



# ILLINOIS PARALEGAL ASSOCIATION

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March 1, 2019

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Spring Education Conference on April 17, 2019, at Robert Morris University, located at 401 South State Street, 8<sup>th</sup> 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 2:45 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 approximately 100 attendees;
- Advertise in the program book which will be distributed to all attendees;
- Sponsor one of the breaks;
- Sponsor the lunch (lunch provided buffet-style to all attendees and exhibitors).

If you are interested in participating in our conference, please let us know as soon as possible. **Breaks and Lunch sponsors will also have their logos posted on the IPA website for the months 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 17, 2019**

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**EXHIBIT INFORMATION**

**Exhibit Schedule**

Wednesday, April 17

**Set-Up**

7:30 a.m. – 8:00 a.m.

**Exhibits Open**

8:00 a.m. – 2:45 p.m.

**Confirming Space:** To confirm exhibit space for the 2019 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 \$300.00 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 15. Ship to: 401 SOUTH STATE STREET, CHICAGO, IL 60605. MARK MATERIALS ATTN: ILLINOIS PARALEGAL ASSOCIATION.

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

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**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	\$275.00
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 10th***  
***(email black & white pdf ad per above size specifications to [IPA@ipaonline.org](mailto:IPA@ipaonline.org))***

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**APPLICATION**

• Exhibitor

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

• Company Logo

**Please provide a png 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 10, 2019.*

• Optional Sponsorship

Sponsor one of the morning breaks, the lunch, or the afternoon break.

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Exhibit Space     \$300 for Sustaining Members  
                           \$500 for Nonmembers (consider joining the IPA now for \$175, which affords you membership through December 2019)

Electricity         n/c for electricity (you must provide your own extension cord)

Advertising       \$275 for full page ad  
                           \$200 for half page ad  
                           \$150 for quarter page ad

Sponsorship     \$200 for Early Morning Break Sponsorship  
                           \$200 for Morning Break Sponsorship  
                           \$400 for Lunch Sponsorship  
                           \$200 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 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 \_\_\_\_\_