



PHILADELPHIA LEGAL SECRETARIES ASSOCIATION

Vendor Member Program May 1, 2011 – April 30, 2012

The Philadelphia Legal Secretaries Association (“PLSA”) Vendor Member Program entitles participating vendors to attend PLSA events at member (reduced) rates and provides vendors with varying levels of opportunity to market to PLSA members and guests for a flat, yearly rate. *[Please note that Vendor Membership does not confer voting privileges, the right to run for office, or access to PLSA’s membership roster.]*

All vendor/members will be welcome at all general events (except for any exclusively sponsored event)*. The featured vendor(s) will be publicly recognized at the specific events chosen by them. Event choices are on a first come/first served basis. See addendum of available events and specific details for each.

Gold Featured Sponsor	\$1,200
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Full-Page Advertisement in *The Bulletin* for the fiscal year
Link from PLSA Website to Your Website
Sole featured sponsor at three separate PLSA Events of Vendor’s choice
Recognition as Gold Sponsor of PLSA
E-Mail notices of upcoming events sent to all PLSA members

Silver Featured Sponsor	\$ 900
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Half-Page Advertisement in *The Bulletin* for the fiscal year
Link from PLSA Website to Your Website
Featured sponsor at two separate PLSA Events of Vendor’s choice
Recognition as Silver Sponsor of PLSA
E-Mail notices of upcoming events sent to all PLSA members

Bronze Featured Sponsor	\$ 600
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Quarter-Page Advertisement in *The Bulletin* for the fiscal year
Link from PLSA Website to Your Website
Featured sponsor at one PLSA Event of Vendor’s choice
Recognition as Bronze Sponsor of PLSA
E-Mail notices of upcoming events sent to all PLSA members

* See attached addendum of PLSA Events. All events are on a first come/first served basis. Event topics are subject to change. Competing vendors will not be featured at the same event. Addendum includes prices for **Full Sponsorship** of individual events. Questions? Contact Vendor/Member Chair, Ella M. Herbin, 215-981-4854 or herbine@pepperlaw.com for more information.



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Vendor Member Program May 1, 2011 – April 30, 2012

The following is a list of the PLSA events offered during the 2011-2011 fiscal year. All vendors will receive public acknowledgment and recognition for their sponsorship, as well as a Certificate of Appreciation from PLSA at the annual Administrative Professionals Day Dinner and Installation of Officers event. Pricing for full sponsorship opportunities appear at the end of each event. Contact Ella M. Herbin, at 215-981-4854 or herbine@pepperlaw.com for more information.

PLSA Lunch-n-Learn (LNL) Programs* (Second Tuesday of each month 12:30 - 1:30 p.m.)

<u>Date</u>	<u>Topic</u>	<u>Location</u>
September 13, 2011	Dress for Success – Fashion Tips	Reed Smith
October 11, 2011	Environmental/Energy – To Switch or Not to Switch!	Reed Smith
November 8, 2011	Maritime Law – Pirates of the Caribbean	Hangley Aronchick
December 13, 2011	Law Office Green – Creating a Greener Office Space	Pepper Hamilton
January 10, 2012	Microsoft Word 2007	Pepper Hamilton
February 14, 2012	Roth vs Conventional IRA	Hangley Aronchick
March 13, 2012	Social Media Network – Does it work for you?	Pepper Hamilton
April 10, 2012	Proofreading – Let the computer do the reading – or not!	Ballard Spahr
May 8, 2012	Tribal Immunity – Is it independent from other state and federal laws?	Weir Partners

PLSA will not permit "COMPETING" vendors to be featured at the same LNL. No more than two "NON-COMPETING" vendors will be permitted to be featured at each LNL on a first come/first served basis." The featured vendor(s) are permitted two to three attendees at the event and may provide marketing materials and other items for the attendees (approximately 20-25). Additionally, the featured vendor(s) will be publicly acknowledged and mentioned as the featured vendor(s) in all advertising flyers. All other vendors not being featured are to restrict the number of attendees to one and will not be permitted to distribute marketing materials.

For each LNL Program, the price for Full Exclusive Sponsorship is \$500

SPECIAL EVENTS

October 27, 2011 Secretarial Evening Tea Party – DoubleTree Hotel. *This program is to promote Breast Cancer Awareness and all proceeds from our Auction will be donated to the Susan G. Komen Foundation on behalf of our team, Le’Gals Race for the Cure*

Price for Full Exclusive Sponsorship for each Special Event is \$1200.



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**Vendor Member Program
May 1, 2011 – April 30, 2012**

PLSA EDUCATIONAL SEMINARS WITH DINNER*

Events include dinner with a two hour CLE educational program.

<u>Date</u>	<u>Topic</u>	<u>Location</u>
September 21, 2011	Entertainment and Sports Law	DoubleTree Hotel
November 16, 2011	Criminal Law – Life after Prison	Law Firm
January 18, 2012	Gambling and Tax Law – Winning vs Losing	DoubleTree Hotel
February 15 2012**	Employment Law – Sexual Orientation and Gender in the Workplace	DoubleTree Hotel

PLSA will not permit “COMPETING” vendors to be featured. No more than two “NON-COMPETING” vendors will be featured at each educational program on a first come/first served basis. The featured vendor(s) are permitted two to three attendees at the event and may provide marketing materials and other items for the attendees (approximately 20-25). The featured vendor(s) will be permitted to make a five minute presentation on the services they provide, and will be publicly acknowledged and mentioned as the featured vendor(s) in all advertising flyers. All other vendors not being featured are to restrict the number of attendees to one and will not be permitted to distribute marketing materials.

** February 15, 2012 is Election of PLSA Officers. PLSA reserves the right to limit the number of featured vendor(s) at this event.

Price for Full Exclusive Sponsorship is \$1000 for each Educational Seminar.

**Annual Administrative Professionals Day Dinner
and Installation of Officers – April 25, 2012**

This annual event, held on Administrative Professionals Day, features an opportunity to market during the cocktail hour before dinner. Outgoing PLSA officers and chairs are recognized along with all 2011-12 Vendor/Members. The Program will conclude after the Installation of incoming PLSA officers. Since this event is the culmination of PLSA’s fiscal year and a special day for PLSA members, door prizes are given to winning ticket holders.

Vendor Members are invited to make a donation in cash or in door prizes and are given the opportunity to provide marketing materials to all attendees as well as networking during cocktails. Further, vendor members may attend dinner at the member registration price. All vendors making a donation to this event will be featured in the program booklet and are publicly honored with a Certificate of Appreciation by PLSA’s President.



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PLSA Fundraisers

During this fiscal year PLSA will be holding two special fundraising events and is seeking vendor assistance in this connection. For details and more information, please contact PLSA Vendor/Member Chair.

Secretaries Meet and Greet (Vendor sponsors all costs)

Legal Secretaries Meet and Greet! is a networking, social event coordinated with PLSA's annual membership drive. Its purpose is to provide nonmembers with information on the benefits of membership in PLSA and its national affiliate, NALS . . . the association for legal professionals. Interested vendors should contact the PLSA Vendor/Member Chair regarding location, date and time. The vendor sponsors the entire event for the exclusive right to market to attendees.

PLSA Membership Drive (Vendor sponsors all costs)

PLSA's annual six-month membership drive includes recruitment, retention, and recognition of PLSA members. PLSA is seeking to partner exclusively with a vendor for the length of the membership drive, providing mutual marketing opportunities. Interested vendors should contact the PLSA Vendor/Member Chair for additional details.

PLSA Website (www.PhilaLSA.org)

All vendors are listed on the website as either a Gold, Silver, or Bronze sponsor with a hyperlink to the vendor's web page. In addition, a vendor may chose to become the exclusive sponsor of PLSA's website for an additional fee and would be publicly acknowledged by an advertising banner on PLSA's Home Page as follows:

"PLSA Website Sponsored Courtesy Of Sponsors Name "

Price for Full Sponsorship of PLSA's website is \$1000.



PHILADELPHIA LEGAL SECRETARIES ASSOCIATION

Vendor Member Program
May 1, 2011 – April 30, 2012
Vendor/Member Registration Form

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FACSIMILE: _____

CONTACT PERSON: _____

E-MAIL ADDRESS FOR WEBSITE LINK: _____

I wish to participate in the Vendor Membership Category as follows:

- 1. [] GOLD FEATURED SPONSOR \$1,200
2. _____
3. _____

[Name which three PLSA events* for Gold Sponsors]

- 1. [] SILVER FEATURED SPONSOR \$ 900
2. _____

[Name which two PLSA events* for Silver Sponsors]

- 1. [] BRONZE FEATURED SPONSOR \$ 600

[Name which PLSA event* for Bronze Sponsors]

OR

Full Exclusive Sponsorship: _____ Amount: _____

[Name PLSA event]

Advertisements are to be sent in electronic form for inclusion in The Bulletin.

Vendor Logos are to be sent in jpeg form for inclusion on PLSA's Website.

* CHOICE OF EVENTS AVAILABLE ON A FIRST COME/FIRST SERVED BASIS

Dated: _____ Amount: \$ _____

payable by credit card online or checks payable to PLSA

c/o Ella M. Herbin, Vendor Member Chair

c/o Pepper Hamilton, LLP, 3000 Two Logan Square, Eighteenth and Arch Streets, Philadelphia, PA 19103

215-981-4854 or herbine@pepperlaw.com

This offer expires August 15, 2011. Don't Delay!