



LPI

*Educating California's
Legal Support Professionals*

OFFICE OF:

ORANGE COUNTY LEGAL PROFESSIONALS ASSOCIATION, INC.
P.O. BOX 28391
SANTA ANA, CALIFORNIA 92799
PHONE: (714) 642-3985

June 7, 2022

Re: Application for Vendor Space at the August 2022 Quarterly Conference

Greetings:

Legal Professionals, Inc. (“LPI”) and Orange County Legal Professionals Association (“OCLPA”) would like to offer you an opportunity to join us in a very exciting event. LPI and OCLPA, non-profit organizations dedicated to educating and training legal professionals in all areas of law, will be hosting the 1st Quarterly Conference at the DoubleTree by Hilton, 100 The City Drive, Orange, California 92868 from August 12-14, 2022.

If you have not participated in events such as these, now is your chance to expand and grow your current business to all attendees at our conference. As the attached form indicates, the cost to set up a vendor table from Friday morning August 12th through Saturday afternoon August 13th is **\$275.00** (additional charges for special electrical or audio/visual set up will apply). In addition to the exhibit space, you are invited to the Friday night Pizza/Bunco event. In appreciation of your participation, your logo (a PDF static ad) will be displayed throughout the weekend during the virtual portions of LPI’s business meetings.

Because time moves quickly, we ask that you reserve a vendor table or advise if we can count on you as a vendor by sending us your response by email or by returning the attached forms by **July 19, 2022**.

We will provide more details for you as we get closer to the event. On behalf of OCLPA and LPI, we thank you and look forward to working with you.

Sincerely,

Heather Nowak

Heather Nowak
Conference Co-Chair
Hillnme02@hotmail.com

**APPLICATION/CONTRACT FOR VENDOR SPACE
AUGUST 2022 QUARTLEY CONFERENCE
AUGUST 12-14, 2022**

The undersigned, hereinafter referred to as “Vendor,” hereby makes application for exhibit space at the August 2022 Quarterly Conference (“Event”) Orange County Legal Professionals Association (“OCLPA”) and Legal Professionals, Inc. (“LPI”) at the DoubleTree by Hilton, August 12-14, 2022, and agrees to the following terms and conditions:

1. COST OF EXHIBIT SPACE

The fee for exhibit space is **\$275.00** per space (6-foot table). Said fee is payable with the return of this application no later than **July 19, 2022**. Said deposit will not be refunded to Vendor if Vendor is unable to use the space unless a replacement can be found for that Vendor. OCLPA shall have no obligation to secure any such replacement. Space will be assigned on the basis of when the application is received, at the sole and absolute discretion of OCLPA. Vendor may purchase individual event tickets at the given cost; however, Vendor’s space must be attended at all times during which the Vendors’ Room is open. For the cost of \$275.00, Vendor will receive the above-described space and a business card-sized color ad in LPI’s Official Program. Vendor shall provide its own design and/or logo for the ad space to hillnme02@hotmail.com.

2. EXHIBIT HOURS

The exhibit hours for the conference will be from 10:00 a.m. to 6:30 p.m. on Friday, August 12, 2022, and from 8:00 a.m. to 2:30 p.m. on Saturday, August 13, 2022. Vendor has been made aware that meetings will be held throughout the hotel and maximum exposure can be guaranteed prior to and during Friday, particularly during the Friday Night Welcome Reception. If the vendor hours are changed for any reason, Vendor will be notified in writing at least one week prior to the Event or by telephone at least 24 hours prior to the Event.

3. SET UP AND REMOVAL OF DISPLAY

Vendor’s display should be set-up at the **DoubleTree by Hilton, 100 The City Drive, Orange, California 92868** on Friday, August 12, 2022, from 10:00 a.m. to 6:30 p.m., and on Saturday, August 13, 2022, from 8:00 a.m. to 2:30 p.m. Vendor’s display must be removed by 3:00 p.m. on Saturday, August 13, 2022.

4. SECURITY

Vendor assumes all risks of loss or damage to exhibit material and other property of Vendor, and Vendor may obtain insurance, as it deems necessary.

5. LIABILITY

Neither OCLPA or LPI, the DoubleTree by Hilton, nor any member of the Event committee shall be responsible for any loss or damage to Vendor’s property. Vendor hereby waives any and all causes of action against the foregoing facility, the DoubleTree by Hilton, LPI, and OCLPA, the Event committee or their agents and representatives, individually or severally, for any and all claims for loss, damage, or injury to person or property.

6. CARE OF EXHIBIT SPACE AND EQUIPMENT

Vendor shall be responsible for any damage or defacement to the walls, doors, or floors of the exhibition space or the equipment of the exhibition area as a result of any act or failure to act by the Vendor. All material used in decoration shall be flameproof. Electrical wiring shall conform to all applicable Federal, State, and local codes, regulations, and ordinances. No combustible materials or explosives are permitted in the exhibition area. Vendor shall comply with all fire and safety rules of the DoubleTree by Hilton.

7. DESCRIPTION OF THE EXHIBIT MATERIAL

A brief description of material to be exhibited by Vendor and specific requirements as to space, electrical outlets, etc. is attached hereto as Exhibit A and incorporated by reference herein. If no specific requirements are itemized in an attachment labeled "Exhibit A," OCLPA cannot ensure that Vendor's needs will be met.

All displays will be on the tables unless prior arrangements are made with the Conference Chairperson. Should a Vendor wish to purchase more than one exhibit space, it may be done at the time of signing this contract. If there are any special requirements not previously arranged in writing, and there is a cost incurred by such special equipment, the Vendor shall be liable.

8. RETURN CHECK CHARGE

If any check(s) are returned by a bank, service charges incurred by OCLPA shall be the responsibility of the issuer of said check in addition to the amount of the check and any handling charges incurred by OCLPA in recouping said amount.

THIS APPLICATION/CONTRACT AGREEMENT IS TO BE SIGNED AND RETURNED WITH YOUR CHECK PAYABLE TO "OCLPA" BY JULY 19, 2022 TO:

**OCLPA
P.O. Box 28391
Santa Ana, California 92799**

Credit card form is attached for payment as well.

Upon acceptance, this application becomes a binding contract between Vendor and OCLPA and LPI. A signed copy of the contract will be returned to Vendor upon receipt of payment in full for the exhibit space of \$275.00.

9. ENTIRE AGREEMENT

This Agreement is the entire and complete agreement of the parties relating to the Event. There is no other agreement (written or oral) between the parties. No statements, promises, or representations have been made by any party to any other, or relied upon by either party, no consideration has been offered, promised, expected, or held other than as may be expressly provided herein.

10. MODIFICATION OF AGREEMENT

OCLPA agrees that changes, additions, and/or stipulations may be made by OCLPA or Vendor provided it is done in writing, agreed upon by both parties and initialed by both parties.

11. PROVISION UNENFORCEABLE

In the event any provision of this Agreement shall be held to be void, voidable, or unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

12. CALIFORNIA LAW

The formation, construction, and performance of this Agreement shall be construed in accordance with the laws of the State of California and shall be deemed to be entered into in Orange, California.

Executed this ____ day of _____, 2022, at _____ California.

VENDOR NAME: _____

By: _____

(Signature of Authorized Company Representative)

Name/Title of Vendor Representative (Please print)

Mailing Address of Vendor

City, State, and Zip Code

Telephone Number of Vendor

Email Address of Vendor Representative

ACCEPTED

ORANGE COUNTY LEGAL PROFESSIONALS ASSOCIATION, INC.

By: _____ \$ _____ for _____ space(s)

Heather Nowak
Conference Co-Chair
Hillnme02@hotmail.com

EXHIBIT A

DESCRIPTION OF EXHIBIT MATERIAL

VENDOR: _____

CONTACT: _____

SPACE

REQUIREMENTS: _____

ELECTRICAL

REQUIREMENTS: _____

ADDITIONAL

REQUIREMENTS: _____

OCLPA CREDIT CARD FORM

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Attendees: _____



Expiration Date _____

Security Code _____

Name on Card: _____

Billing Address _____

City, State, Zip: _____

Phone: _____

Signature: _____ Date: _____

Send check to: OCLPA
P.O. Box 28391
Santa Ana, California 92799