

Sponsor the morning break, afternoon break, or Annual Meeting and Elections Dinner.

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- Exhibit Space \$350 for Sustaining Members
 \$500 for Nonmembers (consider joining the IPA now for \$125, which affords you membership through December 2018)
- Electricity n/c for electricity (you must provide your own extension cord)
- Advertising \$300 for full page ad
 \$200 for half page ad
 \$150 for quarter page ad
- Sponsorship \$250 for Morning Break Sponsorship
 \$250 for Afternoon Break Sponsorship
 \$250 for Annual Meeting and Elections Dinner Sponsorship (following the close of the Education Conference from 5:00 pm – 7:30 pm in the Culinary Dinning Room)
- 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 email application

For Credit Card payments, complete below and email to IPA@ipaonline.org

Visa MasterCard Discover American Express

Name on Card _____ Signature _____
Card Number _____ Expiration _____ Security Code _____
Billing Address _____ Billing City _____ Billing State _____ Billing Zip _____