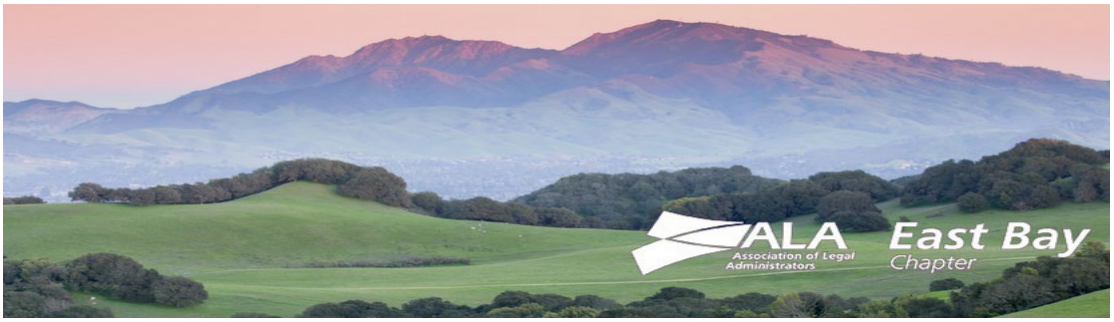
East Bay Chapter

Association of Legal Administrators

Proudly Presents its

2025 Business Partner Program

Disclaimer
Business partners are prohibited from using the ALA East Bay Chapter logo on any promotional materials, including websites. The ALA East Bay Chapter logo is copyrighted material and may not be duplicated in any way. Business Partners may advertise that they are East Bay Chapter ALA Business Partners including the year and level of partnership (ex. 2025 Mt. Diablo Level Business Partners, or Business Partner of the ALA East Bay Chapter since 2005).



November 1, 2024

The Business Partner Committee extends our thanks to the 2024 Business Partners. We appreciate your ongoing support as we strive to make your partnership with ALA both productive and enjoyable. Many of our Business Partners provide valuable feedback, so we made some changes based on those suggestions and have highlighted them in the program. We hope you'll continue to be one of our valued Business Partners for 2025!

Our Business Partners play a vital role in our Chapter's success. The Business Partner programs help to fund networking and professional development opportunities for Chapter members. There are many benefits to becoming a Business Partner of the ALA East Bay Chapter. You will have networking opportunities with legal professionals from organizations of all sizes and industries. Members frequently refer our Business Partners to other Chapter members when professional product or service needs arise by using our Chapter's Listserv.

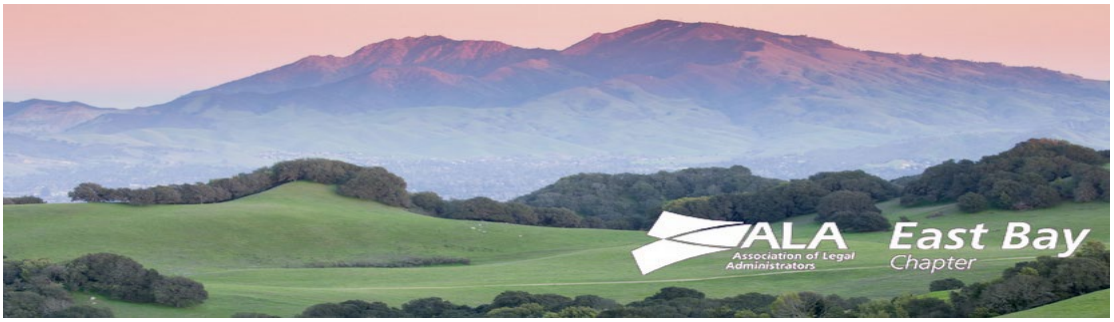
Here are some important details to remember and new program benefits for 2025:

- The 2025 Business Partner Program runs from January 1, 2025, through December 31, 2025.
- All full-year registrations must be received by Thursday, January 9, 2025.
- To be processed, full payment must accompany registration. Checks should be made payable to "East Bay Chapter of ALA" and mailed to East Bay Chapter of ALA, Association of Legal Administrators East Bay Chapter, 1547 Palos Verdes Mall, #160, Walnut Creek, CA 94597.
- Credit card payment is also available by emailing or mailing your completed credit card authorization form to businesspartnerchair@ebala.org. ***There is a 3.65% processing fee for credit card payments. (Note we are not able to accept American Express.)***
- **First time Business Partners only**: Half-year pro-rations are considered from July 1, 2025 through December 31, 2025 at 50% the published rate. No other pro-rata adjustments will be made.

Please email your company's logo to businesspartnerchair@ebala.org before January 9, 2025. Please make sure your logo is high resolution (300 dpi or higher) so that it will look crisp on our website and when printed. We can use either .jpg or .eps formats. If you have any questions about the logo formats, please contact businesspartnerchair@ebala.org.

Your Business Partner Chairs are always here to support you.

Tina Riehl, Business Partner Co-Chair Briscoe Ivester & Bazel LLP triehl@briscoelaw.net 415.402.2710	Andrea Everage, Business Partner Co-Chair Meyers Nave aeverage@meyersnave.com 510.808.2000



The full program packet is also available for download on our website at www.ebala.org. We look forward to continuing our successful networking program and hope to see you in 2025!

Below is our Calendar of Events for 2025. These are all in-person events!!

2025 Calendar

January 9	New or Renewal Business Partner Application Deadline and Company Logo Due for Morning in the East Bay participation
January	Morning in the East Bay (signature educational event)
March	Spring Social/Networking for Members and Business Partners
May	DEIA Community Event/Activity
August	Educational/Networking for Members and Business Partners
October	Fall Social/Networking for Members and Business Partners
December	Holiday Luncheon

Please visit our website regularly at www.ebala.org to keep informed about the Chapter's activities. More information about the Association of Legal Administrators parent organization can be found at www.alanet.org.

Summary of Benefits	**Mt. Diablo** **$3,000** (5 Sponsorships available)	**Oak** **$2,000** (10 Sponsorships available)	**Grapes to Wine** **$1,500** (Unlimited Sponsorships available)
Membership Directory	X	X	X
Website Listing	X	X	X
Publish an Article	X	X	
Opportunity to be Exclusive Sponsor at an educational event	X		
Company highlight email to EBALA members	X	X	X
Listing in Business Partner Directory on the Chapter website and link to your company website	X	X	X
Events	**Mt. Diablo** Two representatives can attend all events	**Oak** One representative can attend all events complimentary and one additional representative can attend at published rate	**Grapes to Wine** One representative can attend all events complimentary
Morning in the East Bay (with booth)	X	X	
Morning in the East Bay (without booth)			X
Spring Social	X	X	X
Community Connection Event - NEW	X	X	X
Fall Social	X	X	X
Fall Educational - NEW	X	X	X
Holiday Luncheon	X	X	X

Guest policy: Attendees must be representatives of the same company.

2025 Business Partner Program Registration

** To attend Morning in the East Bay (MIEB), registration is due by **December 31st**.

Company: _____

Primary Contact: _____ Title: _____

Primary e-mail Address: _____ Phone: _____

Address: _____

Secondary Contact: _____ Title: _____

Secondary e-mail Address: _____ Phone: _____

Address: _____

Please identify your company's industry: _____

Are you certified as a Woman-Owned or Minority-Owned Business? Y__ N __

If you are a first time EBALA Business Partner, or updating your logo, please send your information to businesspartnerchair@ebala.org.

Sponsorship Level:

- **Mt. Diablo** $3,000.00 (5 Sponsorships available)
- **Oak** $2,000 (10 Sponsorships available)
- **Grapes to Wine** $1,500.00 (Unlimited Sponsorships available)

Please complete pages 5 and 6 of this packet and mail along with your check made payable to:

East Bay Chapter of ALA
c/o Business Partners
1547 Palos Verdes Mall, #160
Walnut Creek, CA 94597

Please also scan a copy of your application to businesspartnerchair@ebala.org.

You will receive an email once your payment and registration form have both been received and confirmed.

The East Bay Chapter of the Association of Legal Administrators
One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize **The East Bay Chapter of the Association of Legal Administrators** to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

I understand that my credit card will also be charged a 3.65% processing fee.

Please complete the information below:

I, _____ (full name) **authorize the East Bay Chapter of the Association of Legal Administrators** to make a one-time debit to your credit card account, indicated below, in the amount of $_____, to include a 3.65% processing fee, on or after _____ (date).

Account type: ☐ Visa ☐ MasterCard ☐ Discover

Cardholder Name _____

Account Number _____

Expiration Date: _____ CCV _____

Billing Address _____

Phone _____

Signature _____

Date _____

*** We are unable to accept American Express ****

I authorize the above-named organization to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the business sponsorship described above, for the amount indicated above only, and is valid for one time use only and will be destroyed following its use. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

REGISTRATION CHECKLIST - HAVE YOU FORGOTTEN ANYTHING?

_____ Application with sponsorship selection - Registration will be processed on a first-come, first-served basis upon receipt of application & payment **(Sponsorship is not guaranteed until payment is received)**

_____ Complete the contact information for the website

_____ Make check payable to "East Bay Chapter of ALA" or pay with a credit card

_____ Send scanned copy of your application to businesspartnerchair@ebala.org

_____ Send company logo in jpg format

While we recognize business partners are independent entities, the practices and actions of a business partner, whether for or on behalf of ALA or in matters unrelated to the Association, may impact and/or reflect upon the Association. For this reason, ALA encourages all business partners to respect and support the principles and code of conduct, as outlined in the ALA Code of Ethics that its members are expected to incorporate into their everyday performance. Furthermore, the Business Partner Committee and East Bay Board strongly encourage ALA business partners to become familiar with, and meet or exceed, these guidelines. These guidelines are intended to advance the Association's Strategic Direction and to strengthen the relationships between business partners and ALA members.

Business partners and their employees, agents and subcontractors (collectively referred to as "Representatives") should be aware of the Association's commitment to business integrity. Take the time to educate your representatives to ensure they are familiar with the Code of Ethics and its Guidelines. Our business partners are encouraged to exercise sound judgment, discretion and moderation when offering gifts, prizes or interacting in social settings with ALA members.

The East Bay Chapter of ALA Business Partner Program includes professional as well as social events. Those events that are social in nature may include alcoholic beverages. Each Member and Business Partner assumes responsibility for maintaining their professionalism and exercising good judgment. Excessive alcohol consumption is prohibited. Both Members and Business Partners have a responsibility and an obligation to monitor and limit their own alcohol consumption.