



# **2010 SPONSORSHIP OPPORTUNITY GUIDE**

The 2010 Sponsorship Program will begin January 1, 2010 and end December 31, 2010.

- ✦ In order to preserve our ability to distribute sponsorship opportunities in an equitable manner, we follow a first-come first-serve policy.
- ✦ A maximum of one (1) alike Sponsor in Sunshine and Barefoot Mailman categories. Three (3) alike sponsors in Alligator Alley, and unlimited in all others.
- ✦ All registration forms received on or before 5:00 p.m. each day will be held and processed at once. In the event that multiple organizations submit payment for the same sponsorship on or before the opening date, a drawing will be held to determine which vendor will be awarded that specific opportunity. In the event your name is not drawn, you will be contacted and every effort will be made to award your second or subsequent choice. Refunds will be provided, if necessary.
- ✦ All registrations must be received by November 30, 2009 at 5:00 p.m. Registrations received after this date will only be considered for the Legal Expo and/or the Community Challenge. All sponsors will be sent confirmation of their sponsorship the first week of January 2010.
- ✦ Payment must accompany pages 17-20 of registration package in order for registration to be processed. We accept Visa, Mastercard, American Express and Discovery cards. If paying by check, please make it payable to "Palm Beach County Chapter Association of Legal Administrators" or "PBCCALA", and mail or deliver to: Gloria E Hernandez, 444 W. Railroad Ave., Suite 430, West Palm Beach, Florida 33401. If optional payment plan is chosen, payments will be due in three equal installments, including the 3% service charge on November 30, 2009, January 31, and March 31, 2010.
- ✦ Logo files must be e-mailed to [geh@FLAppellateLaw.com](mailto:geh@FLAppellateLaw.com) no later than December 31, 2009. Logo files must also be submitted in .jpg or .gif format exactly 200 pixels wide by 100 pixels tall (200 x 100).

Please contact Gloria E. Hernandez (561) 721-0400 for questions regarding the 2010 Sponsorship Program.

To our returning Sponsors, we thank you for your continued support. To our potential Sponsors, we look forward to meeting you in 2010!

Gloria E. Hernandez, Chairperson  
2010 Sponsorship Committee  
444 W. Railroad Ave., Ste. 430  
West Palm Beach, FL 33401  
(561) 721-0400  
(561) 721-0465 (fax)  
[geh@FLAppellateLaw.com](mailto:geh@FLAppellateLaw.com)

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# SECTION 1

## 2010 CALENDAR

### JANUARY

MONTHLY MEETING

Gold Coast Sponsors

### FEBRUARY

MONTHLY MEETING

Sunshine City Sponsors

VENDOR APPRECIATION SOCIAL  
(All Sponsors)

### MARCH

LEGAL EXPO

March 9, 2010

(All Sponsors and Vendors)

### APRIL

MONTHLY MEETING

Round Table

(Members Only)

### MAY

MONTHLY MEETING

Alligator Alley Sponsors

### JUNE

MONTHLY MEETING

Tisha J. McNamara Scholarship Giveaway  
Sunshine City Sponsors

### JULY

MONTHLY MEETING

Round Table  
(Members Only)  
Sponsor Feedback Luncheon Forum

### AUGUST

MONTHLY MEETING

Alligator Alley Sponsors

### SEPTEMBER

MONTHLY MEETING

ATTORNEY APPRECIATION EVENT

Gold Coast Sponsors

### OCTOBER

COMMUNITY CHALLENGE

Barefoot Mailman Sponsors  
and À la carte Menu Sponsors  
(All Sponsors)

### NOVEMBER

MONTHLY MEETING

Alligator Alley Sponsors

SPONSOR/VENDOR APPRECIATION SOCIAL  
(All Sponsors)

### DECEMBER

HOLIDAY SOCIAL

ANGEL TREE DONATION

(Members Only)

## **SECTION 2**

# **DESCRIPTION OF BENEFITS AND EVENTS**

### **ALA Chapter Member & Legal Directory**

Updated and published annually, each ALA Chapter member receives an Information Directory binder which is an 8 ½ x 7-inch hard-bound binder.

The first section of the binder is the Chapter Member Directory, which provides member names, firm affiliation, address, phone number, and e-mail address information, along with a description of the member's firm information inclusive of areas of law, numbers of attorneys, etc.

The second section of the Directory is the Legal Services Directory. This Directory is an Administrator's first resource for vendors that are known and used throughout Palm Beach County's legal industry. The Legal Vendor Directory section is sorted by categories, then alphabetically, to allow the Administrator to search for vendors by services. Advertisement space is offered in business card, half-page, and full-page sizes in black-and-white. A color option is available for full-page ads only.

### **Honored Attendee at Monthly Chapter Meeting Luncheon**

Place your business "at the table" by being an honored Attendee at an ALA Palm Beach County Chapter Meeting Luncheon. PBC Chapter members meet regularly in a lunch meeting format on the second Tuesday of the month at the Crown Plaza Hotel or other designated location. Each luncheon begins with a half hour of informal discussion among members and sponsors, followed by an industry-specific education program presented by a highly-qualified speaker. Attendance at monthly meetings is promoted through mailings to all members informing them of upcoming Chapter meetings and events, e-mail reminders, and postings on the Chapter's website.

Benefits include up to two representatives\* in attendance, display options for company materials and handouts at each member seat, display options at a separate table with a half-hour of member meet-and-greet time, acknowledgement of company with one-line description of business and introduction of representatives, special thanks by the Chapter President or President-Elect at the podium, and choice seating with the Chapter President and other members during the luncheon.

\* Additional representative attendance may be purchased at the rate of \$36 per person.

### **Tisha J. McNamara Scholarship Luncheon**

Sponsor a student's education in conjunction with the PBCC ALA! Exclusive to the Sunshine City Sponsor package, up to two representatives\* are granted attendance at the College Education Scholarship Luncheon. Each year, the Palm Beach County Chapter ALA accepts and reviews applications for a college education sponsorship in the amount of \$1,000. The number of scholarships is determined by the number of Sunshine City Sponsorships. The winner(s) of the scholarship will attend, along with their parent(s), and be presented with the scholarship by the Sunshine City Sponsors. Press release photos with the Chapter President and the Sunshine City Sponsors will be taken, framed sponsor certificates will be presented to the sponsors, and a press release will be sent to both local and legal publications. Sunshine City Sponsors may also take advantage of the benefits listed under the Honored Guest Luncheon by placing display items both at a separate table and at the seats of attendees.

### **Website Sponsor Directory**

Our website, <http://www.pbcala.org>, is a great way for members and vendors to get up-to-date information on PBCC ALA activities, member information and sponsor information. The website's Sponsor Directory page is a listing of all Palm Beach County Chapter Sponsors including company name, representatives/contacts' names, addresses, phone numbers, website links and logos. This on-line Directory provides our members with instant online access to Sponsors' information!

### **Password Access to PBCC ALA Online Membership List**

The Online Membership List provides an up-to-date list of member names, titles, firm names, addresses, phone numbers, fax numbers, and e-mail addresses of all Chapter members. Eligible Sponsors will be provided a login and password access to this list for the duration of one year commencing January 1, 2010 through December 31, 2010. A Confidentiality Agreement must be signed and returned before a Sponsor can be issued a password by January 1, 2010.

### **Sponsor Appreciation Event and Member Social**

All Palm Beach County Chapter ALA Sponsors (excludes À la carte menu) will be invited to the first Member Social of the year in February, and to a very special Sponsor Appreciation Event scheduled during the month of November. The number of representatives included is determined by your level of sponsorship. The typical setting is an evening filled with live music, entertainment, great food and drinks, and best of all: great camaraderie. This is one of the most favored functions by vendors and members alike wherein everyone has the opportunity to get to know each other in a fun and light-hearted setting!

\* Additional representative attendance may be purchased at the rate of \$36 per person.

### **Legal Expo**

Set up your booth and get ready to show your stuff! The Palm Beach County Chapter ALA Legal Expo is scheduled for March 9, 2010, to be held at the Convention Center in West Palm Beach. The Legal Expo will be open for three hours free to the entire business community. Depending on the format, a sit-down lunch, buffet, or cocktails with hors d'oeuvres are served. We also continue our tradition of door prizes throughout the event. Booth size and number of representatives attending the Expo will be determined by your level of sponsorship. All attendees will receive a printed directory of all participating vendors. A list of attendees will be mailed to each exhibiting vendor following the Expo. You won't want to miss out on this one!

### **Sponsor Feedback Luncheon Forum**

In order to continue a mutually beneficial relationship between sponsors and members alike, we hold a very special lunch each year attended by the Chapter Board, the Sponsorship Committee Chair, and one representative from each sponsor (two for Gold Sponsor) to discuss ways to make our relationship stronger and better each new year.

### **Community Challenge**

Various organizations and communities are challenged on a daily basis - trying to obtain the resources they need to help people and further their cause. As we know, the unfortunate are also challenged - they often lead a life that not many can relate to and it's a challenge for them to receive the emotional, physical and financial help they need to get through the day. To help those in need tackle their everyday challenges, the Association of Legal Administrators (ALA) created its Community Challenge Weekend (CCW) program in 1999, where it encourages ALA chapters, its members, firms, vendors, relatives and friends to come together to contribute time, energy and resources toward improving their own communities. In conjunction with the national ALA, the Palm Beach County Chapter sponsors an event towards a chosen cause each year. All funds collected at the event go directly to the charity. We welcome current sponsors along with the area's businesses to participate. Barefoot Mailman Sponsors will receive special recognition at this event.

## **SECTION 3**

# **SPONSORSHIP LEVEL DETAILS**



# **GOLD COAST SPONSOR**

**\$5,500**

**NUMBER AVAILABLE: 1**

- On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
  - Company Name and Logo on main page of website for one full year.
  - Company Name and Logo on main page of site during month of September in conjunction with the Managing Partner/Attorney Appreciation Event.
- Sponsor Member Social (February)
  - Attendance of four representatives.
- Sponsor Appreciation Event (November)
  - Attendance of four representatives.
- PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Full-page ad (color).
- Legal Expo (March)
  - Premium booth (double size of one regular booth).
  - Reception table outside exhibit hall.
  - First choice location.
  - Attendance of five representatives.
  - Premium listing in event program.
  - Full Page Ad in event program.
  - PBCC member attendee list post-event.
- Sponsor Feedback Luncheon Forum (July)
  - Attendance of two representatives to attend the open forum luncheon.
- Managing Partner/Attorney Appreciation Event (September)
  - Attendance of two representatives at the Attorney Appreciation luncheon held in September 2010.\*
  - Special recognition on formal invitation, website and at the podium as the lunch sponsor.
  - Reception table outside luncheon hall to show brochures or products.
  - Address members and guests with brief introduction by company representative.
  - Introduction of keynote speaker.
  - Press Releases.
- Monthly Chapter Luncheon (January)
  - Attendance of two representatives at luncheon.\*
  - Display materials and handouts at each member seat.
  - Separate reception table with a half-hour of member meet-and-greet time.
  - Acknowledgment of company with one-line description of business, introduction of representatives, and special thanks by the Chapter President or President-Elect at the podium.
  - Choice seating with the Chapter President and other members during the luncheon.

\* Additional representative attendance may be purchased at the rate of \$36 per person.

# SUNSHINE CITY SPONSOR

**\$4,000**

**NUMBER AVAILABLE: 3 (max. one alike vendor)**

- ❑ On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- ❑ Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
  - Company Name and Logo on main page of site during month of June in conjunction with the Tisha J. McNamara Scholarship Luncheon announcement.
- ❑ Sponsor Member Social (February)
  - Attendance of two representatives.
- ❑ Sponsor Appreciation Event (November)
  - Attendance of two representatives.
- ❑ PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Full-page ad (color).
- ❑ Legal Expo (March)
  - Premium booth (double size of one regular booth).
  - First choice location after Gold Sponsor.
  - Attendance of four representatives.
  - Premium listing in event program.
  - Half-Page ad in event program.
  - PBCC member attendee list post-event.
- ❑ Sponsor Feedback Luncheon Forum (July)
  - Attendance of one representative to attend the open forum luncheon.
- ❑ Tisha J. McNamara Scholarship Sponsor (June)
  - Attendance of two representatives at the Tisha J. McNamara Scholarship Luncheon held in June 2010.\*
  - Special recognition at podium as the Tisha J. McNamara Scholarship Sponsor.
  - Listing as Tisha J. McNamara Scholarship Sponsor in the luncheon program.
  - Photos with winners and Chapter President.
  - Receive framed certificate as Tisha J. McNamara Scholarship Sponsor.
  - Press Releases.
  - Reception table outside luncheon hall to show brochures or products.
- ❑ Monthly Chapter Luncheon (February)
  - Attendance of two representatives at luncheon.\*
  - Display materials and handouts at each member seat.
  - Acknowledgment of company with one-line description of business, introduction of representatives, and special thanks by the Chapter President or President-Elect at the podium.
  - Choice seating with the Chapter President and other members during the luncheon.

\* Additional representative attendance may be purchased at the rate of \$36 per person.

# BAREFOOT MAILMAN SPONSOR

**\$3,000**

**NUMBER AVAILABLE: 4 (max. one alike vendor)**

- ❑ On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- ❑ Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
  - Company Name and Logo on main page of site during month of October in conjunction with Community Challenge Event announcement.
- ❑ Sponsor Member Social (February)
  - Attendance of two representatives.
- ❑ Sponsor Appreciation Event (November)
  - Attendance of two representatives.
- ❑ PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Full-page ad (black & white).
- ❑ Legal Expo (March)
  - One booth.
  - Choice location.
  - Attendance of two representatives.
  - Premium listing in event program.
  - Quarter page ad in event program.
  - PBCC member attendee list post-event.
- ❑ Sponsor Feedback Luncheon Forum (July)
  - Attendance of one representative to attend the open forum luncheon.
- ❑ Community Challenge Sponsor (October)
  - Attendance of two representatives at the Community Challenge Event.
  - Special recognition at the event to be determined in accordance with event venue.
  - Press Release.

# ALLIGATOR ALLEY SPONSOR

**\$2,500**

**NUMBER AVAILABLE: 6 (max. three alike vendors)**

- On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
  - Company Name and Logo on main page of site during Monthly Chapter Luncheon in conjunction with monthly luncheon announcement.
- Sponsor Member Social (February)
  - Attendance of two representatives.
- Sponsor Appreciation Event (November)
  - Attendance of two representatives.
- PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Full-page ad (black & white).
- Legal Expo (March)
  - One booth.
  - Attendance of two representatives.
  - Listing in event program.
  - Quarter-page ad in Event Program.
  - PBCC member attendee list post-event.
- Sponsor Feedback Luncheon Forum (July)
  - Attendance of one representative to attend the open forum luncheon.
- Monthly Chapter Luncheon (Choice of May, August or November)
  - Maximum of 2 sponsors at luncheon; first come, first served.
  - Attendance of two representatives at luncheon.\*
  - Display materials and handouts at each member seat.
  - Display materials at a separate table with a half hour of member meet-and-greet time.
  - Acknowledgement of company with one-line description of business, introduction of representatives, and special thanks by the Chapter President or President-Elect at the podium.
  - Choice seating with the Chapter President and other members during the luncheon.

\* Additional representative attendance may be purchased at the rate of \$36 per person.

## **PALM BEACH SPONSOR**

**\$1,500**

**NUMBER AVAILABLE: Unlimited**

- ❑ On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- ❑ Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
- ❑ Sponsor Member Social (February)
  - Attendance of two representatives.
- ❑ Sponsor Appreciation Event (November)
  - Attendance of two representatives.
- ❑ PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Half-page ad (black & white).
- ❑ Legal Expo (March)
  - One booth.
  - Attendance of two representatives.
  - Business card ad in Event Program.
  - PBCC member attendee list post-event.
- ❑ Sponsor Feedback Luncheon Forum (July)
  - Attendance of one representative to attend the open forum luncheon.

# IN-KIND SPONSORS

## WEBSITE COPY MEMBER/LEGAL DIRECTORY SALARY & BENEFITS SURVEY PRINTING ADVERTISING

- ❑ In-kind Acknowledgement
  - Company name recognition as appropriate on printed materials.
- ❑ On-line Membership List
  - Password website access for one year to the Membership List.°  
°Requires signed confidentiality agreement.
- ❑ Website
  - Listing in Sponsor Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
  - *Website Sponsor – Logo on each page of website.*
- ❑ Sponsor Member Social (February)
  - Attendance of one representative.
- ❑ Sponsor Appreciation Event (November)
  - Attendance of one representative.
- ❑ PBCC ALA Chapter Member Directory & Legal Vendor Directory
  - Receive one printed copy of the Directory.
  - Business card size ad (black & white).
  - *Member/Legal Directory Sponsor: Receives full-page ad.*
- ❑ Legal Expo (March)
  - Reduced Price of Booth to \$400.
  - Attendance of two representatives.
  - Listing in event program.
  - PBCC member attendee list post-event.
- ❑ Sponsor Feedback Luncheon Forum (July)
  - Attendance of one representative to attend the open forum luncheon.

## SECTION 4

### NON-SPONSOR OPPORTUNITIES

➤ Member and Legal Directory

Full Page Ad	\$400
Half Page Ad	\$250
Business Card	\$150
Add color (full-page only)	\$ 75

➤ Community Challenge

Join Chapter efforts to contribute to a worthy cause <i>"Subject to change dependent upon event"</i>	\$250-\$500
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➤ Legal Expo

One booth	\$800
Admission of 2 representatives included	
Each additional representative	\$ 36
Listing in event program	
Event attendee mailing list following event	

➤ Legal Expo Program

Distributed by the Daily Business Review in  
Palm Beach and Broward Counties

Full Page Ad	\$700
Half Page Ad	\$500
Quarter Page Ad	\$250
Business Card	\$150

## SECTION 5

### REGISTRATION

### IMPORTANT NOTES

- ❖ Registration is accepted on a first-come, first-serve basis. Please return pages 17-20 of Sponsor Package Registration.
- ❖ If optional payment plan is chosen, payments will be due in three equal installments, including the 3% service charge, on November 30, 2009, January 31, and March 31, 2010.
- ❖ Each page of the registration section must be completed and returned. Any partial registration packets will be returned unprocessed.
- ❖ Logo files must be emailed to [geh@FLAppellateLaw.com](mailto:geh@FLAppellateLaw.com) no later than December 31, 2009. Logo files must be submitted in .jpg or .gif format measuring 200 pixels wide by 100 pixels tall (200 x 100).
- ❖ Payment must accompany registration in order for registration to be processed.
- ❖ Registration deadlines:
  - Sponsorship Packages November 30, 2009
  - Legal Expo February 15, 2010
  - Legal Vendor Directory February 1, 2010
  - Community Challenge October 10, 2010

#### SEND REGISTRATION PACKETS TO:

Gloria E Hernandez, Chairperson  
2010 Sponsorship Committee  
444 West Railroad Avenue, Ste. 430  
West Palm Beach, Florida 33401  
Tel: (561) 721-0400  
Fax: (561) 721-0465  
[geh@FLAppellateLaw.com](mailto:geh@FLAppellateLaw.com)



## SPONSORSHIP PACKAGE REGISTRATION

**COMPLETE COMPANY NAME:** \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**SPONSOR PACKAGES – DEADLINE: November 30, 2009**

	<b>CHARGE</b>		<b>BALANCE:</b>
Gold Coast	\$ 5,500.00	<input type="checkbox"/>	
Sunshine City	\$ 4,000.00	<input type="checkbox"/>	
Barefoot Mailman	\$ 3,000.00	<input type="checkbox"/>	
Alligator Alley - Order of preference (1,2,3): May ___ August ___ November _	\$ 2,500.00	<input type="checkbox"/>	
Palm Beach	\$ 1,500.00	<input type="checkbox"/>	
In-Kind *	-0-	<input type="checkbox"/>	

**LEGAL DIRECTORY – DEADLINE: February 1, 2010**

**Directions:** While ad space may be included in your package, if you wish to upgrade your ad to a larger size, or to add color, simply write INCLUDED in the Balance column, then add the difference in price to your upgrade.

Full Page Ad - Check here for color <input type="checkbox"/> - Additional \$75	\$ 400.00	<input type="checkbox"/>	
Half Page Ad	\$ 250.00	<input type="checkbox"/>	
Business Card Size	\$ 150.00	<input type="checkbox"/>	

**LEGAL EXPO (MARCH) DEADLINE February 15, 2010**

	\$ 800.00	<input type="checkbox"/>	
Full Page Ad	\$ 700.00	<input type="checkbox"/>	
Half Page Ad	\$ 500.00	<input type="checkbox"/>	
Quarter Page Ad	\$ 250.00	<input type="checkbox"/>	
Business Card Size	\$ 150.00	<input type="checkbox"/>	
Additional representatives: _____	\$ 36.00	<input type="checkbox"/>	
Electricity (provided by PBCCC, not included)	\$ TBD	<input type="checkbox"/>	

\* In-Kind Legal Expo Reduced Price \$ 400.00  \_\_\_\_\_

**COMMUNITY CHALLENGE (OCTOBER) DEADLINE: October 10, 2010** \$250-\$500  \_\_\_\_\_

**Plus Optional Payment Plan Service Charge 3%:**  \_\_\_\_\_  
**Less 10% Upgrade Discount**  \_\_\_\_\_  
**Less 5% Early Enrollment Discount or Tenure Discount (after 3 years)**  \_\_\_\_\_  
**TOTAL DUE WITH REGISTRATION PACKET:** \_\_\_\_\_

**RETURN REGISTRATION PACKET TO:**

Gloria E. Hernandez, Chairperson  
 2010 Sponsorship Committee  
 444 West Railroad Ave., Ste 430  
 West Palm Beach, FL 33401  
 geh@FLAppellateLaw.com



# Statement

Date: August 31, 2009  
STATEMENT # [100]

## Association of Legal Administrators

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite/Room: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

**Remit To:** Gloria E. Hernandez  
Chairperson  
2010 Sponsorship Committee  
Palm Beach County Chapter  
Of Association of Legal  
Administrators, Inc.  
444 W. Railroad Ave., Ste 430  
West Palm Beach, FL 33401  
(561) 721-0400  
Fax: (561) 721-0465

Date	Description	Balance	Amount		
	Sponsor Level				
	Legal Expo				
	Vendor Directory				
	Color Ad				
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due

Remittance		
Date		
Amount Due		
Amount Enclosed		
Card Number		
Expiration Date		
Card Security Code		
		Signature: _____
		Print Name: _____

*Please make checks payable to the Palm Beach County Chapter ALA  
or fax the form to 561-721-0465.*

*Thank you for your business!*

## BUSINESS CLASSIFICATIONS

**Please select a maximum of three (3) categories which best describe your business and number them 1, 2, 3 in order of preference.**

- |   |  |
|---|--|
| <input type="checkbox"/> Accounts Receivable Management<br><input type="checkbox"/> Advertising/Branding<br><input type="checkbox"/> Auditing<br><input type="checkbox"/> Automated Client Billing<br><input type="checkbox"/> Benefits Management<br><input type="checkbox"/> Benefits/Retirement Programs<br><input type="checkbox"/> Carpet & Textile Maintenance<br><input type="checkbox"/> Case Management<br><br><input type="checkbox"/> Coffee/Beverage Service<br><br><input type="checkbox"/> Computer Hardware/Software/Support<br><input type="checkbox"/> Computer Networking<br><input type="checkbox"/> Computer Software - LIST TYPE:<br><hr style="border: 0.5px solid black;"/> <input type="checkbox"/> Conference Call Services<br><input type="checkbox"/> Conflicts of Interests/Docketing<br><input type="checkbox"/> Copying Services<br><input type="checkbox"/> Corporate Kits & Services<br><input type="checkbox"/> Court Reporters<br><input type="checkbox"/> Desktop Publishing<br><input type="checkbox"/> Dictation Equipment/Voice Data Processing<br><br><input type="checkbox"/> Document Imaging Equipment<br><input type="checkbox"/> Document Repositories & Storage<br><input type="checkbox"/> Electronic Discovery & Computer Forensics<br><input type="checkbox"/> End User Training<br><input type="checkbox"/> Executive/Attorney Recruiting<br><input type="checkbox"/> Facilities Management<br><input type="checkbox"/> Financial Services<br><input type="checkbox"/> Florist/Plant Rental<br><input type="checkbox"/> Gifts/Incentives | <input type="checkbox"/> Image Consultants<br><input type="checkbox"/> Info Systems Research & Consulting<br><input type="checkbox"/> Insurance & Related Services<br><input type="checkbox"/> Legal Staffing<br><input type="checkbox"/> Litigation Support/Services<br><input type="checkbox"/> Management Consulting<br><input type="checkbox"/> Management Systems<br><input type="checkbox"/> Office Equipment<br><input type="checkbox"/> Office Expense Control & Cost Recovery System<br><input type="checkbox"/> Office<br><input type="checkbox"/> Furniture/Rental/Refinancing/Upholstery<br><input type="checkbox"/> Office Supplies/Stationary & Forms<br><input type="checkbox"/> Payroll Services<br><input type="checkbox"/> Practice Management<br><input type="checkbox"/> Printer/Engraver<br><input type="checkbox"/> Process Servers<br><input type="checkbox"/> Publications<br><input type="checkbox"/> Records Management<br><input type="checkbox"/> Recycling Service<br><input type="checkbox"/> Research Software<br><br><input type="checkbox"/> Space Design & Planning<br><input type="checkbox"/> Telecommunications/Voicemail/Answering Service<br><input type="checkbox"/> Telephone Systems<br><br><input type="checkbox"/> Temporary Staffing<br><input type="checkbox"/> Transcription Services<br><input type="checkbox"/> Translation Services<br><input type="checkbox"/> Voice Data Processing<br><input type="checkbox"/> Website Development<br><input type="checkbox"/> OTHER: |
|---|--|

**IMPORTANT:** In case more than three businesses of a kind submit an application in any one category, the order of these categories will determine whether the business is eligible to participate as a sponsor.

## ONE YEAR LIST USAGE AND CONFIDENTIALITY AGREEMENT

This Agreement is made today by and between Palm Beach County Chapter Association of Legal Administrators (hereinafter "PBCC ALA"), and Chapter Sponsor (hereinafter "Sponsor") and is effective through the end of the term ONE YEAR (1 YEAR) in connection with the rental of member names, company affiliation, position held, contact information, affiliated firm information, etc. (hereinafter "The List"). Sponsor promises and irrevocably and unconditionally agrees as follows:

1. Sponsor is granted use of The List for any mailings or marketing of any kind or in conjunction with any promotion for the duration of the term listed.
2. Sponsor will not disclose, transfer, duplicate, reproduce or share any part of The List with any third party, agent, employee, or contractor or their respective agents and employees.
3. The List is at all times the sole property of PBCC ALA, and Sponsor is not authorized to, and will not, disclose or use The List in any form or manner whatsoever in any mailing or telemarketing or in conjunction with any promotion in which The List is to be used upon the termination of the term of this agreement.
4. This agreement shall apply in all cases whether The List is used for mailing or telemarketing purposes, and whether it is provided on labels, tape, disk, cartridge, CD, or electronically transferred.
5. PBCC ALA reserves the right to monitor the use of The List to prevent improper and unauthorized use.
6. Sponsor acknowledges The List is proprietary and confidential and the property of PBCC ALA and any violation of this agreement will entitle PBCC ALA to terminate the entire term of sponsorship benefits of the Sponsor.
7. PBCC ALA provides the list to the Sponsor "as is" with any and all defects, errors or deficiencies.
8. PBCC ALA HEREBY DISCLAIMS ALL WARRANTIES IN THE LISTS, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. Any violation of any terms of this agreement by Sponsor will cause List Owner irreparable harm and damages and that, in the event of any breach by Sponsor, PBCC ALA may immediately terminate Sponsor's entire benefit package.

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATED: \_\_\_\_\_