EXHIBITOR REGISTRATION AND INFORMATION

2019 NATIONAL CONFERENCE FOR LAWYER ASSISTANCE PROGRAMS

FROM SURVIVING TO THRIVING: LAPs Lead the Way

Lawyers Helping Lawyers In Texas

September 24–26, 2019
HILTON AUSTIN HOTEL ★ AUSTIN, TEXAS
3 WAYS TO REGISTER

EXHIBITOR REGISTRATION INFORMATION (PLEASE PRINT OR TYPE)

If you experience any problems with registration, please contact Sharon O’Connell at sharon.oconnell@americanbar.org

| Facility/Company Name: | _____________________________________________________________________________________ |
| Street Address: | _______________________________________________________________________________________ |
| City/State/Zip: | _______________________________________________________________________________________ |
| 1st Attendee Name: | _______________________________________________________________________________________ |
| Phone: | ____________________ | Email Address: | ____________________ |
| 2nd Attendee Name: | _______________________________________________________________________________________ |
| Phone: | ____________________ | Email Address: | ____________________ |

Is this your first time attending this Conference?  ❑ Yes  ❑ No

Please indicate if you have a disability that requires assistance:  ❑ Audio  ❑ Mobile  ❑ Visual

Please specify if you have special dietary restrictions:  _______________________________________________________________

❑ I will participate in the Attendees Lunch with the Exhibitors on Wednesday, September 25th.
❑ I will participate in one of the three Exhibitor sponsored prize drawings.

If you have a disability that requires assistance, please indicate the nature of your disability.  ❑ Audio  ❑ Mobile  ❑ Visual

Please specify if you have special dietary restrictions:  _______________________________________________________________

**REGISTRATION FEES**

| Facility/Company Name: | _____________________________________________________________________________________ |
| Street Address: | _______________________________________________________________________________________ |
| City/State/Zip: | _______________________________________________________________________________________ |
| 1st Attendee Name: | _______________________________________________________________________________________ |
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**REGISTRATION FEES**

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoLAP Exhibitor 1 to 5 years</td>
<td>$1200</td>
<td>$_______</td>
</tr>
<tr>
<td>CoLAP Exhibitor 6 years or more</td>
<td>$1000</td>
<td>$_______</td>
</tr>
<tr>
<td>2nd Attendee</td>
<td>$400</td>
<td>$_______</td>
</tr>
<tr>
<td>“Take One” Table</td>
<td>$400</td>
<td>$_______</td>
</tr>
<tr>
<td>Annual Conference Dinner</td>
<td>$80</td>
<td>$_______</td>
</tr>
<tr>
<td><strong>Total Registration Fees:</strong></td>
<td></td>
<td>$_______</td>
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**SPONSORSHIP OPPORTUNITIES**

<table>
<thead>
<tr>
<th>Sponsorship Opportunities</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Conference Dinner (exclusive)</td>
<td>$5000</td>
<td>$_______</td>
</tr>
<tr>
<td>Welcome Reception (exclusive)</td>
<td>$3500</td>
<td>$_______</td>
</tr>
<tr>
<td>Tote Bags (exclusive)</td>
<td>$2000</td>
<td>$_______</td>
</tr>
<tr>
<td>Lanyards (exclusive)</td>
<td>$2000</td>
<td>$_______</td>
</tr>
<tr>
<td>Pocket Schedule (exclusive)</td>
<td>$1000</td>
<td>$_______</td>
</tr>
<tr>
<td>Bag Insert</td>
<td>$500</td>
<td>$_______</td>
</tr>
<tr>
<td><strong>Total Sponsorship Fees:</strong></td>
<td></td>
<td>$_______</td>
</tr>
</tbody>
</table>

**TOTAL REGISTRATION & SPONSORSHIP FEES:** $_______

**METHOD OF PAYMENT**

(Note: All registrations must include payment. Registrations received without payment will not be processed.)

❑ Check Enclosed (made payable to the American Bar Association) or
❑ MasterCard  ❑ Visa  ❑ American Express

Credit Card Number/Expiration Date

Name on Card (Please Print or Type)

Signature

Cancellation Policy: Substitutions may be made at any time. Refund requests must be sent in writing and received on or before September 11, 2019. Cancellations will be fully refunded less a $50.00 administrative fee. No refunds will be given after September 11, 2019. The ABA reserves the right to cancel or alter any programs and assumes no responsibility for personal expenses. Send refund requests to Sharon O’Connell via email to: sharon.oconnell@americanbar.org
On behalf of the American Bar Association’s Commission on Lawyer Assistance Programs (CoLAP) it is our pleasure to invite you to exhibit at the 2019 National Conference for Lawyer Assistance Programs, being held in Austin, Texas from Tuesday, September 24 through Thursday, September 26, 2019.

The National Conference draws over 200 attendees including LAP directors and staff in the U.S. and Canada, judges, bar leaders, practitioners, treatment experts and others dedicated to recovery and improved mental health of judges, lawyers and law students.

Your participation in the Conference Exhibit will give you the opportunity to make direct contact with these individuals.

Together we make a difference in the lives of those we endeavor to assist. Please join us in making this the most dynamic and well-attended conference yet.

Sincerely,

Beth Padgett  
Conference Chair  
Lawyers Helping Lawyers, Co-Director SC Bar

Tish Vincent  
Conference Vice-Chair  
LJAP Program Director, State Bar of Michigan

EXHIBIT HALL SCHEDULE*

TUESDAY, SEPTEMBER 24

Exhibit Set-up  
8:00 A.M. – 4:00 P.M.  
Set-up must be complete by 4:00 p.m.

HIGHLIGHTS:

Welcome Reception  
5:00 P.M. – 6:00 P.M.

WEDNESDAY, SEPTEMBER 25

Exhibit Hall Open  
8:00 A.M.– 5:00 P.M.

HIGHLIGHTS:

Breakfast in the Exhibit Hall  
8:00 A.M. – 8:50 A.M.

Exhibitors Lunch with Attendees and the Exhibitors Roll Call  
12:15 P.M. – 1:15 P.M.

Coffee Break & Prize Drawing in the Exhibit Hall  
2:45 P.M. – 3:15 P.M.

THURSDAY, SEPTEMBER 26

Exhibit Hall Open  
8:00 A.M.– 4:45 P.M.

HIGHLIGHTS:

Coffee Break in the Exhibit Hall  
10:30 A.M. – 11:00 A.M.

Coffee Break in the Exhibit Hall  
2:00 P.M. – 2:30 P.M.

Tear-down and move-out will be after the coffee break  
3:45 P.M.  
Move-out prior to the final Session is discouraged.

*Schedule subject to change.
Welcome Reception
Put a face with a name or meet new people while you interact with Conference attendees at this one hour well-attended reception on Tuesday, September 24 at 5:00 p.m.

Roll Call for LAPs
Attending this event from 9:30 a.m. – 10:00 a.m. on Wednesday, September 25 will allow you to put a face with a name and assist you with targeting your audience. This is a great opportunity for you to meet and greet!

Exhibitors Roll Call and Lunch
On Wednesday, September 25, you will have the opportunity to promote your facility’s resources to the Conference attendees at lunch. At Roll Call, each exhibiting facility will be recognized during a power point presentation with a slide that will include the name of your facility, the facility logo, the name(s) of your attending representatives, your facility’s web address and a list of 3-6 bulleted services. This is another opportunity to have direct contact with attendees!

Coffee Breaks
All Conference coffee breaks will be held in the Conference Exhibit Hall. This is another opportunity for you to network with the attendees.

Exhibitor User Guide
Each exhibitor has the opportunity to participate in the Exhibitor User Guide. The Exhibitor User Guide is a directory of the facilities that are exhibiting at the Conference. It is distributed to all Conference attendees and includes a description of your facility and contact information.

Conference Sessions and Meals
The individual representing your facility is able to attend all Conference sessions, receive CEU and CLE credit and participate in all Conference meals. Note: The Annual Conference Dinner is not included in your registration fee. You must purchase a ticket to attend.
PROMOTIONAL SPONSORSHIP OPPORTUNITIES

$5,000 PLATINUM *(EXCLUSIVE)*
Official Sponsor of the Annual Conference Dinner and Conference Meals

- Verbal acknowledgment from the podium at the dinner event
- Sponsor logo displayed on signage at the dinner event and conference meals
- Sponsor Spotlight in conference brochure
- Sponsor logo acknowledgment on conference website
- Sponsor exhibit booth for two (2) persons - premier location on Wednesday and Thursday
- Two (2) complimentary registrations to attend the conference sessions
- Sponsor will receive two (2) complimentary tickets to the Conference Dinner

$3,500 GOLD *(EXCLUSIVE)*
Official Sponsor of the Welcome Reception and Refreshment Breaks

- Verbal acknowledgment from the podium at the reception event
- Sponsor logo displayed on signage at the reception event and refreshment breaks
- Sponsor Spotlight in conference brochure
- Sponsor logo acknowledgment on conference website
- Sponsor exhibit booth for one (1) person - premier location on Wednesday and Thursday
- Two (2) complimentary registrations to the conference
- Sponsor will receive two (2) complimentary tickets to the Welcome Reception

$2,000 SILVER*** *(EXCLUSIVE)*
Official Sponsor of the Tote Bags or Name Badge Lanyard

- Sponsor name or logo printed on the tote bag or name badge lanyard distributed to all attendees
- Sponsor to receive 1 (one) complimentary ticket to the Thursday dinner event
- Sponsor acknowledgment on conference website
- Sponsor Spotlight in conference brochure

***Sponsor is responsible for supplying the bags or lanyards and shipping them to the hotel by Friday, September 20th.

$1,000 BRONZE *(EXCLUSIVE)*
Official Sponsor of the Pocket Schedule

- Sponsor logo printed on the conference schedule carried and referenced by all attendees
- Sponsor acknowledgment on conference website and conference brochure

$500 BAG INSERT***

- Opportunity to provide promotional material to be inserted into attendee welcome bags

***Sponsor is responsible for shipping materials to the hotel. Inserts must meet size requirements and arrive at the hotel by Friday, September 20th.
Exhibitor Registration includes:
• One (1) 6’ draped table & chair; (due to space limitations, we are unable to accommodate displays larger than the 6’ tabletop);
• Attendance for one person to attend all Conference sessions;
• Attendance for one person to attend Conference meal events (Tuesday through Thursday), excludes the Annual Conference Dinner;
• Continuing educational credits for all Conference sessions attended
• One (1) copy of the Exhibitor User Guide

Booth space will be assigned on a first come basis. There is an additional fee for a 2nd person. Space is limited to (2) representatives per table.

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Shipping Information
The following are guidelines and rates for incoming parcel received by the Shipping & Receiving Department (The UPS Store) for the Hilton Austin Hotel.

All Incoming Packages: All packages received by the UPS Store require a signature release before leaving the UPS Store custody. Release signatures are captured at the time of package pickup at The UPS Store, or during delivery to the recipient. Use only the individual guest name that will be on site to sign for the package(s). Please DO NOT address your packages to a hotel employee or Event Manager, as this could cause the package to be delayed.

To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one or more days prior to the start of your event. Packages scheduled to be delivered on the day of your event may cause a delivery delay.

<table>
<thead>
<tr>
<th>Carrier Envelopes</th>
<th>$4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padded Pack</td>
<td>$5.00</td>
</tr>
<tr>
<td>2–10 lbs</td>
<td>$7.00 Per Container</td>
</tr>
<tr>
<td>11–20 lbs</td>
<td>$15.00 Per Container</td>
</tr>
<tr>
<td>21–40 lbs</td>
<td>$25.00 Per Container</td>
</tr>
<tr>
<td>41–60 lbs</td>
<td>$50.00 Per Container</td>
</tr>
<tr>
<td>61–100 lbs</td>
<td>$80.00 Per Container</td>
</tr>
<tr>
<td>100 + lbs</td>
<td>$120.00 Per Container</td>
</tr>
<tr>
<td>Pallets</td>
<td>$275.00 Per Pallet</td>
</tr>
</tbody>
</table>

Materials should be addressed as follows:
Client/Guest Name
Arrival Date/Cell Number
Conference Name
Number of packages in the shipment (i.e. 4 of 6)
Hilton Austin — The UPS Store
500 East 4th Street
Austin TX 78701

All Outgoing Packages: The UPS Store can generate UPS shipping labels for your outbound shipping that can be paid for directly at The UPS Store either by credit card or charged to your room. If you would like to use a pre-paid label or carrier bill, The UPS Store can accommodate that as well. Please affix a completed carrier air bill to each package to expedite the process for out-bound shipments. Boxes, carrier envelopes, and shipping supplies are available at The UPS Store. Pickup of out-bound shipments by any carrier other than UPS or FedEx must be coordinated with The UPS Store. The fee for these services is based upon weight of the package and applies to both inbound and outbound packages, and the fee is in addition to carrier shipping rates.

Loss Prevention
Neither the ABA Commission on Lawyer Assistance Programs nor the hotel assumes responsibility for personal property or equipment in any exhibit area. Be sure to remove any valuables when you are not in attendance.
**Ground Transportation**

The Hilton Austin Hotel is approximately 7 miles from the Austin-Bergstrom International Airport (ABIA) [http://www.austintexas.gov/airport](http://www.austintexas.gov/airport). A one-way ride from the ABIA Airport to the Hilton Austin may take on average 15-45 minutes. Most major rental car companies are available at Austin Bergstrom International Airport. Other standard transportation options include the [Capital Metro Bus Line](http://www.capmetro.org) and ride-hailing services from companies such as Uber, Lyft and Ride Austin. SuperShuttle is also available to transport passengers from the airport to locations around the city.

**SuperShuttle**

SuperShuttle is one of the leading airport shuttle services in the U.S., serving over eight million passengers a year. For a VIP experience, try their private black car service ExecuCar. Learn more about additional shuttle, limousine and charter services [here](http://www.supershuttle.com).

**Taxi & Ride-Hailing**

**Austin Cab Company**

The City of Austin regulates taxicab rates. These rates apply to all taxicab companies and all drivers. The current meter rate is $2.50 for the first 1/6 mile plus $0.40 for each additional 1/6 mile. Waiting time is $29.00 per hour.

By city ordinance, there is a minimum price for trips that originate from Austin Bergstrom International Airport (ABIA). It is set at the value of a 4 mile trip (currently $13.10). Also, per city ordinance, trips which originate at the airport are subject to a $1 surcharge. There is no additional charge for extra passengers. As many as four (4) passengers may ride for the price of one passenger. Please note: Drivers are independent contractors. They are not employed by a cab company; they work for themselves. Tips are at the discretion of the customer.

**car2go**

car2go offers instant access to 300 Mercedes-Benz Vehicles spread throughout the downtown Austin core — ready to be reserved and driven right from the street. Find the nearest car on the car2go app, and take it for just a few minutes or a few days without having to return it where you found it. When you’re done, parking is included.

**Bike and Scooter Rentals**

On-the-go bike rentals from [Austin B-cycle](http://www.austintexas.gov/austinb-cycle) are available to use at more than 40 stations located throughout the city. Also available are a number of bike shops that offer hourly and daily rentals, such as Barton Springs Bike Rentals. Dockless bikes and scooters are available around town from companies such as Lime Bike, Bird, Pace, Lyft and more. Maps and bike routes can be found [here](http://www.austintexas.gov/austinb-cycle).

**Pedicab**

These carts, pulled by local cyclists, can be found all throughout Austin. Each driver is licensed by the City of Austin Ground Transportation Department and work solely on tips, so be generous!

**Climate/Dress Code**

In late September, the average temperature in Austin is roughly 88 degrees. Be sure to check the weather channel before you leave to obtain the most current temperatures. Regardless of the outdoor temperature, it is always advisable to dress in layers so that you are comfortable in the meeting rooms.
KEY 2019 CONFERENCE DATES

- **August 3, 2019**: Early Registration Deadline
- **August 26, 2019**: Last day to obtain negotiated room rate or until block is sold-out, whichever comes first
- **September 4, 2019**: Advance/Online Registration Closes
- **September 4, 2019** until Conference: Onsite Registration Only
- **September 11, 2019**: Conference Cancellation Deadline (refer to policy for details)

SAVE THE DATE

**2020 National Conference for Lawyer Assistance Programs**

- **October 20–22, 2020**
- **Tower Square Hotel**
- **Springfield, Massachusetts**