



## *2018 Annual Seminar*

*Friday, October 5, 2018*

*Hilton at Carillon Park  
St. Petersburg, Florida*



## *Exhibitor/Sponsor Prospectus*

Tampa Bay Paralegal Association, Inc.  
PO Box 2840 · Tampa, Florida 33601  
[www.tbpa.org](http://www.tbpa.org) email: [seminar@tbpa.org](mailto:seminar@tbpa.org)

# 2018 TBPA Annual Seminar

## TBPA Seminar Sponsorships & Advertising Opportunities

Let us help you reach our members and seminar attendees with sponsorships and advertising. Your company will be visible to attendees at the TBPA 2018 Annual Seminar, generating increased booth traffic and creating excitement for your products and services. All sponsors will be recognized in Seminar related publications such as on-site programs, signage, and the TBPA website.

### Gold Sponsorships (6 available) ..... \$1000.00 \*<sub>1</sub>

\*<sub>1</sub>\$800 if registered by 5/11/18 or \$900 if registered by 7/31/18

The Gold Sponsorship level provides the most marketing opportunity with full publicity advantage of your support which will be promoted in the seminar announcement (circulation to over 1000 paralegals in central Florida area), pre-seminar publicity in email messages, seminar brochure, on website and on-site seminar material, including full page color advertising in seminar notebook. In addition, sponsorship will include a URL Link on TBPA's email news blast. Sign up by May 11, 2018 to be included in "initial" seminar publications (i.e., Save the Date Postcard). Sponsorship includes Exhibitor Booth and listed benefits.

### Silver Sponsorships (4 available)..... \$800.00\*<sub>2</sub>

\*<sub>2</sub>\$700 if registered by 5/11/18 or \$750 if registered by 7/31/18

The Silver Sponsorships are for the recognition of the reception/refreshment events which will include special signage with your company's name beside the reception/refreshment tables, recognition on website, and in seminar notebook. Sponsorship includes Exhibitor Booth and listed benefits.

### Bronze Support Sponsorships.....\$200.00

Sponsorship available if your company is unable to attend as an exhibitor, however, you desire to support the paralegal profession and seminar. TBPA will display sponsorship on-site at seminar, plus on website and in seminar notebook.

### Door Prize Item(s)

Contact the Seminar Chair by September 17, 2018 for inclusion of door prize donation announcement in the Seminar materials and for participation in Door Prize Drawing presentation. Door Prizes will be published with your name as the sponsor in the seminar notebook (if information provided by deadline). Drawings for door prizes will be presented as a single event during the general session during the final afternoon break (or at another designated time as determined by TBPA). This way of handling the drawings has proven highly popular with attendees and offers sponsors of door prizes more promotion. Value of a donated Door Prize \$25 to \$100 please, with a limit of 2 Door Prizes per Sponsor/Exhibitor.

### Advertising Copy Requirements & Deadlines

- All ads must be submitted camera-ready, correct size, and ready for publication. All ads must be gray-scale (or approved color), and saved as high-resolution .gif, .jpeg, .pdf & artwork "flattened." It is imperative that the file and all imbedded images be at least 300dpi or higher and the correct dimensions.
- We require that we receive the ad electronically.
- The program ads are printed in seminar notebook in black & white (except for Gold Sponsorships).
- The closing date for ads is September 17, 2018.
- All registration and sponsorship advertising must be paid in full at the time the space is reserved. Spaces are limited and are reserved upon receipt of registration with payment.

## TBPA Seminar Exhibitors

### Exhibitor Booth:.....\$500.00\*<sub>3</sub>

\*<sub>3</sub>\$300 if registered by 5/11/18 or \$400 if registered by 7/31/18.

#### The exhibit booth price includes:

- 2 exhibitor attendees (additional attendee's at \$50 each)
- 8' x 10' exhibit space (size approximate) with 6' draped table
- Company listing in the official Seminar Notebook
- Recognition on Exhibitor/Sponsor Display Board
- Recognition on TBPA website
- Continental Breakfast & Lunch for 2
- Opportunity to present a door prize (further information above)
- Opportunity to present items for inclusion in seminar totes
- Attendee list of names and contact information

### Exhibitor – Set-up Schedule:

Thursday, October 4, 2018 -- 7:00pm - 8:00pm\*<sub>4</sub>

\*<sub>4</sub>subject to facility availability (will inform the week of event)

### 2018 Annual Seminar Exhibitor Hall Hours:

Friday, October 5, 2018 -- 7:30am – 3:30pm "

'NO' Exhibitor breakdown before 3:30pm (No exceptions!)

- **Booth space is limited to the first 18 exhibitors to sign up!**
- Reserve early to receive discounted rate and ensure availability!
- Grand Prize Exhibit Hall Challenge provides excellent visibility.

### Seminar Prize Donations:

Prize and product donations for the Seminar are welcome! To make a donation, check the appropriate box on the registration page and a committee member will contact you.

Booth Space is assigned on a first come first served basis. TBPA will make every effort to assign the requested booth space, but reserves the right to assign other than the requested space and to rearrange the floor plan and/or relocate exhibits if necessary. Exhibitor Fee does not include electricity hook-up (please bring your own electrical strip or a \$25 fee will be imposed by Hotel).

# 2018 TBPA Annual Seminar

## APPLICATION AND CONTRACT FOR SPONSORSHIP & EXHIBITOR SPACE

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_

(Correspondence will be sent to the contact person named above.)

1. **Key Contacts/Persons Attending:** \_\_\_\_\_ Lunch: Beef / Chicken / Vegetarian / Gluten Free  
\_\_\_\_\_ Lunch: Beef / Chicken / Vegetarian / Gluten Free

2. **Additional Attendees** (2 included with cost of booth, additional attendees \$50.00 each):

\_\_\_\_\_ Lunch: Beef / Chicken / Vegetarian / Gluten Free  
\_\_\_\_\_ Lunch: Beef / Chicken / Vegetarian / Gluten Free

3.  Gold Sponsorships (6 each):  \$800 by 5/11/18;  \$900 by 7/31/18;  \$1000.00 after 7/31/18  
 Silver Sponsorships (4 each):  \$700 by 5/11/18;  \$750 by 7/31/18;  \$800.00 after 7/31/18  
 Bronze Support Sponsorships:  \$200

4. **Exhibitor Booth Fees:**

Exhibitor Booth \_\_\_\_\_  \$300 by 5/11/18;  \$400 by 7/31/18;  \$500.00 after 7/31/18  
 Additional Booth Attendee Fee \_\_\_\_\_ \$50.00 (each)

5. **Door Prize & Seminar Tote "Goodie" Donations:**

Check here if you would like to donate Door Prize(s) to be presented during seminar, and any company brand product for inclusion in Seminar Totes. Details of Donation:

\_\_\_\_\_ A representative of the TBPA Annual Seminar Committee will be in touch to confirm donation.

Note: If you are only a Bronze Sponsor (and not an exhibitor), please include sponsorship fee noted above.

6. **Payment Method**

**Total Fees:** \_\_\_\_\_

Check enclosed (payable to Tampa Bay Paralegal Association)

Paid online at [www.tbpa.org](http://www.tbpa.org) (Online Transaction# \_\_\_\_\_)

Charge my credit card (see below):

Card # \_\_\_\_\_ ( Visa; \_\_ MasterCard; \_\_ Discover; \_\_ Amex)

Address associated with Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Card Zip Code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

**Signature:** \_\_\_\_\_

By signing above, you agree to the terms and conditions stated in this Exhibitor/Sponsor Prospectus Application & Contract.

(Please send a scanned copy of this application/contract to [seminar@tbpa.org](mailto:seminar@tbpa.org) & mail original with check or payment confirmation)

Questions may be addressed to the TBPA Seminar Chair via [seminar@tbpa.org](mailto:seminar@tbpa.org).

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PO Box 2840 · Tampa, Florida 33601  
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## 2018 TBPA Annual Seminar Contract Additional Terms & Conditions

1. **EXHIBIT HOURS / SET-UP**– Tampa Bay Paralegal Association, Inc. (“Management”) shall determine and publicize the exhibit hours the exhibit hall will be open to Seminar participants during the Seminar. SPONSORS AND EXHIBITORS may begin setting up their Exhibits at 7:00 p.m. on Thursday, October 4, 2018.

**NOTE 1: ALL EXHIBITS MUST BE SET-UP NO LATER THAN 7:30 A.M. ON FRIDAY, OCTOBER 5, 2018. NOTE 2: EXHIBITS MAY NOT BE DISMANTLED BEFORE 3:30 PM AND MUST BE OUT OF THE EXHIBITOR HALL AREA NO LATER THAN 5:00 PM OCTOBER 5, 2018.**

2. **EXHIBIT SPACE** - Each 8 foot by 10 foot exhibit space is with 6’ draped table, and 2 chairs. For any additional exhibit needs, i.e., electricity, drayage, etc., contact the Management Seminar Chair.

### 3. RULES FOR USE OF DISPLAY SPACE -

a) No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet above the floor along the rear of an exhibit. A piece of equipment or a product that is an integral part of the display, but not part of the booth, may extend above the back wall, as approved by Management.

b) The exhibitor is entirely responsible for the space rented by him/her and shall not injure, mar, or deface the premises. The exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Exhibit Hall area. Furthermore, exhibitors shall not affix to the walls or windows of the Exhibit Hall exhibit area exhibit site advertisements, signs, etc., or use “Scotch” tape, masking, duct, or any other adhesive-type material on painted surfaces. The exhibitor agrees to reimburse the Management and/or The Hilton at Carillon Park Hotel for any loss or damage occurring to the premises or equipment.

c) The aisles, passageways, and overhead spaces remain under the control of the Management, and no signs, decorations, banners, advertising matter, or exhibits will be permitted in those areas except by written permission of the Management.

d) Exhibits and their personnel must remain within the confines of their own space(s). No exhibitor will be permitted to erect signs or display products obstructing the view, occasion injury, or disadvantageously affect the display of other exhibitors. Exhibitors are required to have their space neat and orderly at all times.

e) The space contracted for is to be used by the exhibitor whose name appears on the contract and no portion can be sublet or assigned. The exhibitor shall forfeit his/her right to the space, all prepaid rentals, and upon demand pay any rent balance owing to Management if he/she fails to occupy or use his pace to have his/her exhibit completed and in place by the opening of the show.

4. **ALCOHOLIC BEVERAGES** - Exhibitors and their employees, agents and guests shall not consume any alcoholic beverages except in designated areas. Violation shall be grounds for removing exhibitor and his/her exhibit from the show without refund.

5. **RESTRICTIONS** - The Management reserves the right to restrict or remove exhibits, without refund, that have been falsely entered, that are deemed by the Management as unsuitable or objectionable or, that have not met agreed upon dates. This restriction applies to, but is not limited to, noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything or character that might be objectionable to the show or the Management.

6. **ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND FIRE MARSHALL INSTRUCTIONS. FOR INFORMATION, CONTACT THE APPLICABLE OFFICE.**

### 7. MISCELLANEOUS TERMS AND CONDITIONS -

a) **Cancellation of Contract** - If this agreement is cancelled by exhibitor for any reason, or by Management because of exhibitor’s default or violation of this agreement, monies paid to Management by exhibitor shall be retained as follows: If cancellation occurs within 60 days of the event, the entire exhibitor fee (and any sponsorship fee) paid to date by exhibitor shall be retained by Management. The retained rental shall be liquidated damages for the direct and indirect

sales incurred by the Management for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor’s withdrawal including re-letting the space. All cancellations must be in writing (electronic transmission is acceptable). Management reserves the right to cancel this event at any time for any unforeseeable circumstances.

b) **Rights of Management in the Event Show is Not Held** - Management shall not be liable for any damages or expense incurred by exhibitor in the event the show is delayed, interrupted or not held as scheduled, and, if for any reason beyond the control of the Management the show is not held, Management may retain so much of the amount paid by exhibitor as is necessary to defray expenses already incurred by the Management.

c) **Security of Rental** - Failure of exhibitor to pay rental as specified herein shall entitle Management to take possession of all merchandise, materials, and exhibit displayed by exhibitor and to retain the same as security for such unpaid rental. Management shall have the right to dispose of same without notice to exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by management in payment of expense incurred in disposing of any property and in payment of unpaid rental and any excess shall be distributed to exhibitor.

d) **Indemnification** - The exhibitor, hereinafter lessee, shall indemnify TBPA, its event management, and The Hilton at Carillon Park Hotel where the Exhibit Show is held and hold them harmless from any and all claims, actions, suits, and proceedings, costs, expenses, damages and liabilities, including attorney’s fees arising out of or connected with or resulting from the activities of the exhibitor, including without limitation the manufacture, selection, delivery, possession, use, operation, display, sale or return thereof. Without limiting the generality of the preceding sentence, the lessee expressly and unequivocally agrees to indemnify and hold them harmless from any and all claims, actions, suits, proceedings, costs, expense, damages and liabilities, including attorney’s fees arising out of or relating to any alleged negligent acts of TBPA or the facility in which the Exhibit Show is held, or any claim of negligent acts or arising out of or related to any strict liability in tort or any claim of strict liability in tort, imposed upon the lessor for allowing the lessee to place on display and food items or product having any defect or claiming to have any defect, it being agreed that the lessee shall inspect all food stuffs and products or related items and remedy any defect whatsoever. Lessee expressly and unequivocally agrees to be held responsible for any and all negligent acts of TBPA or the facility in which the Exhibit Show is held in failing to discover and remedy any and all defects and for strict liability in tort imposed upon TBPA for allowing the exhibitor display, sell or otherwise distribute in any way his products or food stuff or related items in a defective condition.

e) **Attorney’s Fees** - If a civil action arises between the parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney’s fees of the prevailing party as trial court may adjudge reasonable and if an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate courts shall adjudge reasonable as the prevailing party’s attorney’s fees on appeal.

f) **Licenses** - Any and all City, County, State, or Federal licenses, inspections or permits required by law of any exhibitor in the installation of or operation of his/her display shall be obtained by the exhibitor at his/her own expense prior to the opening of the show.

g) **Insurance** - The exhibitor/lessee understands that neither TBPA nor The Hilton at Carillon Park Hotel maintain insurance covering the exhibitor’s/lessee’s property and it is the sole responsibility of the exhibitor/lessee to obtain such insurance.

8. **COMPLETE AGREEMENT** - The agreement contains all terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.