



Palm Beach County
Chapter

2012 BUSINESS PARTNER GUIDE



The 2012 Business Partner Program will begin January 1, 2012 and end December 31, 2012.

- ✦ 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) like business partner in Sunshine and Barefoot Mailman. Three (3) alike business partners 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, 2011 at 5:00 p.m.* Registrations received after this date will only be considered for the Legal Expo and/or the Community Challenge. All Business Partners will be sent confirmation of their sponsorship the first week of January 2012.
- ✦ Payment must accompany pages 17-20 of registration package in order for registration to be processed. We accept Visa, Mastercard, American Express and Discover 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, 2011, January 31, and March 30, 2012.
- ✦ Logo files must be e-mailed to geh@FLAppellateLaw.com no later than December 31, 2011. 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 2012 Business Partner Program.

To our returning Business Partners, we thank you for your continued support. To our potential Business Partners, we look forward to meeting you in 2012!

* To receive 5% Early Enrollment Discount, registration must be received by 5:00 p.m. on October 28, 2011

Gloria E. Hernandez, Chairperson
Business Partner Committee
444 W. Railroad Ave., Ste. 430
West Palm Beach, FL 33401
(561) 721-0400
(561) 721-0465 (fax)
geh@FLAppellateLaw.com

TABLE OF CONTENTS

SECTION 1	4
2012 CALENDAR	4
SECTION 2	5
DESCRIPTION OF EVENTS AND BENEFITS	5
ALA Chapter Member & Legal Directory.....	5
Honored Attendee at Monthly Chapter Meeting Luncheon.....	5
Tisha J. McNamara Scholarship Luncheon	6
Website Business Partner Directory	6
Password Access to PBCC ALA Online Membership List.....	6
Business Partner Appreciation Event	6
Legal Expo	7
Business Partner Feedback Luncheon Forum	7
Community Challenge.....	7
SECTION 3	8
BUSINESS PARTNER LEVEL DETAILS	8
➤ GOLD COAST BUSINESS PARTNER	9
➤ SUNSHINE CITY BUSINESS PARTNER.....	10
➤ BAREFOOT MAILMAN BUSINESS PARTNER	11
➤ ALLIGATOR ALLEY BUSINESS PARTNER	12
➤ PALM BEACH BUSINESS PARTNER	13
➤ IN-KIND BUSINESS PARTNER	14
SECTION 4	15
NON-BUSINESS PARTNER OPPORTUNITIES	15
➤ Member and Legal Directory.....	15
➤ Community Challenge.....	15
➤ Legal Expo	15
SECTION 5	16
REGISTRATION	16
➤ IMPORTANT NOTES.....	16
➤ BUSINESS PARTNER PACKAGE REGISTRATION	17
➤ CREDIT CARD AUTHORIZATION FORM	18
➤ BUSINESS CLASSIFICATIONS	19
➤ CONFIDENTIALITY AGREEMENT	20
➤ BUSINESS PARTNER PACKAGE VALUES.....	21

SECTION 1 CALENDAR

JANUARY

MONTHLY MEETING

Gold Coast Business Partner

FEBRUARY

MONTHLY MEETING

Sunshine City Business Partner

VENDOR APPRECIATION SOCIAL
(All Sponsors)

MARCH

LEGAL EXPO

March 13, 2012

(All Business Partners and Vendors)

APRIL

MONTHLY MEETING

(Members Only)

MAY

MONTHLY MEETING

Alligator Alley Business Partner

JUNE

MONTHLY MEETING

Tisha J. McNamara Scholarship Award
Sunshine City Business Partner

JULY

MONTHLY MEETING

(Members Only)

Business Partner Feedback Luncheon Forum

AUGUST

MONTHLY MEETING

Alligator Alley Business Partner

SEPTEMBER

MONTHLY MEETING

ATTORNEY APPRECIATION EVENT

Gold Coast Business Partner

OCTOBER

COMMUNITY CHALLENGE

Barefoot Mailman Business Partner
and À la carte Menu Business Partner
(All Business Partners)

NOVEMBER

MONTHLY MEETING

Alligator Alley Business Partner

DECEMBER

HOLIDAY SOCIAL
ANGEL TREE DONATION
BUSINESS PARTNER APPRECIATION SOCIAL
(All Business Partners)

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 8.5 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 Palm Beach County Convention Center or other designated location. Each luncheon begins with a half hour of informal discussion among members and Business Partners, 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 Business Partner 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 Business Partners. The winner(s) of the scholarship will attend, along with their parent(s), and be presented with the scholarship by the Sunshine City Business Partner. Press release photos with the Chapter President and the Sunshine City Business Partners will be taken, framed certificates will be presented to the Business Partners, and a press release will be sent to both local and legal publications. Sunshine City Business Partner 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.

Business Partner Website 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 Business Partner information. The website's Business Partner Directory page is a listing of all Palm Beach County Chapter Business Partners 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 Business Partners' 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 Business Partners will be provided a login and password access to this list for the duration of one year commencing January 1, 2012 through December 31, 2012. A Confidentiality Agreement must be signed and returned before a Business Partner can be issued a password by January 1, 2012.

Business Partner Appreciation Event and Member Social

All Palm Beach County Chapter ALA Business Partners (excludes Á la carte menu) will be invited to the first Member Social of the year in February, and to a very special Business Partner Appreciation Event scheduled during the month of December. The number of representatives included is determined by your level of sponsorship. The typical setting is an evening filled with 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 2012, 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!

Business Partner Feedback Luncheon Forum

In order to continue a mutually beneficial relationship between Business Partners and members alike, we hold a very special lunch each year attended by the Chapter Board, the Business Partner Committee Chair, and one representative from each Business Partner (two for Gold Coast Business Partner) 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 Business Partners along with the area's businesses to participate. Barefoot Mailman Business Partners will receive special recognition at this event, including an opportunity to exclusively advertise on a webpage dedicated to the Community Challenge Event.

SECTION 3

BUSINESS PARTNER LEVEL DETAILS



GOLD COAST BUSINESS PARTNER

\$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 Business Partner 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.
- Business Partner Member Social (February)
 - Attendance of four representatives.
- Business Partner Appreciation Event (December)
 - 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.
- Business Partner Feedback Luncheon (July) – Board and Business Partners only
 - Attendance of two representatives to attend the open forum luncheon.
- Managing Partner/Attorney Appreciation Event (September)
 - Attendance of 2 representatives at Attorney Appreciation luncheon held in September.*
 - Special recognition on formal invitation, website and at the podium as the lunch Business Partner.
 - 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 BUSINESS PARTNERS

\$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 Business Partner 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.
- Business Partner Member Social (February)
 - Attendance of two representatives.
- Business Partner Appreciation Event (December)
 - 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 Coast Business Partner.
 - Attendance of four representatives.
 - Premium listing in event program.
 - Half-Page ad in event program.
 - PBCC member attendee list post-event.
- Business Partner Feedback Luncheon (July)–Board and Business Partners only
 - Attendance of one representative to attend the open forum luncheon.
- Tisha J. McNamara Scholarship Business Partner (June)
 - Attendance of 2 representatives at Tisha J. McNamara Scholarship Luncheon in June.*
 - Special recognition as the Tisha J. McNamara Scholarship Business Partner.
 - Listing as Tisha J. McNamara Scholarship Business Partner in the program.
 - Photos with winners and Chapter President.
 - Receive framed certificate as Tisha J. McNamara Scholarship Business Partner.
 - 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 BUSINESS PARTNERS

\$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 Business Partner 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.
- Business Partner Member Social (February)
 - Attendance of two representatives.
- Business Partner Appreciation Event (December)
 - 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.
- Business Partner Feedback Luncheon (July)—Board and Business Partners only
 - Attendance of one representative to attend the open forum luncheon.
- Community Challenge Business Partner (October)
 - Attendance of at least two representatives at the Community Challenge Event.
 - Exclusive Community Challenge Event Webpage with Company Name and Logo
 - Special recognition at event to be determined in accordance with event venue.
 - Article published in October Monthly Focus Newsletter
 - Quarter page ad in October Monthly Focus Newsletter
 - Press Release.

ALLIGATOR ALLEY BUSINESS PARTNERS

\$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 Business Partner 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.
- Business Partner Member Social (February)
 - Attendance of two representatives.
- Business Partner Appreciation Event (December)
 - 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.
- Business Partner Feedback Luncheon (July)-Board and Business Partners only
 - Attendance of one representative to attend the open forum luncheon.
- Monthly Chapter Luncheon (Choice of May, August or November)
 - Maximum of 2 Business Partners at luncheon; first come, first served.
 - Attendance of two representatives at luncheon.*
 - Display materials and handouts at each member seat.
 - Display materials at separate table with a half-hour 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 BUSINESS PARTNERS

\$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 Business Partner Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
- ❑ Business Partner Member Social (February)
 - Attendance of two representatives.
- ❑ Business Partner Appreciation Event (December)
 - 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.
- ❑ Business Partner Feedback Luncheon (July) – Board and Business Partners only
 - Attendance of one representative to attend the open forum luncheon.

IN-KIND BUSINESS PARTNERS

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 Business Partner Directory with Company Name, Address, Contact, Phone/Fax, E-mail Address, Website Link and Company Logo.
 - *Website Business Partner – Logo on each page of website.*
- Business Partner Member Social (February)
 - Attendance of one representative.
- Business Partner Appreciation Event (December)
 - 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 Business Partner: 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.
- Business Partner Feedback Luncheon (July) – Board and Business Partners only
 - Attendance of one representative to attend the open forum luncheon.

SECTION 4

NON-BUSINESS PARTNER 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>	\$300-\$500
---	-------------

➤ 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

➤ PBCC ALA Newsletter Advertising – Quarter Page Ad

Opportunity to advertise directly to members
Write an article for Newsletter with purchase of 12 issues

Twelve (12) issues, Article (save \$300)	\$1,200
Six (6) issues (save \$150)	\$ 600
One issue	\$ 125

SECTION 5

REGISTRATION

IMPORTANT NOTES

- ❖ Registration is accepted on a first-come, first-serve basis. Please return pages 17-20 of Business Partner Package Registration.
- ❖ If optional payment plan is chosen, payments will be due in three equal installments, including the 3% service charge, on November 30, 2011, January 31, and March 30, 2012.
- ❖ 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 no later than December 30, 2011. 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:
 - Early Enrollment Discount October 28, 2011
 - Business Partner Packages November 30, 2011
 - Legal Vendor Directory February 1, 2012
 - Legal Expo March 6, 2012
 - Community Challenge October 8, 2012

SEND REGISTRATION PACKETS TO:

Gloria E Hernandez, Chairperson
Business Partner Committee
444 West Railroad Avenue, Ste. 430
West Palm Beach, Florida 33401
Tel: (561) 721-0400
geh@FLAppellateLaw.com



BUSINESS NAME: _____

PRIMARY CONTACT NAME: _____

ADDRESS: _____

CITY _____ **STATE** _____ **ZIP:** _____

TEL: () _____ **EMAIL:** _____ **WEBSITE:** _____

SELECT
↓

BUSINESS PARTNER PACKAGES – DEADLINE: NOVEMBER 30, 2011

AMOUNT

_____ Gold Coast - Max. 1	\$ 5,500.00
_____ Sunshine City – Max. 3	\$ 4,000.00
_____ Barefoot Mailman – Max. 4	\$ 3,000.00
_____ Alligator Alley - Max. 6 - Order of preference: May ___ August ___ November ___	\$ 2,500.00
_____ Palm Beach – Unlimited	\$ 1,500.00
_____ In-Kind - Limited to Chapter-related services/products	-0-

LEGAL DIRECTORY – DEADLINE: FEBRUARY 1, 2012

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 next to the description, then add the difference in price to your upgrade.

_____ Full Page Ad - Check here for color <input type="checkbox"/> - Additional \$75	\$ 400.00
_____ Half Page Ad	\$ 250.00
_____ Business Card Size	\$ 150.00
_____ PBCC ALA Newsletter: Issues 12 _____ 6 _____ 1 x _____	\$125-1,200

LEGAL EXPO -- DEADLINE: FEBRUARY 28, 2012

_____ Booth	\$ 800.00
_____ Full Page Ad	\$ 700.00
_____ Half Page Ad	\$ 500.00
_____ Quarter Page Ad	\$ 250.00
_____ Business Card Size	\$ 150.00
_____ Additional representatives: _____	\$ 36.00
_____ Electricity (provided by PBCCC, not included in booth pricing)	\$ TBD
_____ In-Kind Legal Expo Reduced Price	\$ 400.00

COMMUNITY CHALLENGE -- DEADLINE: SEPTEMBER 30, 2012

\$300-\$500

EARLY ENROLLMENT/TENURE DISCOUNTS -- DISCOUNTS NOT TO BE COMBINED

_____ Upgrade Discount - 10%	_____
_____ Early Enrollment Discount - 5% - Early Enrollment Ends on October 28, 2011	_____
_____ Tenure Discount (after 3 continuous years) - 5%	_____
_____ Optional Payment Plan Service Charge 3%	_____
_____ TOTAL DUE WITH REGISTRATION PACKET	_____



INVOICE

Business Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Qty	Business Partner Packages	Price	*Discount	Amount
	Gold Coast	\$5,500		
	Sunshine City	\$4,000		
	Barefoot Mailman	\$3,000		
	Alligator Alley	\$2,500		
	Palm Beach	\$1,500		
	In-Kind	-0-		
	Legal Expo	\$800		
	Legal Directory	Varies		
	Monthly Focus Newsletter	Varies		
	Misc.	Varies		
	*Discount only applicable to early bird/tenure/upgraded registrations.			
TOTAL DISCOUNT				
				SUBTOTAL
				TOTAL

Please make checks payable to:

Palm Beach County Chapter ALA or
PBCCALA, and remit payment to:

PBCCALA
c/o Gloria E. Hernandez
Business Partner Committee Chair
444 West Railroad Ave., Ste. 430
West Palm Beach, FL 33401
(561) 721-0400
geh@FLAppellateLaw.com

We accept the following cards:



Card Type: ___ AmEx ___ Discover ___ M/C ___ Visa

Card No. _____

Exp. _____ Security/CVV No. _____

Signature: _____

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
<input type="checkbox"/> Advertising/Branding
<input type="checkbox"/> Auditing
<input type="checkbox"/> Automated Client Billing
<input type="checkbox"/> Benefits Management
<input type="checkbox"/> Benefits/Retirement Programs
<input type="checkbox"/> Carpet & Textile Maintenance
<input type="checkbox"/> Case Management

<input type="checkbox"/> Coffee/Beverage Service

<input type="checkbox"/> Computer Hardware/Software/Support
<input type="checkbox"/> Computer Networking
<input type="checkbox"/> Computer Software - LIST TYPE:
<hr style="border: 0.5px solid black;"/> <input type="checkbox"/> Conference Call Services
<input type="checkbox"/> Conflicts of Interests/Docketing
<input type="checkbox"/> Copying Services
<input type="checkbox"/> Corporate Kits & Services
<input type="checkbox"/> Court Reporters
<input type="checkbox"/> Desktop Publishing
<input type="checkbox"/> Dictation Equipment/Voice Data Processing

<input type="checkbox"/> Document Imaging Equipment
<input type="checkbox"/> Document Repositories & Storage
<input type="checkbox"/> Electronic Discovery & Computer Forensics
<input type="checkbox"/> End User Training
<input type="checkbox"/> Executive/Attorney Recruiting
<input type="checkbox"/> Facilities Management
<input type="checkbox"/> Financial Services
<input type="checkbox"/> Florist/Plant Rental
<input type="checkbox"/> Gifts/Incentives | <input type="checkbox"/> Image Consultants
<input type="checkbox"/> Info Systems Research & Consulting
<input type="checkbox"/> Insurance & Related Services
<input type="checkbox"/> Legal Staffing
<input type="checkbox"/> Litigation Support/Services
<input type="checkbox"/> Management Consulting
<input type="checkbox"/> Management Systems
<input type="checkbox"/> Office Equipment
<input type="checkbox"/> Office Expense Control & Cost Recovery System
<input type="checkbox"/> Office
<input type="checkbox"/> Furniture/Rental/Refinancing/Upholstery
<input type="checkbox"/> Office Supplies/Stationary & Forms
<input type="checkbox"/> Payroll Services
<input type="checkbox"/> Practice Management
<input type="checkbox"/> Printer/Engraver
<input type="checkbox"/> Process Servers
<input type="checkbox"/> Publications
<input type="checkbox"/> Records Management
<input type="checkbox"/> Recycling Service
<input type="checkbox"/> Research Software

<input type="checkbox"/> Space Design & Planning
<input type="checkbox"/> Telecommunications/Voicemail/Answering Service
<input type="checkbox"/> Telephone Systems

<input type="checkbox"/> Temporary Staffing
<input type="checkbox"/> Transcription Services
<input type="checkbox"/> Translation Services
<input type="checkbox"/> Voice Data Processing
<input type="checkbox"/> Website Development
<input type="checkbox"/> OTHER: |
|---|--|

IMPORTANT: In the event more than three like businesses submit an application in any one category, the order of these categories will determine whether the business is eligible to participate as a Business Partner.

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 Business Partner (hereinafter "Business Partner") 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"). Business Partner promises and irrevocably and unconditionally agrees as follows:

1. Business Partner 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. Business Partner 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 Business Partner 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. Business Partner 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 Business Partner.
7. PBCC ALA provides the list to the Business Partner "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 Business Partner will cause List Owner irreparable harm and damages and that, in the event of any breach by Business Partner, PBCC ALA may immediately terminate Business Partner's entire benefit package.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATED: _____