



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

July 10, 2018

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Fall Education Conference on November 7, 2018, at The Palmer House Hilton, located at 17 East Monroe Street, 3rd 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 requested to stay during the entire time that the exhibit area is open, which is from 8:00 a.m. to 4:00 p.m. Exhibitors can leave their booths to take breaks and to eat lunch. A continual presence at the exhibitor tables ensures the vendors have access to all of our 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 any of the breaks;
- Sponsor the Paralegal Day/46th Anniversary Lunch.

If you are interested in participating in our conference, please let us know as soon as possible. **Early Morning Beverage Break, Morning Break, Afternoon Break, and Lunch sponsors will also have their logos posted on the IPA website for the month of November.**

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 7, 2018

EXHIBIT INFORMATION

Exhibit Schedule

Wednesday, November 7

Set-Up

7:30 a.m. – 8:00 a.m.

Exhibits Open

8:00 a.m. – 4:00 p.m.

Confirming Space: To confirm exhibit space for the 2018 Fall Education Conference, mail or 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 \$425.00 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 and two chairs. Lunch is available at an additional cost. **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 or incur a cost from the hotel to rent an extension cord for the day.**

Shipping: The Palmer House Hilton does not accept shipped exhibit booths or marketing materials. All items must be shipped to the UPS Store inside 17 East Monroe Street, as per attached information. Additional charges will be incurred and handled by each exhibitor, not through the IPA.

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 26, 2018
(email black & white jpg ad per above size specifications to IPA @ipaonline.org)

ILLINOIS PARALEGAL ASSOCIATION
Fall Education Conference
November 7, 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 (jpg format preferred) MUST BE RECEIVED no later than October 26, 2018.

- Optional Sponsorship

Sponsor the early morning beverage break, morning break, afternoon break, or the **Paralegal Day/IPA's Anniversary Luncheon**

Exhibit Space \$425 for Sustaining Members
 \$550 for Nonmembers (consider joining the IPA now for \$125, which affords you membership through December 2019. Membership application will be processed after October 1, 2018 for the 2019 calendar year.)

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

Lunch Tickets _____ lunch tickets at \$42.50 each
Please indicate your lunch choice(s) and how many of each you would like to order:
_____ Grilled Chicken Cobb Salad
_____ Beef Tenderloin Salad
_____ Roasted Tomato Vegetable Ratatouille

Sponsorship \$500 **for Paralegal Day/IPA's Anniversary Lunch Sponsorship**
 \$200 for Early Morning Beverage Break Sponsorship
 \$300 for Morning Break Sponsorship
 \$300 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 _____

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 _____