



Sunday, September 24 2017

Sponsorship and Exhibitor Package for the

2017 LAO Annual General Meeting and Lymphedema Awareness & Charity Walk



Dear Lymphedema Community Partner

The Lymphedema Association of Ontario (LAO) is pleased to announce our next event, the LAO Annual General Meeting and Lymphedema Awareness & Charity Walk which will take place on Sunday, September 24th at the Swansea Town Hall followed with a Lymphedema Awareness & Charity Walk to High Park in Toronto and another walk in Windsor (Detail TBD).

As a small organization, we rely heavily on partners like you to help bring lymphedema resources, education and awareness to the public and medical community in Ontario.

- Attached is the **Sponsorship and Exhibitor** package with options to optimize your participation and maximize your exposure. **Should you be interested, please submit the attached contract and payment by August 1st. We will be including sponsor logos on all our online media as soon as payment is received.**

If you have any questions or matters to discuss, or any comments (even good ones) about last year's event) I encourage you to contact me as soon as possible at accounting@lymphontario.ca or you can leave a message at 416-410-2250 ext 2.

Together we can make a difference in the lives of people living with lymphedema.

Regards,

JoAnne Raditz

On behalf of The LAO Board of Directors

Lymphedema AGM & Walk

Association of Ontario

Location Details

ANNUAL GENERAL MEETING:

This year's AGM will be held

Sunday, September 24th, 2017

1:30 – 2:30 p.m.

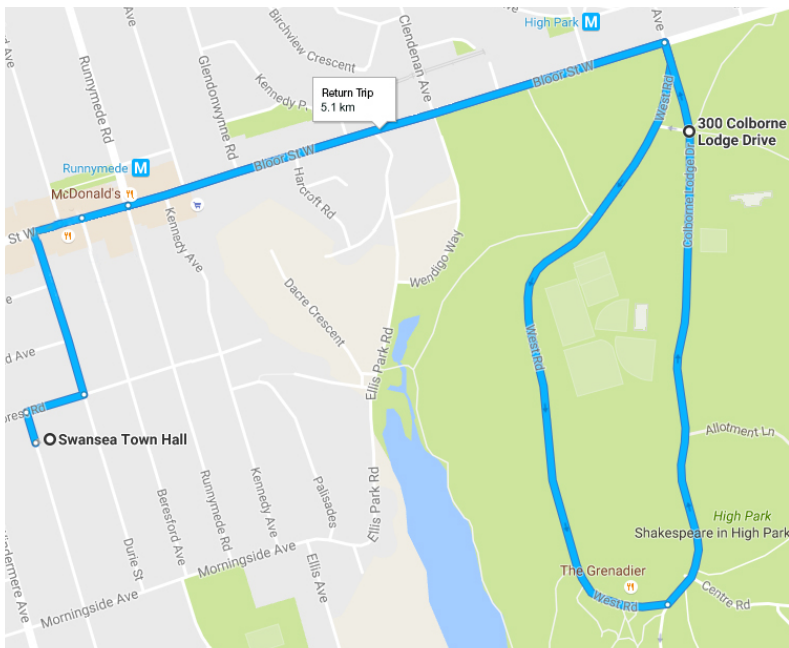
Council Chamber, Swansea Town Hall Community Centre, 95 Lavinia Avenue, Toronto ON

AWARENESS & CHARITY 5K WALK: (TORONTO AND WINDSOR SO FAR)

Sunday, September 24th, 2017

TORONTO

2:30 – 3:30 p.m. (immediately following the AGM)



Starting from Swansea Town Hall, then walk along Bloor St., through High Park loop and back.

WINDSOR

Details TBD

Marketing and Advertising

The Marketing and Communications plan will combine offline and online communications networking, including:

WEBSITE:

As the main source for event information, the LAO website will be the place for all participants to find everything about the event, sponsors, activities, agenda, and more. Registration will be processed solely online—all participants will need to navigate through this marketing tool to sign up for the event.

NATIONAL MAGAZINE AND PROVINCIAL NEWSLETTERS:

Follow-up articles of this event including a thank-you to our sponsors will be published in Pathways, Canada's national lymphedema magazine.

MARKETING E-BLASTS:

Event announcements and regular updates will be sent out through our e-newsletter, including general information, latest news, key dates, program and speaker details.

SOCIAL NETWORKING:

Through Facebook and Twitter we will be able to pass on links and key facts about our event to an already well-established network of lymphedema supporters and advocates across the province.

OFF-LINE:

Event apparel (TBD) that will be worn by Awareness & Charity Walk Participants during the day of the event.

Welcome poster will be placed at doors to hall entrance

Help make this year's event a successful event

You can assist in increasing awareness of this event by including information and links in your company's marketing activities. Consider putting the event logo and link to our website on your organization's homepage, or attaching e-poster and brochures to emails to your customers.

We will be producing a range of marketing resources that you can easily include in your own promotional activities. Email us for more information on available marketing materials – accounting@lymphontario.ca



2017 AGM & Walk Sponsorship Opportunities

LEVEL	BENEFITS				
	Visual recognition in all event program and registration materials	Visual recognition in <i>Pathways Magazine</i> newsletter insert, <i>Lymphedema Matters</i>	Verbally acknowledged during event	Logo on poster at front of main hall	Logo placement on Walk Apparel
GOLD \$500 and up	✓	✓	✓	✓	✓
SILVER \$300	✓	✓	✓	✓	
BRONZE \$250	✓	✓	✓		

Note: Benefits may be tailored to suit your corporate goals. We will be glad to discuss alternate benefits if required. In order to ensure inclusion in all applicable promotional materials, sponsors must supply logo artwork in an appropriate format and meet deadline of August 1st, 2017.

SWAG and Promotional Items

Even if you are unable to sponsor our event this year, please consider donating swag and any promotional items for us to give to our event participants. We are anticipating 100 participants.

Simply email us at accounting@lymphontario.ca and mail to our address (below).

Raffle Items

Please consider donating raffle prizes. We sell raffle tickets online and at the event. We include prizes and their donors on online event announcements, social media and our Lymphedema Matters, Pathways Magazine newsletter insert event follow-up article.

Simply email us at accounting@lymphontario.ca and mail to our address (below).



2017 LAO AGM Exhibitor Opportunities

Single table - \$200	Includes one 6 ft. table and 2 chairs
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EXHIBITOR TABLE PLACEMENT

Full payment is required before tables are confirmed and assigned. The designated exhibit rooms are noted on the enclosed floor plan for your perusal. We encourage you to reply as soon as possible as space is limited and assignment of table location is on a first come, first served basis with priority preference given to sponsors.

APPROVAL OF VENDORS

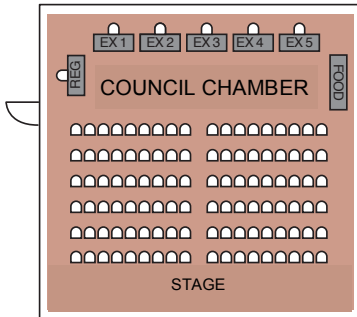
Vendors interested in purchasing an exhibitors table must be providing products or services specifically for lymphedema and related disorders. The LAO will provide final authorization and maintains full discretion.

SHIPPING AND STORAGE

Please note that all exhibitors are responsible for the shipping, storing and set-up of their own materials.

EXHIBITOR SETUP AND DISMANTLING

Exhibitors will be expected to set-up between 12:30-1:00 pm on Sunday September 24 as participants will start registration and visiting exhibits at 1pm. All Exhibitors must have all their equipment and/or products removed by 4 pm.



EXHIBITOR SPACE

Preliminary floor plan

Please email us table availability.

*Please note, table selections are not confirmed until contract and payment are received

Preliminary exhibition time

30 minutes before and 30 minutes after AGM.



2017 Event Sponsorship and Exhibitor Contract

CONTACT INFORMATION		
Company Name		
Contact Name and Title		
Address		
City	Prov/State	Postal Code
Telephone		
Email		
SPONSORSHIP PACKAGE (payment deadline August 1st, 2017)	<input type="checkbox"/> Gold \$500 <input type="checkbox"/> Silver \$300 <input type="checkbox"/> Bronze \$250	
SINGLE EXHIBITOR TABLE (payment deadline August 15, 2017)	<input type="checkbox"/> \$200	

Payment Options

Cheque payable to *Lymphedema Association of Ontario*
 Visa
 Mastercard
 American Express

Credit card # _____ Exp Date _____ / _____

Name on Card: _____ Signature: _____ Date: _____

Payment terms

All payments must be received in **Canadian funds** by cheque, money order, credit card or bank transfer and in advance of confirmation. Contract cannot be cancelled after payment has been received – and no refunds or credits will be provided.

Email a scanned copy of this contract signed to accounting@lymphontario.ca