

EQUIPMENT FORM

Company Name: _____
Contact Name: _____
Contact E-mail: _____

All Trade Show Participants must complete this form and return to the TLOMA office no later than **Thursday, September 14th, 2017.**

Equipment Included

For the 2017 TLOMA Conference, each booth will be equipped with one six-foot table, two chairs, complimentary wireless internet access and a dedicated 7.5-amp power circuit with power bar to run a small electrical item (i.e. booth lights, laptop, charging your devices and running simple machines).

To assist us with our planning, please confirm your requirements for:

Table

- 6' Table
 Not Required

Chair(s)

- 1 Chair
 2 Chairs
 Not required

Additional Equipment

Please indicate below any additional requirements – at your own expense.

	Price per	Quantity	Sub Total	HST @13%	Total
Additional 6' Table(s)					
Additional chairs	comp				
Electrical Requirements:					
Dedicated 15-amp power outlet					
Dedicated 30-amp power outlet					
Dedicated 60-amp power outlet					
Additional Power Bar	comp				
Audio Visual Services:					
32" TV Monitor					

Equipment cont'd	Price per	Quantity	Sub Total	HST @13%	Total
46" TV Monitor					
Tripod Screen – 6' or 8'					
Projector					
AC cord and power bar					
Flip chart					
3D Blue Ray player					
Easel					
LCD projector					
Laptop computer – PC					
Desktop computer – MAC					
Internet:					
Wired Internet connection					
					Total \$

No additional items required.

Signature: _____

Load-In – Material Handling Form

A load-in schedule will be provided to you prior to the show.

Please check one of the following:

- Wednesday, October 25th Preferred Time: _____
- Thursday, October 26th Preferred Time: _____
- No load-in required

Booth Details and Allocation

Gold and Silver Sponsors only - please provide your choice of booth number below (see [Floor Plan in Business Partner Trade Show Manual](#) - Platinum booths are noted on the map as double booths). TLOMA reserves the right to determine the final allocation of booth space.

1 st Choice	Booth #	2 nd Choice	Booth #	3 rd Choice	Booth #	4 th Choice	Booth #

Please provide a brief description of what you will be exhibiting at your booth:

Please check one box:

- Our booth is a full pop up booth
 Our booth is a table top display

Name Badges

Please print first and last name of all attendees as it is to appear on the name badge. Name badges are required to access all events. The following number of Badges are included for each sponsorship level:

	Platinum	Gold	Silver	Trade Show Participants
Trade Show Badges	4 keys + 4	6	4	2
Wednesday Welcome Networking Event /Dinner	4 keys + 2	4	2	0
Thursday Keynote - Dennis-Moseley-Williams	4 keys + 2	4	2	0
Thursday Delegate/Business Partner Networking Reception, Dinner and Hallowe'en Party	4 keys + 2	4	2	1
Saturday Keynote - Craig Kielburger	4 keys + 2	4	2	0

Please note:

- There is a limit of two extra Trade Show Attendee tickets per booth.
- No additional tickets are available for the Wednesday Networking Event.
- There is no limit on extra Thursday Delegate / Business Partner Networking Reception/ Dinner and Hallowe'en Party tickets.

					<i>Check the box under the event to identify what event(s) the individual will be attending</i>				
	Badge Name	Title	Email Address	Phone Number	Wednesday Welcome Networking Event /Dinner	Thursday Opening Keynote Session	Thursday Delegate / Business Partner Networking Reception/ Dinner and Hallowe'en Party	Trade Show	Saturday Closing Keynote Session
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Payment Form

Item	Cost	Quantity	Subtotal	HST @ 13%	Total
Additional Opening Keynote Tickets					
Additional Closing Keynote Tickets					
Additional Trade Show Attendees (limit of two additional tickets)					
Additional Thursday Delegate / Business Partner Networking Reception/ Dinner and Hallowe'en Party					
Additional Equipment Total (from page 2)					
				TOTAL:	\$

Method of Payment

If paying by credit card, you have the following options:

- Save this document as a PDF and email your completed application to the [TLOMA office](#)
- Fax this completed application to **1 (905) 472-5115**
- Payment by cheque may be sent to the TLOMA office (address included below). To be processed, this application must be accompanied with payment.

Cheque enclosed (payable to TLOMA)

Credit Card

Visa

Amex

MasterCard

TLOMA HST #861523074

I hereby authorize TLOMA to use the above-noted credit card to payment

Card Number:		Cardholder's Name (<i>please print</i>):
Expiry Date:	Verification code: [3 digit # on the back]	Cardholder's Signature:

By mail to:

TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2