

A La Carte LEGAL RESOURCE FAIR Procedures and Forms

2012





2012 Legal Resource Procedures

If you have specific questions regarding the Legal Resource Fair, please feel free to contact our Legal Resource Fair Chair, Marina Field at marina.L.field@gmail.com

Legal Resource Fair (LRF) A La Carte Sponsorship*

- Deadline for priority registration is **December 16, 2011 at 5 p.m.**
- The LRF will be held on February 14, 2012, at the Mission Valley Sheraton, located at 1433 Camino Del Rio South, San Diego. The program consists of our annual Labor Law Update from 1 p.m. to 3 p.m. and an exhibit hall with food, drinks, and fun from 3 p.m. to 5 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. The remaining balance is due by January 13, 2012.
- As a participant, you are able to list your company in our Business Partner Directory. If you wish to be included, please fill out the attached form and your logo and submit it by January 13, 2012.

* 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.
Deliver all completed forms to:

Anna Rushworth
c/o Higgs Fletcher & Mack LLP
401 West "A" Street, Ste. 2600
San Diego, CA 92101

The San Diego Chapter of the Association of Legal Administrators truly appreciates your support. We recognize that our **Business Partners are a valuable resource and have a hand in our success.** We look forward to a mutually rewarding relationship.



2012 A La Carte Sponsorship:
Legal Resource Fair Information Form

The Legal Resource Fair will be held on February 14, 2012, at the Mission Valley Sheraton. Please use this form for A La Carte Sponsorship Opportunity.

Please provide the following information:

Company Name:

(As you want it to appear on event material)

Primary Contact Name:

Primary Contact Address:

Primary Contact Phone:

Primary Contact Fax:

Primary Contact Email:

Please reserve one: Six-Foot Table-Top Display \$425
 Ten-Foot Booth Space \$600

Will you require electrical and/or internet connectivity? Yes No

Will you be attending the Labor Law Update? Yes No

Deliver completed form by **December 16, 2011** with \$300 non-refundable deposit made payable to ALA - San Diego Chapter to:

Anna Rushworth
c/o Higgs Fletcher & Mack LLP
401 West "A" Street, Ste. 2600
San Diego, CA 92101

[PLEASE NOTE: In the event space is unavailable, your deposit will be returned.]

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2012 Business Partner Directory Information Form

All San Diego Chapter business partner sponsors are invited to be included in the Chapter's **2012 Business Partner Directory**. In order to be included in the directory, all information below must be received no later than **January 13, 2012**. **It is preferred that this form be included with your initial response.**

Please provide the following information:

Company Name:

(Exactly as you want it to appear in directory)

Primary Contact Name:

Primary Contact Address:

Primary Contact Phone:

Primary Contact Fax:

Primary Contact Email:

Key Services: 1)
(Select up to 3 from 2)
list on the following page) 3)

Hang Ten:
(50 Words or less about your company)

Company Logo: Please attach a printed copy of your logo to this form. Also, please email your company logo in a format which can be enlarged to Anna Rushworth at rushworth@higgslaw.com (gif or jpg files are preferred)

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2012 Business Partner Directory Products/Service Categories

(listing in 2012 Business Partner Directory)

Accounting Services
Accounts Receivable Management
Architecture
Attorney Services
Automated Client Billing
Benefits/Retirement Programs
Case Management
Coffee/Refreshment Services
Conference Calling
Copiers
Copy Services
Cost Recovery
Court Reporting
Dictating Equipment/Services
Disaster Prevention/Recovery
Docketing/Calendaring
Document Coding & Hosting
Document Management/Retrieval
E-Discovery
Employee Prescreening Assessments
Employee Job Fit Assessments
Employee Development/Coaching/ Training Assessments
E-Learning/E-Services
Facilities Management
Facsimile
File Cabinets/Systems
Financial Services/Management
Furniture
Furniture Repair
Gifts - Corporate
Health & Wellness
Hotels/Housing
Human Resources
Image/Copy Services
Insurance Related Services
Internet/Intranet/Extranet Services

Knowledge Management
Lease Financing
Legal Research
Litigation Support
Management Consulting
Marketing
Meeting/Retreat Facilities
Messenger/De livery Services
Network Administration
Office Supplies/Stationery/Forms
Offsite Storage
Offsite Transcription
Outsourcing
Placement Services - Permanent
Placement Services - Temporary
Printer/Engraver
Publications
Real Estate Services
Records Management
Recruiting/E-Cruiting
Re location Consultants
Risk Management
Temporary/Permanent Placement
Time Entry
Training and Development
Translation Services
Travel Services
Video Conferencing
Voice Mail
Voice Recognition