



# ILLINOIS PARALEGAL ASSOCIATION

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September 19, 2017

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Fall Education Conference on November 1, 2017, at The Palmer House Hilton, located at 17 East Monroe Street, 3<sup>rd</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 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. for just the Education Conference; 8:00 a.m. to 7:00 p.m. if you are also staying for the Evening Festivities. Exhibitors can leave their booths to take breaks, to eat lunch, or to network during the Evening Festivities. 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 the morning or afternoon break;
- Sponsor the Paralegal Day/45<sup>th</sup> Anniversary Lunch;
- Sponsor the Evening Festivities.

Preferred exhibit space will be assigned based on whether you will be staying for and exhibiting during the Evening Festivities, as well as whether you are sponsoring the Evening Festivities. Sponsors of the Evening Festivities will have the opportunity to move their exhibit booth to be located next to the bar and appetizers.

If you are interested in participating in our conference, please let us know as soon as possible. **Break, Lunch, and Evening Festivities 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 1, 2017**

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**EXHIBIT INFORMATION**

**Exhibit Schedule**

Wednesday, November 1

**Set-Up**

7:30 a.m. – 8:00 a.m.

**Exhibits Open**

8:00 a.m. – 4:00/7:00 p.m.

**Confirming Space:** To confirm exhibit space for the 2017 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 and the Evening Festivities are 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.

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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	\$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 18, 2017***  
***(email black & white jpg ad per above size specifications to IPA @ipaonline.org)***

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**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 18, 2017.*

• Optional Sponsorship

Sponsor the morning break, afternoon break, the **Paralegal Day/IPA's Anniversary Luncheon**, and/or the **Evening Festivities**

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Exhibit Space       \$425 for Sustaining Members  
                          \$550 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

Lunch Tickets         \_\_\_\_\_ lunch tickets at \$40.00 each  
Please indicate your lunch choice(s) and how many of each you would like to order:  
                         \_\_\_\_\_ Stuffed Free-Range Chicken Breast      \_\_\_\_\_ Vegetarian Rigatoni Primavera

Evening Festivities Tickets     \_\_\_\_\_ tickets at \$15.00 each which includes one drink ticket and light appetizers

Sponsorship           \$500 **for Paralegal Day/IPA's Anniversary Lunch Sponsorship**  
                          \$500 **for Evening Festivities 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](mailto: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 \_\_\_\_\_



## The UPS Store 5905

17 East Monroe St. Chicago, IL 60603  
Phone (312)917-1705 Fax (312) 917-1707  
[Store5905@theupsstore.com](mailto:Store5905@theupsstore.com)

Groups/Exhibitors,

Please reference the following information regarding having materials shipped to and from the Palmer House Hilton.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company  
Conference/Group Name  
17 E Monroe St  
Chicago, IL 60603

**Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:**

<b>Package Handling Fees</b>	
<b>Inbound and Outbound Charges</b>	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing per request. Please visit The UPS Store Business Center by the Wabash Street entrance to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions  
Operating Hours: Monday-Friday 6am-9pm & Saturday-Sunday 8am-4pm