A La Carte Legal Resource Fair 2020

PROCEDURES AND FORMS



SAN DIEGO CHAPTER A Chapter of the Association of Legal Administrators

2020 A La Carte Legal Resource Fair Procedures

If you have specific questions regarding the Legal Resource Fair, please contact Past President and LRF coordinator Linda Quindt at lquindt@ftblaw.com or (858) 737-3100.

<u>Legal Resource Fair (LRF)*</u>

- Deadline for priority registration is December 13, 2019 at 4 p.m.
- The LRF will be held on February 11, 2020 at the Doubletree, Mission Valley, located at 7450 Hazard Center Drive, San Diego. The program consists of our annual Labor Law Update from 1:00 p.m. to 3:00 p.m. and an exhibit hall with food, drinks and fun from 3:00 p.m. 5:00 p.m.
- As a participant, you are welcome to attend the Labor Law Update. If you will be attending, please indicate on the registration form.
- Door prizes are permitted. In order to facilitate the drawings, we respectfully request that you limit the number of prizes to be announced to two.
- Basic set-up is included in your package. If extensive set up or elaborate staging of your table-top display or booth space is required, resulting in hotel costs, those costs will be your responsibility.
- If you require electrical and/or internet connectivity, please indicate on the registration form. The hotel will bill you directly for these services.
- A non-refundable deposit of \$300 is due when you submit your registration form **unless your sponsorship includes the LRF**. The remaining balance is due by January 4, 2020.

*The event is limited to 50 displays and priority is given to business partners with sponsorship packages. [PLEASE NOTE: In the event space is unavailable, your deposit will be returned].

Forms received without a deposit will not be considered received until receipt of deposit. Email all completed forms to lquindt@ftblaw.com.

Payment methods

Check (preferred):

ALA – San Diego Chapter c/o Janice Karr DANNIS WOLIVER KELLEY 750 B Street, Suite 2310 San Diego, CA 92101

or

Online via credit card



methods listed above.

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Legal Resource Fair Information Form

The Legal Resource Fair will be held on February 11, 2020 at the Doubletree Mission Valley, located at 7450 Hazard Center Drive, San Diego. If your sponsorship opportunity provides attendance at the Legal Resource Fair, please complete this form.

Company Name:		
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Primary Contact Name:		
Primary Contact Address:		
Primary Contact Phone:		
Primary Contact Email:		
Please reserve one:	Six-Foot Table-Top Display	\$500
Platinum and Gold sponsorships are given table placement priority. If you are a Platinum or Gold Sponsor, please indicate your table placement preference:		
*Will you require electrical? YesN	o *Internet connectivity? Yes	No
*These services will be billed separately	by the hotel.	
Will you be attending the Labor Law Upo	date?YesNo	
	r 13, 2019 to <u>lquindt@ftblaw.com</u> and send h the Wave sponsors and above) via one of t	