



**KTLA Annual Meeting & CLE Seminar
Sponsorship & Exhibiting Opportunities
Application & Contract**

I. Description of Packages

- Supporting Sponsor - \$2,000
 - Exhibit space – 6’ draped table for 2.5 days
 - “Supporting Sponsor” banner for exhibit
 - Full page ad in CLE book
 - Complimentary post conference use of mailing list
 - Event signage
 - Recognition as Supporting Sponsor in *Journal*
 - Advertising in each *Journal* issue for the year
 - Sponsors may partake of Continental breakfast and refreshment breaks
 - Tickets and introductions at the President’s Reception on Thursday evening
 - Complimentary CLE book
 - Introduction to attendees and opportunity for brief comments
- Exhibitor - \$500
 - Exhibit space – 6’ draped table for 2.5 days
 - Complimentary CLE book
 - Event signage
 - Vendor representatives may partake of Continental breakfast and refreshment breaks
 - Tickets to the President’s Reception on Thursday evening
 - Recognition as Exhibitor in *Journal*
- Awards Dinner Sponsor
 - For special or exclusive opportunities to host the Awards Dinner on Friday evening, please contact us

II. Company Name & Contact Information

Company Name	
Mailing Address	
City, State & Zip	
Contact Name (communications):	
Contact Name (at event):	
Phone:	Fax:
Email Address:	
Company Description:	

III. Vendor Marketing & Sponsorship Packages

<i>Annual Meeting Supporting Sponsor</i>	<i>December 7-9, 2017</i>	<i>\$2,000</i>	
<i>Annual Meeting Exhibitor</i>	<i>December 7-9, 2017</i>	<i>\$500</i>	
<i>Annual Meeting Awards Dinner Sponsor</i>	<i>December 8, 2017</i>	<i>tbd</i>	

IV. Payment & Due Dates

Commitment Dates:
Annual Meeting – Contract and Payment needed by <i>OCTOBER 31, 2017</i>
(This ensures recognition in the November and January <i>Journals</i>)
Total Amount Due:
Checks payable to <i>THE LEGACY OF JUSTICE FOUNDATION</i>
Card: <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
Credit Card Number:
Expiration Date:
Cardholder's Name:
Authorized Signature:

V. Terms & Conditions

- Full payment must accompany this Contract. Contract is not binding until full payment is received. No refunds or cancellations within ten business days of the meeting.
- Installation and dismantling of exhibits, including arrangements for shipping and handling, are the sole responsibility of the Sponsor/Exhibitor.
- Every effort will be made to keep programs on schedule; however, KTLA cannot be held responsible for modifications to scheduled participant breaks.
- Liability: The Sponsor/Exhibitor, on signing this contract, expressly releases KTLA and its members and representatives from any and all claims of injury, loss or damage that may occur to the Sponsor/Exhibitor, the Sponsor/Exhibitor's employees, or the Sponsor/Exhibitor's property from any cause whatsoever. The Sponsor/Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Sponsor/Exhibitor's displays, equipment, and other property brought upon the premises of the venue, and shall indemnify and hold harmless the event venue and any other authorized representative, agent, or employee of the foregoing of any and all losses, damages, and claims.
- All matters and questions not covered by these policies are the subject of discretion of the Executive Director.
- Please direct any questions or concerns to KTLA staff, 719 SW Van Buren, Ste 222, Topeka, KS 66603. Email: dpedersen@ktla.org. Phone: 785-232-7756. Fax: 785-232-7730.

VI. Vendor Agreement

I am an authorized representative for this company with full power and authority to sign this application and contract for exhibit space. Additionally, I have read and agree to abide by the Expo Rules and Regulations established by KTLA.

Print Name:	Title:
Signature & Date:	

PLEASE FAX OR MAIL YOUR COMPLETED VENDOR APPLICATION & CONTRACT AND PAYMENT TO KTLA AT 785.232.7730 OR 719 SW VAN BUREN, SUITE 222, TOPEKA, KS 66603.