



ILLINOIS PARALEGAL ASSOCIATION

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

Phone 815/630-3535

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March 11, 2020

Dear Colleague:

The Illinois Paralegal Association (IPA) is holding its annual Spring Education Conference on May 14, 2020, at Roosevelt University, located at 430 South Michigan Avenue, 2nd 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 asked to stay during the entire time that the exhibit area is open, which is from 8:00 a.m. to 3:15 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
May 14, 2020

EXHIBIT INFORMATION

Exhibit Schedule

Thursday, May 14

Set-Up

7:30 a.m. – 8:00 a.m.

Exhibits Open

8:00 a.m. – 3:15 p.m.

Confirming Space: To confirm exhibit space for the 2020 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, please bring your own extension cord for the day.**

Shipping: Shipping information will be provided in a follow up email to all exhibitors.

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: May 1st
(email black & white pdf ad per above size specifications to IPA@ipaonline.org)

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Spring Education Conference
May 14, 2020

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 May 1st, 2020.

- Optional Sponsorship

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

Exhibit Space	<input type="checkbox"/> \$300 for Sustaining Members
	<input type="checkbox"/> \$500 for Nonmembers (consider joining the IPA now for \$175, which affords you membership through December 2020)
Electricity	<input type="checkbox"/> n/c for electricity (you must provide your own extension cord)
Advertising	<input type="checkbox"/> \$275 for full page ad
	<input type="checkbox"/> \$200 for half page ad
	<input type="checkbox"/> \$150 for quarter page ad
Lunch Tickets	<input type="checkbox"/> _____ buffet lunch tickets at 25.00 each
Sponsorship	<input type="checkbox"/> \$200 for Early Morning Break Sponsorship
	<input type="checkbox"/> \$200 for Morning Break Sponsorship
	<input type="checkbox"/> \$400 for Lunch Sponsorship
	<input type="checkbox"/> \$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 _____