



Paralegal Association of Florida, Inc.

PAF 2018 SPRING SEMINAR



Be the Indispensable Paralegal

April 13-14, 2018 | The Capitol Complex & Keiser University
Tallahassee, Florida
Hosted by the Big Bend Chapter

Inspiring professional growth...one paralegal at a time.®



PAF 2018 Spring Seminar • April 13-14, 2018 • The Capitol Complex & Keiser University • Tallahassee, Florida

Dear Exhibitor,

The Paralegal Association of Florida, Inc. (PAF) 2018 Spring Seminar is one of the single most important seminars targeted specifically to paralegals in the State of Florida. By exhibiting at the PAF 2018 Spring Seminar, you will gain a competitive edge in the legal industry. Your company will be introduced to approximately 100 paralegal professionals in our exhibit hall and throughout the seminar. We hope you will be part of this unique experience.

This Exhibitor Prospectus provides details on registering your company as an exhibitor, as well as the numerous ways your company can increase its message to paralegals with our sponsorship and advertising opportunities. These sponsorship and advertising opportunities present valuable exposure and incentive to extend your reach to these professionals.

Thank you for your support of PAF and we look forward to seeing you in Tallahassee this April.

Jennifer Wallace, CP, FCP, FRP
First Vice President, PAF

Inspiring professional growth...one paralegal at a time®



Important Deadlines

MARCH 30:

Advertisement artwork, company description for final program,
and submission of exhibit and sponsorship application due to Briana Melnick

MARCH 23:

Hotel Cut-off date for room reservations

APRIL 6:

Last day for cancellations and refunds



Past Exhibitors Have Included

Bolter & Carr Investigations
Budget Lien Search
Coker, Schickel, Sorenson & Posgay
CopyScan, Inc.
Debra Duran & Associates
DTI/Litworks
Expert Radiologists On Call
Fidelity National Title Group
First Choice Reporting & Video Services
Florida State College at Jacksonville
Global Engineering Scientific Solutions
Hardesty, Tyde, Ashton & Green
Harrell & Harrell
Horizon Legal Solutions Inc.
IWP
JMT Management/Target Surveying
Legal Graphics Works
Legal Search Solutions
Legal Video Services
LexisNexis
Marks Gray, PA
Nugent Appraisal LLC
OnTime Legal Services, LLC

Optimalink Services, Inc.
Orange Legal
Pajcic & Pajcic
Parasec
Pictera Solutions
Professional Process Servers & Investigators, Inc.
Real World Translations
RecordTrak, Inc.
Ricoh
Searcy Denney Scarola Barnhart & Shipley
Spohrer & Dodd, PL
Surveilx, Inc.
The Florida Guide on Court Reporting and Video Conferencing
The Treatment Center
Torres Protection Group
Tracers Information Specialists
Trial Consulting Services
U.S. Legal Support
University of Miami Division of Continuing Education
Valley National Bank
Verbatim Support Services
Veritext Legal Solutions
Visual Evidence, Inc.

PAF is professionally managed by





Sponsorship Opportunities

EXHIBITOR/SPONSOR OPPORTUNITIES	Diamond \$1,000 (Max. 3)	Platinum \$750	Exhibitor \$350	Gold \$300	Silver \$200	Bronze \$100
Signage at sponsored meal event and logo on printable item (choice of meet/greet reception, breakfast, lunch, and choice of lanyards, notepads, pens-company logo on one item)	✓					
Option to address attendees (at reception, breakfast, or lunch - maximum 3 minutes)	✓					
Full-page black/white ad in PAF 2018 Spring Seminar program guide	✓	✓				
Company logo with listing in PAF 2018 Spring Seminar program guide	✓	✓				
One 6' draped table display	✓	✓	✓			
Option to address attendees during prize drawings (maximum 1 minute)	✓	✓	✓			
Continental Breakfast	✓	✓	✓			
Option to participate in "Exhibitor Challenge"	✓	✓	✓			
Ticket to attend PAF 2018 Spring Seminar luncheon (Saturday)	2	2	1	1		
Receipt of electronic contact list PAF 2018 Spring Seminar attendees (emails for those who opt-in)	✓	✓	✓	✓		
Company logo and link on PAF website (after PAF 2018 Spring Seminar for 120 days)	✓	✓	✓	✓	✓	
Option to include one item in attendee bags	✓	✓	✓	✓	✓	
Company name on signage at PAF 2018 Spring Seminar	✓	✓	✓	✓	✓	✓
Company name, address, phone, email and website listing in PAF 2018 Spring Seminar program guide	✓	✓	✓	✓	✓	✓
Recognition at PAF 2018 Spring Seminar luncheon	✓	✓	✓	✓	✓	✓
Ticket to Meet & Greet Reception	✓	✓	✓	✓	✓	

We are interested in providing an in-kind donation. (Please contact Briana Melnick at bmelnick@kmgnet.com)



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Sponsorship Opportunities

SPONSOR CATEGORY

Diamond Sponsor
\$1,000
(choose 1 from each category)

\$750

\$300

\$200

\$100

Food Function: Meet & Greet Reception, Breakfast, Luncheon

Printables: Lanyards, Notepads, Pens

Platinum Sponsor

Gold Sponsor

Silver Sponsor

Bronze Sponsor

SPONSORSHIP PAYMENT

Sponsorships are offered on a first-come, first-served basis. Complete the sponsorship payment form below and return with payment in full to PAF.

2018 TOTAL SPONSORSHIP: \$_____ (Form must be received by March 30, 2018)

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____ Fax: _____

Email: _____

Method of Payment: Enclosed is my check (payable to PAF) Visa MasterCard Am Ex

Card #: _____ Exp. Date: _____ CVV: _____

Name on Card: _____ Signature: _____

Credit Card Billing Address: Same as above Address: _____

City/St/Zip: _____



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Don't Miss the Opportunity

Heighten Your Visibility – Advertise in the PAF 2018 Spring Seminar On-Site Program

Advertising in the on-site program gives your company high visibility during the PAF 2018 Spring Seminar. For additional information on advertising in the on-site program, please contact Briana Melnick at PAF Headquarters, 407-774-7880. PAF has the right to refuse ad copy. Ink color is at the discretion of the publisher. Copy deadline: March 30, 2018.

ON-SITE PROGRAM ADVERTISING RATES:

- Outside Back Cover (4-color) (7-1/2" x 10") \$1,000.00
- Inside Front Cover (4-color) (7-1/2" x 10") \$500.00
- Inside Back Cover (4-color) (7-1/2" x 10") \$500.00
- Full Page (BW) (7-1/2" x 10") \$250.00
- Half Page (BW) (7-1/2" x 4-7/8") \$125.00

High-resolution .jpg, .tiff, .eps (fonts converted to outlines), and .pdf files are acceptable. Email the files to Briana Melnick at bmelnick@kmgnet.com. Deadline: Electronic files must be submitted by March 30, 2018.

For more information, please contact Briana Melnick at 407-774-7880 or bmelnick@kmgnet.com.

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____ Fax: _____

Email: _____

Method of Payment: Enclosed is my check (payable to PAF) Visa MasterCard Am Ex

Card #: _____ Exp. Date: _____ CVV: _____

Name on Card: _____ Signature: _____

Credit Card Billing Address: Same as above Address: _____

City/St/Zip: _____



EXHIBITOR INFORMATION

Why is it to your advantage to be part of the PAF 2018 Spring Seminar? Exhibiting at the PAF 2018 Spring Seminar is an outstanding opportunity to market your product and/or services and network with members of PAF from across the state! Don't miss out on this networking opportunity!

FRIDAY, APRIL 13 AT THE CAPITOL COMPLEX

6:00 pm - 8:00 pm Meet & Greet Reception

EXHIBITOR SCHEDULE*

SATURDAY, APRIL 14 AT KEISER UNIVERSITY

6:00 am - 7:00 am Exhibit Hall Move-In

7:00 am - 8:15 am Breakfast with Exhibitors

9:30 am - 10:00 am Refreshment Break with Exhibitors

11:00 am - 11:30 am Refreshment Break with Exhibitors

11:30 am - 1:00 pm General Session Luncheon and Exhibitor Presentations

1:00 pm - 1:15 pm Refreshment Break with Exhibitors

3:15 pm - 3:30 pm Refreshment Break with Exhibitors

3:30 pm Exhibit Hall Move-Out

This year's PAF Exhibit Hall will be tabletop format. The vendor fee for a 6' table space includes two exhibit hall only registrations, access to all refreshment breaks, meet & greet reception, and luncheon. Additional booth representative passes may be purchased for \$75 per person.

*Tentative schedule, subject to change

HOTEL

Cut-off date for hotel reservations is Friday, March 23, 2018. Guest rooms are available at the PAF discounted rate of \$134 (single/double). Request the PAF room block to receive the discounted rate.

Hotel Option 1:

Hilton Garden Inn Tallahassee
3333 Thomasville Road, Tallahassee, FL 32308
850-385-3553

Hotel Option 2:

Hampton Inn and Suites Tallahassee
3388 Lonnbladh Road, Tallahassee, FL 32308
850-574-4900

Reservations must be received by the hotel prior to March 23, 2018, to guarantee the accommodations of your choice. Reservations made after this date will be confirmed on a space available basis only. When calling the hotel, please be sure to mention the PAF Spring Seminar room block to receive the reduced rate.

CANCELLATION POLICY

A refund less a \$75.00 processing fee will be available for exhibit space cancellations if received at PAF Headquarters by April 6, 2018. No refunds will be available for exhibit space cancellations received after April 6, 2018.

CAN-SPAM PRIVACY LAWS

In compliance with CAN-SPAM privacy laws set forth by the Federal Trade Commission, PAF is required to give attendees the option to "opt-out" of the attendee list during the registration process. Those individuals who choose to opt-out are not included in any meeting attendee listings.

CONTACT INFORMATION

Briana Melnick, Meeting Planner, PAF Headquarters, 222 S. Westmonte Drive, Suite 101, Altamonte Springs, FL 32714; telephone 407-774-7880, fax 407-774-6440, email: bmelnick@kmgnet.com; www.pafinc.org or contact Jennifer Wallace, jwallace@roryweiner.com.



Exhibitor Rules & Regulations

- Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the Paralegal Association of Florida, Inc. 2018 Spring Seminar sponsor.
- Exhibit Space Description:** Packages include one 6' table, two chairs, an ID sign, and two representative name badges. Up to two additional Exhibitor representatives may register at \$75 per person to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit in the reserved space, you will be required to purchase a second table or forego use of the oversized Exhibit Unit.

As per PAF rules, all additional charges incurred including, but not limited to, electrical or internet services, shipping, and security fees, are at the Exhibitor's expense.
- Space Assignment:** Table locations will be assigned at the sole discretion of management. Placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow.
- Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that PAF incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse PAF for any such additional expenses. It is imperative that tables be properly manned during the posted hours. Tables are subject to modification prior to the PAF 2018 Spring Seminar to adapt to necessary changes in PAF 2018 Spring Seminar session times; however, all Exhibitors will receive adequate notice should this be necessary.
- Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the PAF 2018 Spring Seminar as posted. This agreement is for the rental of the exhibit space only. PAF has not made and does not make any warranty of representation whatsoever, either expressed or implied including, but not limited to, (1) the level of attendance at the PAF 2018 Spring Seminar, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
- Unoccupied Space:** PAF reserves the right, should any rented tables remain unoccupied after the first hour of the PAF 2018 Spring Seminar's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and PAF shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of PAF.
- Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, PAF must be notified in writing for refunds to be made. There will be a \$75.00 administration fee assessed for all cancellations received by April 6, 2018. No refunds will be issued for cancellations after April 6, 2018.
- Food Service:** PAF exhibit package includes tickets for two representatives at all social events held during the PAF 2018 Spring Seminar.
- Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the PAF 2018 Spring Seminar opens, noisy and unsightly displays will not be permitted. PAF reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of PAF is detrimental to or distracts from the general order of the exhibits.
- Fire and Safety Regulations:** To comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any table. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. Vendor agrees to comply with all Americans With Disabilities Act regulations in the design and set up of the exhibit.
- Indemnification and Limitation of Liability:** Exhibitor shall assume responsibility for damage to the site and shall indemnify and hold harmless PAF, its employees, agents, officers, and directors and the site for all liability ensuing from any cause whatsoever, including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, agents or employees. All exhibit materials, equipment, and property of any kind that may be on licensed premises of the site shall be the SOLE risk of the Exhibitor. In the event any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by PAF or the site. In addition, Exhibitor acknowledges that PAF and the site do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor. Proof of insurance must be submitted with exhibitor application. Reasonable care should be exercised to protect all exhibits.
- Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard table equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard table equipment.
- Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in the PAF 2018 Spring Seminar. Compliance with such laws is mandatory for Exhibitors and the responsibility of the Exhibitor.
- Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during PAF 2018 Spring Seminar hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of PAF.
- Prizes:** We request each Exhibitor donate a gift or gift card to be used as a door prize valued at \$50.00 or more (i.e., gift baskets, books, etc.). Door prize drawings will be held at various times during the PAF 2018 Spring Seminar. Your company will be acknowledged as the provider of the door prize.
- Force Majeure:** In the event of fire, strikes, or other uncontrollable circumstances, PAF shall determine the amount of exhibit fees to be refunded.
- Music Licensing:** If Exhibitor wishes to have music at his/her space, the Exhibitor must obtain a music license to do so.



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Exhibitor Application

Company (print as it should appear on signage): _____

Contact Person for Pre-Seminar Correspondence: _____ Onsite Contact Only

Address: _____

City/St/Zip: _____

Phone: _____ Email: _____

Primary Rep (Comp. Reg.): _____ Email: _____ City/St _____

2nd Rep (Comp. Reg.): _____ Email: _____ City/St _____

3rd Rep (\$75): _____ Email: _____ City/St _____

4th Rep (\$75): _____ Email: _____ City/St _____

The rules and regulations on the facing page become binding upon the signing of this contract between the Exhibitor, its agents, or employees and the Paralegal Association of Florida, Inc. (PAF). Exhibitor agrees to comply with all Americans with Disabilities Act regulations in the design and setup of the exhibit. Exhibitor further agrees to abide by all rules, regulations and restrictions outlined herein and to all conditions under which the exhibit area is provided to PAF. If Exhibitor wishes to have music at their table, the Exhibitor must obtain a music license to do so. PAF reserves the right to arrange the floor plan however necessary to facilitate a successful traffic flow. The Exhibitor agrees to abide by specific exhibit setup and teardown schedule as arranged by PAF. In the event of fire, strikes, or other uncontrollable circumstances, the Exhibitor assumes entire responsibility for exhibit materials and equipment.

No prior or present agreements or representations shall be binding upon the parties unless included in this Contract. No modification or change in this Contract shall be valid or binding upon the parties unless in writing and executed by the party intended to be bound by it.

By signing this form, we agree to all terms and conditions on page 8 of this prospectus.

Authorized Signature: _____

Print Name: _____ Title: _____

Table locations will be assigned at the sole discretion of PAF 2018 Spring Seminar management. Placement will be made based on date of received contract, electrical needs, and, if possible, direct competitors.

Competitors: _____

Product or Service displayed: _____

Check here if you are disabled or require special services. Attach written description of needs.

Exhibitors are encouraged to provide door prizes for the PAF 2018 Spring Seminar (valued at \$50 or more).

We will donate: (Describe prize): _____

EXHIBIT SPACE NEEDED:

_____ of tables requested \$500
_____ # of additional tables (based on availability) \$100
_____ # of additional reps \$75/each

TOTAL AMOUNT ENCLOSED \$ _____

Exhibit Fee Includes: 6' table and two chairs, two complimentary exhibit hall-only registrations, all refreshment breaks, meet & greet reception, luncheon, and electricity. Additional representatives may register at the discounted rate of \$75 per person.

PAYMENT METHOD

CHECK (Please make check payable to PAF)

TOTAL ENCLOSED: \$ _____ (Total fee to be paid at time of submission of this contract.)

CREDIT CARD: MasterCard Visa Am Ex

Amount Charged: \$ _____

Card Number: _____

Exp. Date: _____ CVV: _____

Cardholder Name: _____

Signature: _____

Credit Card Billing Address: Same as above

Address: _____

City/St/Zip: _____

Complete this form and mail with a check or fax with credit card information to:

PAF Headquarters
222 S. Westmonte Dr., Ste. 101 • Altamonte Springs, FL 32714
Phone: 407-774-7880 • Fax: 407-774-6440
Email: bmelnick@kmgnet.com

FOR PAF USE ONLY:

Amount Paid: _____ Check/Auth #: _____ Date: _____

Confirmation Mailed: _____ Initialed: _____