



bclma

facing the future  
**together**

**2020** conference

Vancouver Convention Centre • April 16-17, 2020

# BCLMA Conference & Market Place

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**On behalf of the British Columbia Legal Management Association (BCLMA) and the 2020 Conference Advisory Committee, we invite you to join us in Vancouver on April 16-17, 2020 to support our biennial conference.**

In an age where technology often isolates, this conference will aim to provide a collaborative environment where professionals from varying areas of legal administration can come TOGETHER and expand their knowledge base. By providing a diverse group of speakers and workshops, we hope to appeal to the professional interests of all our attendees so that they leave feeling elevated, empowered and inspired.

Join us as we learn and advance by sponsoring this event and guaranteeing your company's visibility, as well as the opportunity to develop new business relationships with a vast array of legal professionals. This forum will allow you to connect with a dynamic group of decision makers (Administrators & Managers) in the BC Legal Profession. Currently, our association has **540 members** representing **180 law firms** across the province. These individuals are leaders in their law firms in the area of administration, finance, human resources, facilities and services, knowledge management, information technology, learning and development, litigation support, and marketing.

## Sponsorship Opportunities

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BCLMA greatly values the support we receive from our sponsors. The 2020 Conference Organizing Committee is offering a limited number of sponsorship opportunities. We strive to provide superior value to our sponsors and have made a conscious effort to keep costs in line with, while adjusting to, today's economy and the venue pricing.

### Market Place Details

- The Market Place and reception will take place at the **Vancouver Convention Centre East on April 16 from 4:00 - 6:00 pm**
- Market Place to take place during a pre-dinner reception\*
- ***All Market Place participants are asked to please donate a prize for the Prize Draw at the end of the reception***
- Participants are asked to set up their booth between 10:00 am and 3:00 pm. Individual company booth photos will be taken starting at 3:00 pm
- Market Place booths are 10' d x 8' w pre-set with one skirted table and two chairs at no charge
- Great exposure in a positive environment (the Vancouver Convention Centre's East building is certified BOMA GO GREEN)

### New This Year

- Expanded social media component supported by a dedicated BCLMA social media team, including:
  - interacting with & highlighting our sponsors, members and supporters on LinkedIn, Twitter, Instagram & Facebook
  - utilizing the hash tag #bclma2020

\* Market Place participants are invited to join delegates and other sponsors at the Thursday night dinner at an additional cost of \$140 per person (wine, taxes and gratuities included).

## The Basics For Platinum, Gold and Silver

- Company name, logo, and link to website, on BCLMA conference website home page and Business Partners' page
- Signage recognition as a sponsor throughout the conference
- Company name/logo on conference printed, electronic, and marketing material
- Complimentary drinks and appetizers at Market Place reception
- Acknowledgment of sponsorship, including company logo, in BCLMA newsletter and on social media
- Opportunity to distribute promotional items in delegate bag

<b>Platinum</b> 2 available – \$7,000	<b>Gold</b> 3 available – \$4,500	<b>Silver</b> 5 available – \$3,500	<b>Contributor</b> 2 available – \$1,500	<b>Participant</b> 20 booths – \$1,100
<ul style="list-style-type: none"> <li>• Verbal acknowledgment of company's sponsorship at beginning &amp; end of conference</li> <li>• Invitation for 4 to attend all sessions &amp; events!</li> <li>• Opportunity to host opening or closing plenary session, introduce the speaker, acknowledgment as session sponsor &amp; signage</li> <li>• Complimentary 1yr BCLMA Business Directory listing</li> <li>• <b>NEW</b> - Sponsor spotlight on social media</li> </ul> <p><b>Market Place* perks</b></p> <ul style="list-style-type: none"> <li>• Opportunity to co-host reception</li> <li>• Signage recognition at the booth &amp; level of sponsorship</li> <li>• 2 complimentary booths, with choice of location</li> <li>• 4 booth personnel badges</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation for 3 to attend Thursday's dinner</li> <li>• Opportunity to host Thursday's lunch, panel or dinner, acknowledgment as the event sponsor &amp; signage at entrance to event</li> <li>• Complimentary 1yr BCLMA Business Directory listing</li> <li>• <b>NEW</b> - Sponsor spotlight on social media</li> </ul> <p><b>Market Place* perks</b></p> <ul style="list-style-type: none"> <li>• 1 complimentary booth, with choice of location</li> <li>• Signage recognition at the booth &amp; level of sponsorship</li> <li>• 3 booth personnel badges</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation for 2 to attend Friday's lunch</li> <li>• Opportunity to host Friday's continental breakfast, a workshop (one of three), or lunch, incl. verbal acknowledgment as the event sponsor, &amp; signage at entrance to event indicating sponsorship</li> </ul> <p><b>Market Place* perks</b></p> <ul style="list-style-type: none"> <li>• 1 complimentary booth</li> <li>• Signage recognition at the booth &amp; level of sponsorship</li> <li>• 2 booth personnel badges</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation for 2 to attend Friday's lunch</li> <li>• Company name, logo and link to website on BCLMA conference website's home page</li> <li>• Opportunity to host one of the networking coffee breaks, signage on coffee stations to indicate sponsorship</li> <li>• Opportunity to distribute promotional items in delegate bag</li> <li>• Acknowledgment of sponsorship in BCLMA newsletter &amp; on social media</li> </ul>	<ul style="list-style-type: none"> <li>• Company name &amp; logo on conference material for delegates</li> <li>• 1 Market Place booth</li> <li>• 2 booth personnel badges</li> <li>• Complimentary drinks and appetizers at Market Place reception*</li> <li>• Opportunity to distribute promotional items in delegate bag</li> <li>• Acknowledgment of sponsorship in BCLMA newsletter &amp; on social media</li> </ul>

\* Market Place participants are invited to join delegates and other sponsors at the Thursday night dinner at an additional cost of \$140 per person (wine, taxes and gratuities included).

# Sponsorship & Market Place Registration

Sponsorship opportunities and Market Place booths are available in limited quantities on a first-come, first-served basis. BCLMA has the right to limit the number of companies providing the same service. BCLMA will acknowledge receipt of your registration and confirm your sponsorship or attendance at the Market Place by email.

All registrations must be accompanied by a non-refundable 50% deposit (plus GST) and completed forms on pages 5 and 6 in order to be validated. Cheques made out to BCLMA must be received before the registration is confirmed. The final 50% payment, plus dinner ticket payment for Market Place participants, is due **January 10, 2020**.

Marketplace or Sponsorship cancellations received prior to January 24, 2020 will receive a refund of monies paid less the 50% deposit. Regretfully, no refunds will be issued for cancellations received after January 24, 2020.

For more information contact **Jane Kennedy** at [info@bclma.org](mailto:info@bclma.org) or 604-988-1221.

<input type="checkbox"/>	Platinum Sponsor	\$7,000.00	+	\$350.00 GST	=	\$7,375.00
<input type="checkbox"/>	Gold Sponsor	\$4,500.00	+	\$225.00 GST	=	\$4,725.00
<input type="checkbox"/>	Silver Sponsor	\$3,500.00	+	\$175.00 GST	=	\$3,675.00
<input type="checkbox"/>	Contributor	\$1,500.00	+	\$75.00 GST	=	\$1,575.00
<input type="checkbox"/>	Market Place Participant	\$1,100.00	+	\$55.00 GST	=	\$1,155.00

## Company Name:

The company name printed here will be used in all printed materials

## Contact Name:

## Phone Number:

## Email of Contact Person:

## Address:

## Company Website:

## Twitter Handle:

## Instagram Handle:

## Company Description:

To be included in the Conference Directory (50 words or less)

## Dinner Ticket Order for Market Place Participants

Add on \_\_\_\_\_ dinner tickets (max 2) x \$140 each (incl. wine, gratuity, taxes).

Amount is due by January 10, 2020 with balance owing for your booth.

### Indicate Payment Method

Cheque

Visa

MasterCard

I hereby authorize BCLMA to use the below credit card to pay for the 50% deposit upon receipt of this registration form as well as the 50% balance owed, plus additional dinner tickets ordered, on January 10, 2020.

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ CVC (3 digits on back): \_\_\_\_\_

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

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

BCLMA GST # 88439-5708

Draw prizes and delegate gift items must be delivered to the BCLMA office by Thursday, April 9, 2020. Email [info@bclma.org](mailto:info@bclma.org) for delivery address.

Please complete and return forms on pages 5 and 6 with payment to:

**Jane Kennedy**

BCLMA

PO Box 75562, RPO Edgemont Village  
North Vancouver, BC V7R 4X1

604-988-1211 • [info@bclma.org](mailto:info@bclma.org)

While the BCLMA truly appreciates the generosity of all our Business Partners, we feel that any promotional gifts you provide to our Delegates during the Trade Show should be available to all of our Delegates. We highly recommend that you reserve 'client only' oriented gifts for 'client only' events. Thank you for your understanding and cooperation.