

ISBA'S SOLO & SMALL FIRM CONFERENCE—2022



Exhibitor &
Sponsorship
Opportunities



**ILLINOIS STATE
BAR ASSOCIATION**

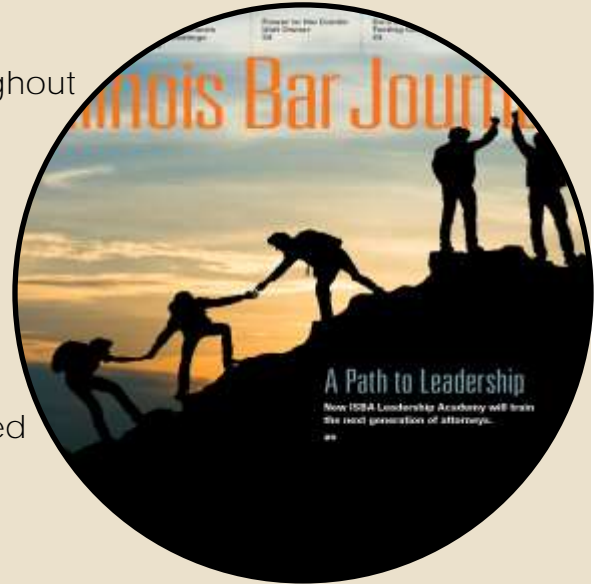
September 29—30, 2022
Wyndham Springfield City Centre
700 E Adams St .
Springfield, IL

www.isba.org/ssf

Marketing

This event will be marketed to all ISBA members throughout the State of Illinois leading up to the event.

- Advertising in the *Illinois Bar Journal* magazine (circulation 25,000)
- Email advertising campaigns to ISBA members
- Prominent information on ISBA website
- Ads and promotions in other ISBA emailed newsletters
- Direct Mail



Special events in the Exhibit Hall

- Scheduled breaks with exhibitors
- Evening reception on Thursday
- Afternoon refreshments on Thursday
- Morning and afternoon refreshments on Thursday and Friday
- Buffet lunch on Friday with attendees

Why exhibit?

- This is the only Solo & Small Firm Conference this ISBA fiscal year. If your target is solo or small firm attorneys this is a great opportunity for face-to-face meetings.
- Perfect place to showcase your companies products and services.
- Special attractions to maximize traffic flow in the exhibit area.
- Sponsorship opportunities to increase your exposure.
- Your competition will be there!



SPONSORSHIP OPPORTUNITIES

ISBA's Solo & Small Firm Conference will be the only Solo & Small Firm Conference we will have in 2022. It will be a two day event with the exhibit hall open from 11:30 a.m.—7:30 p.m. Thursday, September 29, and 8:00 a.m.—2:35 p.m. Friday, September 30. This is an excellent opportunity to meet solo & small firm attorneys from around the state of Illinois. There are several sponsorship opportunities available to keep your company name in front of our attendees at this event and beyond, as well as exhibit space.

SPONSORSHIPS

\$10,000 DIAMOND SPONSOR

(Lunch and Featured Speaker Sponsor or Evening Reception Sponsor)

- ◆ Two minutes podium time
- ◆ Choice of exhibit space
- ◆ Company name on Solo & Small Firm web page
- ◆ Company name on promotional materials
- ◆ Complimentary full page ad in the *Illinois Bar Journal*
- ◆ Event sponsor signage at the conference
- ◆ Insert in conference bag
- ◆ Mailing list of all ISBA members for a one-time use

\$5,000 PLATINUM SPONSOR

- ◆ Premium exhibit space
- ◆ Company name on Solo & Small Firm web page
- ◆ Company name on promotional materials
- ◆ Complimentary full page ad in the *Illinois Bar Journal*
- ◆ Event sponsor signage at the conference
- ◆ Insert in conference bag
- ◆ Mailing list of all ISBA members for a one-time use

\$3,000 GOLD SPONSOR

- ◆ Premium exhibit space
- ◆ Company name on Solo & Small Firm web page
- ◆ Company name on promotional materials
- ◆ Complimentary half page ad in the *Illinois Bar Journal*
- ◆ Event sponsor signage at the conference

\$1,500 SILVER SPONSOR

- ◆ Exhibit space
- ◆ Company name on Solo & Small Firm web page
- ◆ Event sponsor signage at the conference

ADDITIONAL OPPORTUNITIES

Flash Drive Sponsor.....\$2,000
Company logo on flash drive for all attendees

Tote Bag Sponsor.....\$1,500
Company name & logo on attendee tote bags

Break With Exhibitors Thursday 2:50 pm.....\$1,000
Signage at event

Break With Exhibitors Friday 9:35 am.....\$1,000
Signage at event

Break With Exhibitors Friday 2:05 pm.....\$1,000
Signage at event

Professional Photographer Sponsor for headshots.....\$1,000
Signage at event

Exhibit Space.....\$700
Lunch for 1 included

Note Pad Sponsor.....\$500
Company logo at bottom of pad— used by all attendees

Charging Station Sponsor.....\$500
Company name and logo next to charging station

Tote Bag Insert.....\$200
Flyer, pen or promotional item inserted into tote bags

List of Attendees.....\$100
Attendee addresses only—no email addresses
Emailed 2 weeks before and 2 weeks after event

2022 ISBA's Solo & Small Firm Conference

Sponsorship and Exhibit Space Application

Company Name: _____
(As you would like it to appear on promotional materials)

Address: _____

City, State, Zip: _____

Contact Person/Title: _____

Phone: _____ Email: _____

- SPONSORSHIP OPPORTUNITIES -

- \$10,000 Diamond Sponsor (Circle event to sponsor)
Evening reception sponsor—or—Lunch and featured speaker sponsor
- \$5,000 Platinum Sponsor \$3,000 Gold Sponsor \$1,500 Silver Sponsor
- \$2,000 Flash Drive Sponsor \$1,500 Tote Bag Sponsor \$1,000 Photographer Sponsor
- ~~\$500 Charging Station Sponsor~~ \$200 Tote Bag Insert \$100 List of Attendees
- \$1,000 Break with Exhibitors Thursday—2:50 p.m. *(Limited to 2 sponsors)*
- \$1,000 Break with Exhibitors Friday—9:35 a.m. *(Limited to 2 sponsors)*
- \$1,000 Break with Exhibitors Friday—2:05 p.m. *(Limited to 2 sponsors)*
- \$700 Exhibit Space *(lunch for 1 included)*

Advance payment required.

You will receive an invoice after we receive this application.

SEND COMPLETED APPLICATION TO:

Illinois State Bar Association
Attn: Nancy Vonnahmen
424 South Second Street
Springfield, IL 62701

Or email to: nvonnahmen@isba.org

Wyndham Springfield City Centre

Located in the heart of downtown Springfield, and within walking distance of the Abraham Lincoln Presidential Library and Museum, Lincoln's Home National Historic Site and the Lincoln Depot. There is an indoor pool and a fitness center. There are two restaurants located within the hotel and a host of other restaurants within easy walking distance.



Wyndham Springfield City Centre Information

700 East Adams Street
Springfield, IL 62701
Reservations: 855-251-8598
Free Wi-Fi internet
24-hour business center

Deadlines

Exhibit Booths and Sponsorships: August 30, 2022, or until sold out

Exhibit Hall Hours

Thursday, September 29, 2022—11:30 a.m.—7:30 p.m.

Friday, September 30, 2022—8:00 a.m.—2:35 p.m.

Installation & Dismantling of Exhibits

Installation: Thursday, September 29, 2022—10:00 a.m.—11:30 a.m.

Dismantling: Friday, September 30, 2022—2:35 p.m.—5:00 p.m.

Door Prizes

The ISBA will give away door prizes during the Solo & Small Firm Conference. Exhibitors and sponsors are also encouraged to donate door prizes. The more door prizes, the more excitement, and this leads to more attendees in the exhibit hall!



ILLINOIS STATE BAR ASSOCIATION

EXHIBITOR TERMS AND CONDITIONS

These Terms and Conditions together with the signed and accepted Application for Exhibit Space constitute a binding Agreement between Exhibitor and the Illinois State Bar Association (ISBA). The Agreement may not be assigned or transferred by the Exhibitor. Any issues not specifically addressed by these Terms and Conditions will be resolved at the sole discretion of ISBA.

SPACE SERVICES – Standard exhibit equipment will be provided as follows: one 6' skirted table; two chairs; one 110 volt-20 amp electrical outlet, and name badges.

Upon receipt of the completed Application, payment, and ISBA acceptance, confirmation will be sent to Exhibitor. All other requirements and arrangements must be made by the Exhibitor, at the Exhibitor's expense. Additional equipment required by the Exhibitor will be charged at the prevailing Hotel rate.

PAYMENT FOR SPACE-CANCELLATION FEE – Full payment for exhibit space must be made with the Application. One-half of the full payment will be refunded if the exhibit space is canceled more than 3 weeks in advance of the conference date appearing on the Application. No refund will be made for space cancellations made less than 3 weeks prior to the conference date.

SHIPPING – Materials may be shipped to venue. There may be a fee to receive your boxes. This cost will be an extra charge to you. Please contact the hotel/conference center for cost and shipping information.

INSTALLATION – *Installation/set up may be started at 10:00 a.m., 9/29/22 and must be completed no later than 11:30 a.m. that same day. Any space not claimed and occupied before 10:30 a.m. may be reassigned to another exhibitor at the ISBA's discretion.*

ISBA assumes no responsibility for Exhibitor goods or materials. It is suggested that the Exhibitor carry insurance covering loss or damage to the exhibitor's materials.

SPACE RESTRICTIONS – No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without prior approval by ISBA. No exhibitor is permitted to show goods other than those manufactured or marketed by it in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits. Nothing shall be displayed beyond the assigned exhibit space or the exhibit hours.

NOISE-MAKING EXHIBITS – Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations do not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure ISBA's approval of operating methods before the exhibit opens. Noise must be kept to a minimum during education programs or assemblies.

DISMANTLING – *The Exhibitor expressly agrees not to dismantle its exhibit or do any packing before the final closing hour of the exhibit, which is 2:35 p.m. 9/30/22. Goods must be removed from the exhibit hall by 5:00 p.m. that same day.*

LIABILITY – ISBA shall not be liable for any delay or failure in performance under this Agreement beyond its reasonable control including acts of the Hotel and or its agents or employees, acts of God, fires, floods, strikes, terrorism, work stoppages, breakdown of equipment, government action, or internet or website downtime.

The ISBA and its directors, officers, agents, employees, and volunteers are not responsible for any injury, loss, theft or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Upon acceptance of the Application, the Exhibitor expressly releases the ISBA from any and all claims for such loss, damage, theft or injury.

Exhibitor agrees to indemnify and hold ISBA and its directors, officers, agents, employees, and volunteers harmless from and against any and all costs (including reasonable attorney fees), losses, damages, liability, claims and causes of action in any way resulting from acts or omissions of exhibitor in connection with or in any way related to the exhibition.

CIRCULARS AND SOLICITATION – All exhibits and related sales activities must be confined to the limits of the space reserved in the exhibit area. Any Exhibitor whose exhibit or sales activities are conducted outside of the exhibit hall consents and agrees to pay the ISBA an additional \$200. Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

FIRE PROTECTION – All Exhibitor decorations must be flame-proofed. Electrical wiring must conform to the hotel/convention center rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, ISBA reserves its right to cancel all or such part of the exhibit.

RESTRICTIONS ON EXHIBITS – Notwithstanding anything to the contrary in this Agreement, the ISBA reserves the right to restrict, reject, cancel, prohibit, or dismantle any exhibit at any time for any reason (including but not limited to the ISBA's belief that: the exhibit conflicts with ISBA policy, objectives, or image; competes with ISBA products or services; detracts from the general good character of the event; or is otherwise objectionable). ISBA further reserves the right to move an Exhibitor to another table if its display in any way obstructs other exhibit tables. If the ISBA undertakes any action under this paragraph, Exhibitor agrees that it shall not hold, nor seek to hold, the ISBA liable for any expense associated with the action.

CARE OF BUILDING AND EQUIPMENT – Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the space, or the equipment of the space. When such damage appears, the exhibitor is liable to the Hotel.

GOVERNING LAW – This Agreement is governed by the laws of the State of Illinois without regard to its conflict of laws rules or principles.