



INDIANA STATE BAR ASSOCIATION  
*Serving the legal profession and the public*

## ANNUAL MEETING October 7-9, 2020

### Sponsorship Opportunities

#### ***Partner with the ISBA at the 2020 Annual Meeting!***

The Annual Meeting is the State Bar's largest conference of the year and is a great opportunity for sponsors & exhibitors to develop or deepen relationships with Indiana's legal professionals. The Annual Meeting provides members the opportunity to come together to conduct the business of the Association as well as obtain continuing legal education credits.

All sponsors will receive a virtual exhibit page that includes an opportunity to list company information, products, services, and resources for attendees to view at anytime during the Annual Meeting. Attendees who visit the most exhibit pages will be entered into a drawing for prizes.

### **SPONSORSHIP OPPORTUNITIES**

#### **Presenting Sponsor (4,000)**

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- Includes Virtual Exhibit Page (see below for benefits)
- (1) Direct e-mail sent on your behalf to all ISBA Members
- Logo and contact information included in pre-event marketing
- Logo and message (or contact info) included in registration confirmation e-mail.
- Logo and message (or contact info) included in post-event messaging.
- Logo, message and contact information on Annual Meeting event page.
- Logo on webinar platform background for all programming.
- Included in sponsor widget to be displayed as part of webinar experience during all programming.
- Includes a sponsored item to go into the Goodie Boxes for all virtual attendees.
- Includes opportunity to include a 10-15 minute pre-recorded presentation for attendees to have the option to view during virtual programming breaks OR the opportunity to provide a 1 hour CLE/NLS pre-recorded presentation that will be included as part of the CLE being offered to attendees.
- Attendee registration list for a one-time mailing or e-mail.

#### **Sponsor (\$2,000)**

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- Includes Virtual Exhibit Page (see below for benefits)
- Logo included on Annual Meeting event page.
- Included in sponsor widget to be displayed as part of webinar experience during all programming.
- Attendee registration list for a one-time mailing or e-mail.
- Includes opportunity to include a 10-15 minute pre-recorded presentation for attendees to have the option to view during virtual programming breaks OR the opportunity to provide a 1 hour CLE/NLS pre-recorded presentation that will be included as part of the CLE being offered to attendees.
- Includes one of the following exposure opportunities:

- Personal Care Kits** – In-Person Opportunity (includes sponsor logo on bag and opportunity to include a 4x6 promo card)  
*Every in-person attendee will receive a personal care kit (to include items such as hand sanitizer, tissue, wipes). While attendance will be capped and socially distanced, we will have up to 300 kits to provide over the 3 day period.*
- No Touch Door Opener** – In-Person Opportunity (includes sponsor name)  
*In-person attendees will receive a no-touch door opener – a device that helps avoid cross-contamination with its touchless design that can be used for opening doors and pushing buttons (perfect for every day usage!) It can also be used as a keychain. While attendance will be capped and socially distanced, we will have up to 300 to provide over the 3 day period.*
- Wellness Activities Page Sponsorship** (includes sponsor logo and contact info)  
*Pre-recorded wellness activities will be include as part of the Annual Meeting webinar platform for attendees to participate on programming breaks.*
- SSFC Track Sponsor** (5 livestreamed programs)  
*Logo, Audio or Video on Screen prior to session starting (the 15 minute experience before the program starts is ideal for sponsor recognition because it gives an opportunity for a sponsor to be the first thing the audience sees of the virtual production. Audio file should be MP3 and less than 1 minute. Video file should be MP4 and less than 5 minutes.*
- Hot Topics Track Sponsor** (5 livestreamed programs)  
*Logo, Audio or Video on Screen prior to session starting (the 15 minute experience before the program starts is ideal for sponsor recognition because it gives an opportunity for a sponsor to be the first thing the audience sees of the virtual production. Audio file should be MP3 and less than 1 minute. Video file should be MP4 and less than 5 minutes.*
- Chat Box Sponsor** – “Name of Sponsor Chat Box” to be used on every Annual Meeting CLE webinar (up to 10). This box will be used for Q&A throughout the webinars as well as interaction between attendees.
- Goodie Box Item Sponsor** – Annual meeting attendees will each be sent a goodie box prior to the Annual Meeting to include various items for them to enjoy while participating virtually. All below opportunities includes sponsor name/logo on the individual item and a sponsor logo listing within each goodie box. Select one of the following options:
  - Pen
  - Notepad
  - Water Bottle
  - Earbuds with Case

## **VIRTUAL EXHIBIT PAGE ONLY (\$500)**

Sample page: <https://tinyurl.com/VirtualExhibitPageSample>

- Exhibit page set-up within the ISBA Annual Meeting webinar platform, which will provide the following:
  - Logo
  - Contact information for attendees who want more information
  - Resources – links to documents/brochures/handouts exhibitor wants to provide
  - (1) video exhibitor wants to provide (MP4 file)
  - Exhibitor’s social media info.
  - About Us (tell our members about your company in 150 words or less)
  - Attendees who visit the most exhibit pages will be entered into a drawing for prizes.



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## ANNUAL MEETING

October 7-9, 2020

### Sponsor & Exhibitor Application & Information

To reserve your sponsorship or virtual exhibit space, complete this application and return with full payment to ISBA. Sponsorships are on a first come, first serve basis and will be confirmed when **full payment & a completed application** have been received.

Sponsor or Exhibitor Name: \_\_\_\_\_  
(Please print name as you would like it to be listed in the program)

Contact Person: \_\_\_\_\_ E-mail\*: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Product/Service to be Exhibited: \_\_\_\_\_

**\*In order to receive a confirmation from ISBA, you must include an email address.**

#### DEADLINES

**Aug. 28** Applications, Payment & Company Logo Artwork (in full color). **Please submit vector artwork as .AI, .EPS, or .PDF files.** If you are a repeat Sponsor or Exhibitor, we will use the logo we have on file already, unless notified otherwise. *Sponsors – the sooner we receive your application, the sooner we can start including you in the Advance Publicity!*

**Sept. 11** **Virtual Exhibit Page Info Due** (see included checklist)

#### SPONSOR & EXHIBITOR FEES

- Presenting Sponsor = \$4,000
- Sponsor = \$2,000
- Virtual Exhibit Page = \$500  
(the virtual exhibit page is included w/Presenting Sponsor & Sponsor)

#### EVENT SCHEDULE

The annual meeting schedule is included within this packet. The finalized schedule will be posted to [www.inbar.org](http://www.inbar.org) by mid-August.

#### CONFIRMATION

Once ISBA receives your signed application & payment, you will receive confirmation (via email).

#### QUESTIONS?

Contact Ashley Higgins, Director of Meetings & Events, [ahiggins@inbar.org](mailto:ahiggins@inbar.org)

## PAYMENT INFORMATION

Payment is required in full with application to confirm your company's participation. **Please complete the included Payment Information and return with your signed application.** If cancellation is made in writing on or before Sept. 1, 2020, a 50 percent refund will be remitted. No refunds will be made after Sept. 1. A refund will not be permitted for the Goodie Box sponsorships or Personal Care Kits.

Check (made payable to ISBA):  
Indiana State Bar Association  
Attn: Ashley Higgins  
One Indiana Square, Suite 530  
Indianapolis, IN 46204

Credit Card (scan and email forms to Ashley Higgins, [ahiggins@inbar.org](mailto:ahiggins@inbar.org)):  
 Visa     MasterCard     Discover

Name on card \_\_\_\_\_

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ \*3-4 Digit Ver. Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## ACCEPTANCE

By signing below, Sponsor/Exhibitor's representative acknowledges that he or she has read and agrees to the enclosed ISBA Exhibitor Rules and Regulations on behalf of the Sponsor/Exhibitor.

Sponsor/Exhibitor's representative further affirms that he or she is fully authorized to bind Exhibitor to the terms herein and to execute this application on behalf of Sponsor/Exhibitor.

**Name of Company:** \_\_\_\_\_

**Name of Sponsor/Exhibitor's Representative (please print):** \_\_\_\_\_

**Signature of Sponsor/Exhibitor's Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## ISBA Annual Meeting Sponsor & Exhibitor Checklist

### Due by Aug. 28

- Applications Payment & Company Logo Artwork (in full color). ***Please submit vector artwork as .AI, .EPS, or .PDF files.***

If you are a repeat Sponsor or Exhibitor, we will use the logo we have on file already, unless notified otherwise.

*Sponsors – the sooner we receive your application, the sooner we can start including you in the Advance Publicity!*

### Due by Sept. 11

#### Virtual Exhibit Page Information

(Sample Page: <https://tinyurl.com/VirtualExhibitPageSample>)

- 1. Contact Information:
  - Name:
  - E-mail:
  - Website:
- 1. About Us Blurb (150 words or less)
- 2. Links to any Resource Materials you wish to provide
- 3. Social Media Handles:
  - Facebook:
  - Twitter:
  - Instagram:
  - LinkedIn:
- 4. One Video to Display (MP4 file only)...we recommend this is 5 minutes or less.

**Return Information to:** Ashley Higgins, Director of Meetings & Events, [ahiggins@inbar.org](mailto:ahiggins@inbar.org)

## **ISBA EXHIBITOR RULES & REGULATIONS**

Exhibition: ISBA Annual Meeting - Virtual  
Exhibition Management: Indiana State Bar Association (ISBA)  
Exhibition Manager: Ashley Higgins (ahiggins@inbar.org)

Exhibit space shall be defined as the Exhibitor's virtual exhibit page. The collection of the Exhibitor virtual exhibit pages shall be defined as the Exhibit Hall.

Exhibition Management has the right to decline, prohibit or expel any exhibit or Exhibitor, which in the sole judgment of Exhibition Management, is not in keeping with the character of the Exhibition, this being all inclusive as to persons, things, printed matter, product, conduct, etc.

Exhibition Management will not be liable for the fulfillment of this contract as to the delivery of exhibit space if for any reason the Exhibition is not held. Exhibition Management will be responsible only for the return of fees.

Exhibitor shall not share, assign, sublet or broker any of its assigned space.

Exhibitor shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the Exhibition Hall together with the rules and regulations of the owners and/or operators of the Exhibition Hall.

Exhibition Management assumes no responsibility for the safety of the properties of the Exhibitor, its officers, agents or employees.

Exhibitor agrees to hold harmless ISBA and all agents and employees thereof (hereafter "Indemnities") for any damages or charges for violations of any law or ordinance, whether from the negligence of Exhibitor or those holding under Exhibitor. Exhibitor agrees to indemnify and hold harmless the Indemnities from all costs, damages, or liability, including attorney's fees, arising from or by reason of any accident, bodily injury, or other occurrence to any person(s), including Exhibitor, its employees, agents, and business invitees, arising from or out of the Exhibition premises.

### **Code of Conduct**

Please take a moment to review our event code of conduct:

<https://www.inbar.org/page/CodeofConduct>

### **Circularization and Solicitation**

Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. Companies or organizations not assigned booth space will not be permitted to solicit business in any manner within the Exhibition area. Exhibitors are urged to report any non-exhibitors who are soliciting within the Exhibition area to the Exhibition Manager.

### **Music**

Any Exhibitor using music for demonstration purposes must ensure that proper licensing fees have been paid to the appropriate agency, i.e., ASCAP, BMI, etc., by said Exhibitor. ISBA is not responsible for any licensing fees for music played in Exhibitor's booth.

### **Layout and Functionality of Virtual Exhibit Pages**

ISBA retains the exclusive right to revise the layout and functionality for the Virtual Exhibit Pages as necessary for the betterment of the Event as determined solely by ISBA.

## **Photography, Videotaping and Recording**

All photographing, filming, taping, recording, reproducing, imaging or capturing in any medium now known or hereafter devised, including, but not limited to via the use of mobile devices, hereinafter referred to as "Capturing," of the Event or content, material, presentation, attendees or Exhibitors, Exhibit Hall or exhibit pages, including any display or equipment, is prohibited, except as allowed with the written consent of ISBA.

## **Insurance**

Exhibitor shall carry its own insurance coverage for any loss or damages to Exhibitor's property as well as insurance coverage for any potential liability arising from Exhibitor's participation in the 2020 ISBA Annual Meeting. Exhibitor waives any claims of subrogation against Exhibition Management in the event of a loss that is compensated by the insurance coverage applicable to Exhibitor or its property.

## **Cancellation or Change of Exhibit Program Dates or Venue**

In the event that the Platform or system through which the Event or Exhibit Hall is to be conducted should fail or become disrupted or unworkable by reason of any cause or causes not reasonably within the control of ISBA or its agents, the Event and/or Exhibit Hall may be canceled or changed to another option, at the sole discretion of ISBA. ISBA shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of ISBA. Causes for such action beyond the control of ISBA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate infrastructure, inability to secure sufficient labor, technical or other personnel, labor union disputes municipal, state or federal laws, or act of God. Should ISBA terminate any Application and Contract for Exhibit Space with any Exhibitor pursuant to the provisions of this section, the Exhibitor waives claims for damage arising from such termination. Refunds of "Paid Virtual Exhibit Pages," in the event of Exhibit Hall termination or cancellation, shall be made to Exhibitors at the sole discretion of ISBA and, in any case, will not exceed the amount of each Exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ISBA through the date of Exhibitors' notification of Exhibit Hall termination or cancellation or through the completion of Exhibit Hall termination or cancellation processes, whichever is later.

## **Cancellation/Refund Policy**

50% of the total sponsorship or exhibit space fee will be refunded if cancellation is received by Exhibition Management in writing on or before September 1, 2020. No refunds will be made after Sept. 1. A refund will not be permitted for the Goodie Box sponsorships or Personal Care Kits.

## **Acceptance**

If the Exhibitor's application is accepted, Exhibitor agrees to abide by the terms hereto and agrees that failure to do so subjects Exhibition Management the right, without notice to the Exhibitor, to sell or offer for sale the exhibit space covered by Exhibitor's application, without rights to recourse or a refund. Exhibitor shall be liable for any deficiency, loss or damage suffered by Exhibition Management by reason of the premises stated, which loss or damage includes but is not limited to, reasonable expenses and costs incurred by reason thereof, including attorney's fees.

## 2020 ISBA Annual Meeting Draft Schedule

### WEDNESDAY, OCTOBER 7

1:00 p.m. – 5:00 p.m. Board of Governors Meeting

### THURSDAY, OCTOBER 8

8:00 a.m. – 9:00 a.m. Section & Committee Breakfast Meetings

#### **CLE Track: Solo & Small Firm**

*In Person & Livestreamed Virtually*

9:15am – 10:15am	<b>Magnify Your Well-Being: Practice 20-20, not 24-7</b> (1hr CLE/Ethics) Hon. Steven David, Indiana Supreme Court
10:15am – 10:45am	Program Break
10:45am -11:45am	<b>Working with Victims of Trauma: What Every Mediator (and Lawyer) Should Know</b> (1hr CME) Kerry Hyatt Bennett, Indiana Coalition Against Domestic Violence (tentative)
11:45am - 1:00pm	Lunch Break
1:00pm – 2:00 pm	<b>PI: Contemporary Theories in Trial Advocacy</b> (1hr CLE) Matt Schad, Attorney at Law
2:00pm - 2:30pm	Program Break
2:30pm - 3:30pm	<b>Criminal Law: Arrest, Search &amp; Seizure Suppression Issues</b> (1hr CLE) Hon. Lance Hamner, Johnson Superior Court No. 3
3:30pm - 4:00pm	Program Break
4:00pm - 5:00pm	<b>60 Tips in 60 Minutes</b> (1hr CLE) Heather George Myers, Attorney at Law Brandon Tate, Tate Bowen Daugherty Funk Spandau LLC Michael Tolbert, Tolbert & Tolbert



## **CLE Track: Hot Topics**

*In Person & Livestreamed Virtually*

9:45am – 10:45am	<b>Virtual Mediation Techniques - Zoom et al.</b> (1 hr CLE/CME)
10:45am – 11:15am	Program Break
11:15am – 12:15pm	<b>Beyond Tiger King: How State Laws Allow the Proliferation of Abusive Roadside Zoos and How to Stop Them</b> (1hr CLE)
12:15pm-1:30 pm	Lunch Break
1:30pm-2:30pm	<b>LGBTQ Handbook</b> (1hr CLE)
2:30pm-3:00pm	Program Break
3:00pm-4:00pm	<b>Manifesting Bias or Prejudice: What Should the Profession Do About It?</b> (1hr CLE)
4:00pm-4:30pm	Program Break

12:00 p.m. – 1:00 p.m. Section & Committee Lunch Meetings  
*In-Person & Virtual*

## **FRIDAY, OCTOBER 9**

8:00 a.m. – 9:00 a.m. Section & Committee Breakfast Meetings  
*In-Person & Virtual*

9:00 a.m. – 11:30 a.m. **House of Delegates Meeting**  
*In Person & Livestreamed Virtually*  
Assembly of delegates to consider the policy of the Association.

11:45 a.m. – 12:30 p.m. **Assembly Meeting**  
*In Person & Livestreamed Virtually*  
The official business meeting of the ISBA where members will elect the 2020-22 board members and induct Michael Tolbert as the 2020-21 president.

12:30 p.m. – 1:30 p.m. Section & Committee Lunch Meetings  
*In-Person & Virtual*