

A Newton's cradle with five silver spheres hanging from thin wires. The spheres are arranged in a row, and the one on the far right is in motion, having just struck or about to strike the others.

MOMENTUM

Solutions to Move Your Practice Forward

ISBA Solo & Small Firm Practice Institutes

- 10.27.17 – ISBA Chicago Regional Office, Chicago, IL
- 3.16.18 – Bloomington, IL
- 6.1.18 – Naperville, IL

ISBA.ORG/SOLOINSTITUTE



ILLINOIS STATE
BAR ASSOCIATION

ILLINOIS STATE BAR ASSOCIATION

SOLO & SMALL FIRM PRACTICE INSTITUTES

Join us as an exhibitor or sponsor at the 2017-18 Solo and Small Firm Practice Institutes for an opportunity to showcase your company's products and services to ISBA members.



October 27, 2017
ISBA Chicago Regional Office
20 S Clark Street, Suite 900
Chicago, IL 60603

The Chicago Regional Office of the ISBA is located in the heart of the Chicago Loop. With recently redesigned meeting spaces it is a great location for more intimate gatherings. There is parking nearby and a variety of hotels within walking distance.



March 16, 2018
Holiday Inn & Suites
3202 East Empire Street
Bloomington, IL 61704

Conveniently located near the Central Illinois Regional Airport, the Holiday Inn Hotel & Suites has just completed a multimillion dollar renovation. The hotel offers free parking and a complimentary shuttle service.



June 1, 2018
NIU Naperville Meeting and Conference Center
1120 E Diehl Road
Naperville, IL 60563

NIU Naperville is conveniently located less than one mile from I-88 and Naperville Blvd., and is under 30 miles from O'Hare and Midway International Airport. There are also plenty of hotels in the area that offer complimentary shuttle service.



Nancy Vonnahmen | Advertising Sales Coordinator
Phone: 217-747-1437 Fax: 217-525-9063 Email: nvonnahmen@isba.org

Raise your company profile by sponsoring an event at the ISBA Solo & Small Firm Practice Institutes



Sponsorship Opportunities

Dates & Locations of Programs (Write amount in box for each event you would like to sponsor)	10.27.17 Chicago	3.16.18 Bloomington	6.1.18 Naperville
Continental Breakfast & Morning Refreshment Exhibitor Break - \$600 each* (non-exclusive)			
Afternoon Refreshment Exhibitor Break with Beer/Wine - \$600 each* (non-exclusive)			
Luncheon - \$1,000 each* (up to 3 sponsors per location)			
Featured Speaker - \$1,500* each (exclusive)			
Total Amount Per Program Date:			

* Sponsor two programs and receive a 5% discount off the sponsor rate. Sponsor three program and receive a 10% discount off the sponsor rate.

Grand Total Sponsorship Amount: _____

Continental Breakfast & Morning Refreshment Exhibitor Break sponsors, and Afternoon Refreshment Exhibitor Break with Beer/Wine sponsors will receive the following benefits:

- Logo and listing on promotional materials
- Prominent signage at the program site and event location
- Logo and website link on the program website
- Complimentary exhibit table in exhibit hall
- Lunch for one

Luncheon sponsors will receive all of the above plus:

- Two minutes of podium time* during the luncheon
- An electronic file with complete mailing addresses for the Solo & Small Firm Practice Institute event attendees at the event sponsored, for a one time use

Featured Speaker sponsors will receive all of the above plus:

- The opportunity to introduce the speaker
- Two minutes of podium time* prior to the featured speaker session
- An electronic file with complete mailing addresses for the Solo & Small Firm Practice Institute event attendees at the event sponsored, for a one time use

*The availability of Podium Time is conditioned upon ISBA's sole discretion at the time of the program and it reserves the right to reject any proposed speaker. During Podium Time, a sponsor may identify itself as a sponsor, reference its exhibit space location (if applicable), its general support for the ISBA program, and provide general contact information or a web address. A sponsor may not reference product or service price information, including indications of value or savings, or make comparative or qualitative statements, including any inducement to purchase or use the sponsor's products. The sponsor may not express or imply that the ISBA recommends or endorses any of the sponsor's products or services.



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Exhibitor Opportunities

You may exhibit at one, two, three or all of the Solo & Small Firm Practice Institutes (SSFPI).

One SSFPI exhibit fee: **\$400**

Two SSFPI exhibit fees: **\$350 per event**

Three SSFPI exhibit fees: **\$300 per event**

Yes, I would like an exhibit table for the following event(s):

Exhibit Hall Game Contribution*

October 27, 2017 – Chicago, IL _____

March 16, 2018 – Bloomington, IL _____

June 1, 2018 – Naperville, IL _____

Additional lunch tickets (*one included free with exhibit space*) **\$40 each:** _____ x \$40 = _____

Total for exhibit space at SSFPI event(s): \$ _____

*Exhibit Hall Games

There will be games with prizes at each of the SSFPI events for attendees to play. Exhibitors or sponsors that contribute a prize will receive recognition on the game card, signage announcing the prizes and subsequent winners, and acknowledgement as prizes are awarded at the end of the event. Although you do not have to contribute a prize, it is a great way to encourage attendees to meet with exhibitors, as well as keep your company name in front of them.

Payment Information

MasterCard Visa American Express Discover

Card # _____ Exp. Date: _____

Cardholder Name (*please print*) _____

Cardholder Signature _____

Checks made payable to Illinois State Bar Association are also accepted.

Company Name _____

(*As you would like it to appear on promotional materials.*)

Address: _____

City, State, Zip: _____

Company Contact: _____

Title: _____

Phone: _____ E-mail: _____

Forward Completed Application with payment to:



Illinois State Bar Association
Attn: Nancy Vonnahmen
424 South Second Street, Springfield, IL 62701
nvonnahmen@isba.org or Fax: 217-525-9063

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 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 7:00 a.m., and must be completed no later than 8:00 a.m. that same day. Any space not claimed and occupied before 8:00 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 does 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 4:15 p.m. 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 venue 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 venue 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 venue.

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