

BUSINESS PARTNER PROGRAM Procedures and Forms

2012





2012 Business Partner Program Procedures

Please feel free to contact our Director of Business Relations, Anna Rushworth at Rushworth@higgslaw.com or 619-595-4393.

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

Business Partner Sponsorship

- Deadline for priority selection is **5 p.m., December 16, 2011**. All forms received on or before the deadline will be held and processed at the same time. All forms must be accompanied by a 50% deposit (payable to ALA - San Diego Chapter). Multiple requests for the same sponsorship opportunity will be determined by a drawing.
- Submissions received after the processing of the priority selection submissions will be available on a first-come, first-served basis. All forms must be accompanied by a 50% deposit (payable to ALA - San Diego Chapter).
- Please be sure to list your 1st 2nd and 3rd choices on the Business Partner Sponsorship Form.
- Sponsorships which are paid in full by December 16, 2011, will receive a 5% discount.
- If not paid in full with your submission, an invoice for the balance due will be sent in December and is due on or before January 13, 2012.
- Sponsors will be notified of their sponsorship level via e-mail no later than December 30, 2011.

Business Partner Directory

- It is our preference that you submit your information for the Business Partner Directory when you submit your sponsorship form. If you are unable to do so, please submit the form and your logo by **January 13, 2012** to Rushworth@higgslaw.com.

Legal Resource Fair

- If your sponsorship opportunity provides attendance at the Legal Resource Fair, please fill out the attached form.
- If you are interested in the A La Carte Legal Resource Fair opportunity, please see our A La Carte Legal Resource Fair Procedures and forms.

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 Business Partner Sponsorship Form

Please complete this form, indicating your 1st 2nd and 3rd choices in order to reserve your most desired opportunity.

Contact Name:

Company Name:

Address:

Phone:

Fax:

E-Mail:

| Sponsorship Opportunity | Number Available | | 1 st Choice | 2 nd Choice | 3 rd Choice |
|-----------------------------|------------------|---------|------------------------|------------------------|------------------------|
| Platinum Paradise Sponsor | 1 | \$7,500 | | | |
| Golden Sunset Sponsor | 2 | \$5,500 | | | |
| Silver Sand Castle Sponsor | 6 | \$3,500 | | | |
| Bronze Boogie Board Sponsor | 12 | \$2,200 | | | |
| Catch The Wave Sponsor | Unlimited | \$1,000 | | | |
| Surf's Up Sponsor | Unlimited | \$500 | | | |
| Accounting Sponsor | 1 | In-Kind | | | |
| Media/Advertising Sponsor | 1 | In-Kind | | | |
| Printing Sponsor | 1 | In-Kind | | | |
| Reprographics Sponsor | 1 | In-Kind | | | |
| Website Sponsor | 1 | In-Kind | | | |

To reserve your opportunity, please mail this form, along with 50% deposit check 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

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 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

List on the following page) 2)

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 and/or reduced for print to Rushworth@higgslaw.com (gif or jpg files are preferred)

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 Business Partner Directory Products/Service Categories

(Please select up to 3 key services for company 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/Delivery Services |
| Ne work Administration |
| Office Supplies/Stationery/Forms |
| Offsite Storage |
| Offsite Transcription |
| Outsourcing |
| Placemen t Services - Permanent |
| Placemen t Services - Temporary |
| Printer/Engraver |
| Publications |
| Real Estate Services |
| Records Management |
| Recruiting/E-Cruiting |
| Relocation Consultants |
| Risk Management |
| Temporary/Permanent Placement |
| Time Entry |
| Training and Development |
| Translation Services |
| Travel Services |
| Video Conferencing |
| Voice Mail |
| Voice Recognition |

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 Business Partner Sponsorship: Legal Resource Fair Information Form

The Legal Resource Fair will be held on February 14, 2012, at the Mission Valley Sheraton. If your sponsorship opportunity provides attendance at the Legal Resource Fair, please use this form.

Please provide the following information:

Company Name:

(As you want it to appear on event materials)

Primary Contact Name:

Primary Contact Address:

Primary Contact Phone:

Primary Contact Fax:

Primary Contact Email:

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

Will you be attending the Labor Law Update? Yes No

Deliver completed form 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.