

Providing Legal Direction and Valuable Counsel for over 50 Years



ELFA Legal Forum

May 6-8, 2018

Omni Shoreham Hotel • Washington, DC

**Program
Qualifies for
CLE Credits**

The PREMIER EVENT for attorneys serving the equipment leasing and finance industry.

The best place to OBTAIN UPDATES ON LEGAL ISSUES that impact your company.

UNMATCHED NETWORKING OPPORTUNITIES with your peers in the industry.

Highlights from the 2018 Legal Forum

- Roundtable discussions on the following key issues: air, rail, marine; motor vehicle; fiscal agency; inside and outside counsel; fraud; syndication; hot topics; municipal leasing; legal update: litigation; legal update: bankruptcy.
- Concurrent sessions on such topics as: intro to leasing; tax reform; e-leasing; litigations and advanced provisions; tide-water/damages; state licensing; bundled services; California lenders licensing; securitization; basic lease documentation; UCC basics; UCC advanced.
- General Sessions on the always popular Legal Update and Ethics.

WHO SHOULD ATTEND

Internal and external counsel of all experience levels will benefit from this Forum.

SPONSORSHIP OPPORTUNITIES

Sponsorships provide invaluable exposure for your company. Contact Steve Wafalosky at 440-247-1060 or steve@larichadv.com if you are interested in learning more about sponsoring any of the Forum events.

2018 ELFA LEGAL COMMITTEE

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FIFTH THIRD BANK

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Frank Peretore
CHIESA SHAHINIAN & GIANTOMASI PC

Moorari Shah
BUCKLEY SANDLER LLP

Ken Weinberg
BAKER, DONELSON, BEARMAN, CALDWELL
& BERKOWITZ PC

Equipment Leasing and Finance Association Staff Liaisons

Mr. Ralph Petta
President and CEO
EQUIPMENT LEASING AND FINANCE ASSOCIATION

Ms. Lisa Ramirez
EQUIPMENT LEASING AND FINANCE ASSOCIATION



ELFA Legal Forum

May 6-8, 2018

Omni Shoreham Hotel • Washington, DC



SUNDAY, MAY 6th

8:30 am

Embassy Row & Woodrow Wilson's House Tour

LOCATION: Lobby Entrance

9:00 am

Smithsonian's National Zoo Tour

LOCATION: Lobby Entrance

2:00 pm – 6:00 pm

Attendee Registration

LOCATION: Blue Room Foyer

ONLINE ATTENDEE HANDOUTS

Sponsored by



MOBILE APP

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HOTEL KEY CARDS

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LANYARDS

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3:00 pm – 4:00 pm

BREAKOUT AND ROUNDTABLE SESSIONS

Introduction to Leasing Breakout

LOCATION: Capitol Room

An introductory-level discussion of all things legal in leasing. High Level, Big Picture review of the day-to-day experiences of an Equipment Leasing Lawyer.

Areas of focus: Pricing, Tax, Accounting Basics, Asset Management, Credit Underwriting, Insurance Requirements, UCC, Deal Structure, Default, Bankruptcy and Capital Markets.

Panelists:

Ashley Whyman
NFS Leasing, Inc.

Scott Adams
Volvo Financial Services

Steven Mirsky
Pacific Rim Capital, Inc.

Air, Rail, Marine Roundtable

LOCATION: Hampton Ballroom

During this roundtable conversation, the speakers will be available to answer questions from attendees related to issues associated with financing and leasing equipment used in the air, rail and marine sectors. Topics of discussion may include typical financing structures used in each sector, issues relating to proper perfection of a lender's security interest in such assets, and regulatory concerns arising in such sectors.

Moderators:

Edward K. Gross
Vedder Price P.C.

Marjorie F. Krumholz
Thompson Coburn LLP

Jason Huff
King & Spalding

Federal Regulatory Breakout

LOCATION: Governors Boardroom

Key ELFA Advocacy Updates on Customer Due Diligence Rule and Dodd-Frank Data Collection Requirements. The panel will provide important updates of ELFA's efforts to gain clarity around new anti-money laundering and anti-discrimination requirements potentially impacting the equipment leasing industry. In addition, the panel will provide an overview of federal and state regulations generally applicable to vehicle and equipment lessors and financiers.

Moderator:

Moorari Shah
Buckley Sandler

Panelists:

Andy Fishburn
Equipment Leasing and Finance Association
(ELFA)

Dan Stipano
Buckley Sandler

Tiffany D. Scurti-Swain
The Huntington National Bank

4:00 pm – 4:15 pm

Refreshment Break

LOCATION: Blue Room Foyer

4:15 pm – 5:15 pm

BREAKOUT AND ROUNDTABLE SESSIONS

Leasing 101: Negotiating Material Terms in a Master Equipment Lease Breakout

LOCATION: Capitol Room

In this interactive session, panelists, acting as counsel for the lessee and the lessor, will engage in a mock negotiation of key provisions in a master lease agreement. This session provides an introduction to material terms found in lease agreements.

Moderator:

Sophia Kwon
Troutman Sanders LLP

Panelists:

Scott Finlinson
Onset Financial, Inc.

Michael A. Karpen
Troutman Sanders LLP

Molly Simon

U.S. Bank Equipment Finance

Getting Into the Weeds – Opportunities and Risks in Cannabis Finance Breakout

LOCATION: Blue Room Ballroom

In this session we will focus on the following:

- Understanding the industry – and where is it going in the U.S., Canada and internationally. Credit risk v. higher returns
- The Canadian experience- First in North America to federally legalize
- The US experience: the current legal framework
- Banking the industry – Realization and regulatory issues
- What type of assets will be financed and what special concerns need be included in documents
- Unexpected legal concerns – e.g. a producer is likely a farmer and will have enhanced protections in certain states and provinces
- Cross border considerations

Moderator:

Allan Umans,
Pacific Rim Capital, Inc.

Panelists:

Jonathan Fleisher
Cassels, Brock

Alexis Levine

Blake, Cassels & Graydon

Greg Omer

Thompson Coburn

The Fruits and Pit(falls) of Tax Reform Breakout

LOCATION: Governors Boardroom

Repeats on Tuesday

This panel will examine the effects of the recently passed tax reform legislation on the equipment leasing and finance industry. Notable topics will include the elimination of Section 1031 like kind exchanges for personal property, the reduction in the federal corporate tax rate, enforcement of yield protection clauses, interest deduction limitations, and 100% expensing. The panel will also provide practical advice on the many business, reputational, and documentation issues stemming from this reform. Please join us in discussing these important topics!

Moderator:
Mitch Neider
Bank of America Global Leasing

Panelists:
Denise Blau
Vedder Price

David Burton
Mayer Brown

Andy Fishburn
Equipment Leasing and Finance Association
(ELFA)

Jeff Lawyer
Womble Bond Dickinson

Fiscal Agency Roundtable

LOCATION: Hampton Ballroom

This roundtable will focus on issues arising in the servicing of leases and loans after the conclusion of a sale. Topics to be covered include: fiscal agency issues particular to non-standard syndications, such as participations and lease discounting; the reporting and remittance of associated taxes on the equipment and related contracts; and when and how fiscal agency is terminated. The audience is invited to join in an engaging and interactive discussion.

Moderator:
Eric Gazin
GE Capital

Panelists:
Robert Geis
CIT

Mark Kohler
Baker, Donelson, Bearman, Caldwell & Berkowitz,
PC

5:15 pm- 6:00 pm
Newcomers Reception

LOCATION: Calvert Room

6:00 pm – 7:30 pm
Opening Reception

LOCATION: Blue Room Terrace

MONDAY, MAY 7th

7:00 am – 8:00 am

Continental Breakfast

LOCATION: Blue Room Foyer

8:00 am – 8:45 am

GENERAL SESSION

Welcoming Remarks

State of the Association and State of the Industry Report

LOCATION: Blue Room Ballroom

Welcoming Remarks:

Dustin Lee
ELFA Legal Committee Chair
VP, Assistant General Counsel
Fifth Third Equipment Finance Company

Presenters:

Ralph Petta
President & Chief Executive Officer
Equipment Leasing and Finance Association

David Schaefer
ELFA Chairman
President & CEO
Mintaka Financial Services

8:45 – 10:45 am

Legal Update 2018

Location: Blue Room Ballroom

Moderator:

Jennifer Gould
Stark & Stark

Panelists:

C. Lawrence Holmes
Dilworth Paxson LLP

Marc L. Hamroff
Moritt Hock & Hamroff LLP

Pamela Martinson
Sidley Austin LLP

10:45 – 11:00 am

Refreshment Break

LOCATION: Blue Room Foyer

11:00 am – Noon

BREAKOUT SESSIONS AND ROUNDTABLES

Internal/External Counsel Roundtable

LOCATION: Hampton Ballroom

The panel will lead an interactive discussion regarding new and developing trends that may challenge the traditional relationships between

internal and outside counsel, such as outsourcing legal services (including research and discovery), alternative fee arrangements, and case management systems (e.g., iManage, Serengeti).

Moderator:

Amanda Cook
EverBank Commercial Finance, Inc.

Panelists:

John Heninger
U.S. Bank Equipment Finance

Gary Green
Clark Hill PLC

Lisa Moore
PNC Equipment Finance, LLC

Jennifer Sucher
Quarles & Brady, LLP

UCC Basics: Case studies Breakout

LOCATION: Blue Room

A hands-on, pragmatic session exploring the basics of the Uniform Commercial Code. Through a series of case studies, the panel will discuss key aspects of the UCC and practice tips for equipment financiers. Topics covered will include: attachment and perfections, amendments to financing statements, purchase money security interests, fixture filings, and more.

Panelists:

Scott Finlinson
Onset Financial, Inc.

Ruthanne Hammett
Thompson Coburn

Syndications in One Act Roundtable

LOCATION: Congressional Room

A dramatic depiction of how a buyer and seller identify and negotiate the allocation of risks that arise in a syndication, including credit, performance, and documentation risks.

Panelists:

Deena Miller (as the Buyer)
Key Equipment Finance

Alan Mogol (as the Seller)
Baker, Donelson, Bearman, Caldwell & Berkowitz
P.C.

Scott Kearns (as the Moderator)
Dell Financial Services

Noon - 1:30pm

Hosted Luncheon

LOCATION: Blue Room Foyer

Sponsored by



1:30 pm - 2:30 pm

BREAKOUT SESSIONS AND ROUNDTABLES

Legal Update Litigation Roundtable

LOCATION: Hampton Room

This roundtable is designed to take a closer look at litigation topics covered by the Legal Update Panel as well as any other areas of interest to the attendees. All those attending this roundtable are invited to bring their questions and comments from the Legal Update as well as their own experiences in order to facilitate a robust discussion of the important takeaways from select litigation issues.

Panelists:

C. Lawrence Holmes
Dilworth Paxson

Bob Ihne
Consultant

Troy C. Kepler
U.S Bank Equipment Finance

Pamela J. Martinson
Sidley Austin LLP

Legal Update Bankruptcy Roundtable

LOCATION: Congressional Room

This roundtable is designed to take a closer look at bankruptcy topics covered by the Legal Update Panel as well as any other areas of interest to the attendees. All those attending this roundtable are invited to bring their questions and comments from the Legal Update as well as their own experiences in order to facilitate a robust discussion of the important takeaways from select bankruptcy issues.

Moderator:

Troy Kepler
U.S. Bank Equipment Finance

Panelists:
D. Alexander Darcy
Askounis & Darcy, P.C.

Marc Hamroff
Moritt Hock & Hamroff LLP

Lisa Peters
Kutak Rock LLP

Securitization Breakout

LOCATION: Capitol Room

A practical, high-level overview of equipment securitizations from the perspective of in-house counsel and outside counsel. The panel will discuss issues such as risk retention, true sale and other legal opinions, the role of the independent director, the filings that are required with the SEC in connection with securitizations structured as private placements, and unique first-time issuer considerations.

Panelists:
Marc L. Klyman
Vedder Price

Elliott Klass
Amur Equipment Finance, Inc.

Dominic A. Liberatore
DLL

2:30 pm - 2:45 pm

Refreshment Break

LOCATION: Blue Room Foyer

2:45 pm – 3:45 pm

BREAKOUT AND ROUNDTABLE SESSIONS

California Finance Lenders Licenses: The Department of Business Oversight Aggressive Enforcement of the Law Breakout

LOCATION: Governors Ballroom

Panelists have found through their experience that the DBO is vigorously enforcing the law against lenders who violate the law. The panel will discuss ways to avoid enforcement both during the application process and once the DBO attempts to find a lender in violation.

Panelists:

Andrew Alper
Frاندzel Robins Bloom & Csato, L.C.

Marshall Goldberg
Glass & Goldberg-A Law Corporation

UCC Advanced Breakout

LOCATION: Blue Room

The panel will conduct a deep dive into various UCC issues including an advanced discussion of purchase money security interests (the enabling prong is more complex than many realize), fixture related issues (for both leases and loans), priority disputes between secured creditors and other parties (such as bankruptcy trustees, landlords, and taxing authorities), and other bonus topics.

Panelists:
Bob Downey
Macquarie Group Limited

Frank Peretore
Chiesa Shahinian & Giantomasi PC

Ken Weinberg
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC

Fraud Roundtable

LOCATION: Hampton Ballroom

Panelists:
Alex Darcy
Askounis & Darcy PC

Jennifer Ng
Eastern Funding LLC

James Ugalde
Quarles & Brady LLP

Mark Stout
Padfield & Stout, LLP

3:45 pm - 4:00 pm

Refreshment Break

LOCATION: Blue Room Foyer

4:00 pm - 5:00 pm

BREAKOUT SESSIONS

Getting MES/Bundled Deals Done Breakout

LOCATION: Blue Room

This session will explore the key concepts and critical operational and documentation issues you will need to consider when doing bundled

equipment and services transactions, and will also include a discussion on bundled leases and their effect both in litigation and outside of litigation.

Panelists:

Andrew Alper

Frantzel Robins Bloom & Csato, L.C.

Dominic A. Liberatore

DLL

Mike Tobak

Kutak Rock LLP

State Licensing Breakout –Which Licensing Laws Apply to You?

LOCATION: Capitol Room

The panel will provide an overview of state licensing laws potentially applicable to vehicle and equipment leasing and financing companies, with a focus on dealer and collections licensing triggers. The panel will also discuss state enforcement trends (including in California) and licensing considerations for online lending platforms.

Moderator:

Moorari Shah

Buckley Sandler

Panelists:

Allison Slager

GreatAmerica Financial Services Corporation

Jedd Bellman

Office of the Commissioner of Financial Regulation, Maryland Department of Labor, Licensing & Regulation

Kathryn Ryan

Buckley Sandler

SLV on Trial: Issues on Enforceability Breakout

LOCATION: Governors Boardroom

This panel will discuss Article 2A and contract remedies like Stipulated Loss Value (SLV). The panel will also discuss court holdings relating to SLV, specifics of the Tidewater case and arguments made by Tidewater and Lessors, as well as implications of how SLV contracts will be honored or not going forward.

Moderator:

Elizabeth Fella

Quarles & Brady LLP

Panelists:

Paul Bent

The ALTA Group, LLC

Debra Devassy

Askounis & Darcy, P.C.

Lisa Moore,

PNC Equipment Finance, LLC

Rich Tannenbaum

Reed Smith, LLP

5:00 pm - 5:45 pm **Women's Council Reception**

LOCATION: Calvert Room

Sponsored by

Buchalter

**f FINEMAN
Krekstein
& Harris**

Dedicated to the Practice of Relationships

Quarles & Brady LLP

**A ASKOUNIS &
D DARCY PC**

ATTORNEYS AT LAW

5:45 pm - 7:00pm **Hosted Reception**

LOCATION: Blue Room Terrace

Sponsored by



DRESSLER PETERS LLC

ATTORNEYS AND COUNSELORS AT LAW

**K E S S L E R
C O L L I N S**

ATTORNEYS AT LAW

TUESDAY, MAY 8th

7:30 am - 8:30 am

Continental Breakfast

LOCATION: Blue Room Foyer

8:30 am - 9:30 am

BREAKOUT SESSIONS AND ROUNDTABLES

Litigations and Advanced Provisions Breakout

LOCATION: Capitol Room

Panelists:

Ben Court

Stinson Leonard Street LLP

Brittany Ogden

Quarles & Brady LLP

**Motor Vehicles Roundtable - Speed Bumps,
Road Blocks and Toll Booths**

LOCATION: Hampton Room

A general discussion of issues surrounding long term financing of motor vehicles.

Panelists:

Joshua Hasko

Messerli and Kramer

Kent Carter

Gordon & Rees

Rachel Brescoll

Citizens Asset Finance

E- Leasing: Beyond the Law

LOCATION: Blue Room

This session will explore the most significant operational and documentation issues you will need to address to implement a digital solution. This session will also explore “blockchain” technology and its use in the context of equipment finance.

Panelists:

Raymond W. Dusch

Cisco Systems, Inc.

Stephen T. Whelan

Blank Rome LLP

Dominic A. Liberatore

DLL

9:30 am – 9:45 am

Refreshment Break

LOCATION: Blue Room Foyer

9:45 am – 10:45 am

BREAKOUT SESSIONS AND ROUNDTABLES

The Fruits and Pit(falls) of Tax Reform

LOCATION: Governors Boardroom

This panel will examine the effects of the recently passed tax reform legislation on the equipment leasing and finance industry. Notable topics will include the elimination of Section 1031 like kind exchanges for personal property, the reduction in the federal corporate tax rate, enforcement of yield protection clauses, interest deduction limitations, and 100% expensing. The panel will also provide practical advice on the many business, reputational, and documentation issues stemming from this reform. Please join us in discussing these important topics!

Moderator:

Mitch Neider

Bank of America Global Leasing

Panelists:

Denise Blau

Vedder Price

David Burton

Mayer Brown

Andy Fishburn

Equipment Leasing and Finance Association
(ELFA)

Jeff Lawyer

Womble Bond Dickinson

Open/Hot Topic Discussion Roundtable

LOCATION: Hampton Room

Panelists:

Mike Leichtling

Sills Cummis & Gross, P.C.

Frank Peretore

Chiesa Shahinian & Giantomasi PC

Jaime Reichardt

Sills Cummis & Gross, P.C.

Robert Hornby

Chiesa Shahinian & Giantomasi PC

**Municipal and Federal Government Financing
Roundtable**

LOCATION: Calvert Room

This roundtable discussion will give attendees the opportunity to discuss issues they face in their federal and municipal government leasing transactions. Topics may include drafting concerns (e.g., enforceability of non-substitution clauses); state-specific concerns; frequency of termination for convenience and non-appropriation; and implications of a federal government shutdown on your federal government transaction.

Moderators:

Charles Cross

Wells Fargo Equipment Finance

Panelists:

Andrew P. Romshek

Kutak Rock LLP

Mike Tobak III

Kutak Rock LLP

Shomari Brock Wade

Troutman Sanders LLP

10:45 am - 11:00 am

Refreshment Break

LOCATION:

11:00 am - Noon

GENERAL SESSION - Hot Ethics Topics for Equipment Finance Lawyers: How to Stay Afloat, Keep Moving, and Fly Right

LOCATION: Blue Room

Equipment leasing and finance lawyers must comply with attorney ethics requirements while remaining attuned to managing clients' business interests. The panel will discuss some of the hot ethical issues facing ELF lawyers today, including conflicts of interest, attorney client privilege and the common interest doctrine. In addition, the panel will address some of the challenges raised by communications that regularly occur during the course of a transaction, such as inadvertent receipt of communications and communications with another party represented by counsel. Please join us for a lively and interactive panel discussion that will provide 1 hour of ethics CLE credit.

Panelists:

Alison Bost

Womble Bond Dickinson (US) LLP

Farhad Patel

MB Financial Bank, N.A.

Robert Geis

CIT

Abigail R. Nesbitt

TCF Financial Services

REGISTRATION AND GENERAL INFORMATION

Please register as far in advance as possible. Register by **Friday, April 20, 2018** to ensure that your name appears on the list of attendees. Please note: you may also register for this conference via the Internet at ELFA online – www.elfaonline.org/events/2018/LF/

Registration fees:

Individual: ELFA Member (1st Person):	\$1,225
Each additional ELFA Member representative:	\$1,105
*First Time Attendee:	\$1,050
*Non-Members:	\$2,450
Spouse/Companion Fee:	\$ 275
Committee Member Fee	\$ 610
Speaker Fee	\$ 610
Speaker Fee (if attending only on the day of presentation/one-day only)	\$ 0
Smithsonian's National Zoo Tour	\$ 30
Embassy Row & Woodrow Wilson's House Tour	\$ 57

*First Time Attendee Fee

If at least one individual from your company is registered to attend this conference **at the full ELFA member rate**, and you have never previously attended the ELFA Legal Forum, you may register at 15% below the full ELFA member registration fee. This offer is good only to individuals from ELFA member companies who also reserve their accommodations at the Sheraton Nashville Downtown.

Speaker/Committee Registration Fee and Fee Policy

All speakers and committee members must complete and return the registration form. Speakers attending the entire conference pay half the registration fee (In this case \$610). The fee is waived for speakers who are attending only on the day of their presentation. Committee members, regardless of length of stay at the conference, pay half the registration fee (\$610). Please make sure you check the appropriate box on the registration form. If you have questions regarding these policies, please contact Lisa Ramirez at lr Ramirez@elfaonline.org.

Spouse/Companion Fee

A spouse/companion attending any portion of the conference or social functions must be registered and must pay the spouse/companion fee (\$275). Please mark the appropriate box on the registration form. If your spouse/companion is employed in leasing and wishes to attend any portion of the conference, the full attendee (member/nonmember) registration fee is due.

Non-Members: Please Read Carefully

1. A non-renewing, **Regular Member organization** will be permitted to attend **one** ELFA conference as a non-member and pay the applicable non-member registration fee. If the company wishes to attend another ELFA conference thereafter, it must join as a Regular Member.
2. An organization that has **never been a member** of the ELFA, and is **qualified to be a Regular Member**, is subject to the same attendance policy that applies to the non-renewing ELFA Regular Member: i.e., they will be permitted to attend **one** ELFA conference as a non-member and pay the applicable non-member registration fee. If the company wishes to attend another ELFA conference thereafter, it must join as a Regular Member.
3. New members will receive a discount (the difference between the non-member and member registration fee) towards their dues if they attend a conference as a non-member, pay the non-member registration fee, and subsequently join the ELFA within 60 days.

To learn more about ELFA membership and its benefits, contact Julie Benson at jbenson@elfaonline.org or 202-238-3432.

Continuing Legal Education Credit

The ELFA is a recognized sponsor of continuing legal education with most State Bar Associations. Immediately following the ELFA Legal Forum, ELFA members will receive confirmation of their attendance which they can use to obtain continuing legal education credit.

Roundtable Discussions

When registering, remember to select the roundtables you would like to attend. Prior to the conference you will be sent an email asking for topics of discussion.



Special Networking Events

Women in Leasing Reception, Monday, May 7th

For several years, women attorneys have been meeting informally to network with one another and share business experiences. This year's reception is scheduled from 5:00–5:45 pm on Monday, May 7.

NOTE: If you would like to attend this reception, please check the appropriate box on the conference registration form.

Smithsonian's National Zoo Tour

Guests will explore the wonders of the wild at The Smithsonian's National Zoo! Created by an Act of Congress in 1889 to study, celebrate, and protect the diversity of animals and their habitats, this 163-acre urban park is situated in the heart of Washington, D.C. The Zoo, one of the oldest in the nation, houses roughly 2,000 animals of 400 different species. The Zoo's best known residents are the giant pandas; however, the Zoo is also home to great apes, big cats, Asian elephants, aquatic animals, reptiles and many more! A tip from a local: Be sure to catch the Orangutans on the O-Line! This is a walking tour with a moderate level of difficulty.

\$30 per person, 9:00 am–12:30 pm

(bus loading at 8:45 am)

No registration limit

Embassy Row & Woodrow Wilson's House Tour

The tour will begin with a motor coach journey down Massachusetts Avenue, often referred to as Embassy Row. As Washington DC's grandest boulevard, this experience features the most impressive turn-of-the-century residences in the city, many designed in the French Beaux-Arts style. In addition to viewing sumptuous architecture, your tour guide will tell stories about the families who once resided in these stately mansions, many of which are now home to foreign embassies from around the world. A stop on this tour will be one of Washington's best kept secrets - the Woodrow Wilson House. This historic landmark and house focuses on President Woodrow Wilson's 'Washington Years'. On this walking tour of the mansion, you will view objects from the White House, family items, memorabilia, elaborate gifts of state, and much more! This is a motor coach and limited walking tour with an easy level of difficulty.

\$57 per person, 8:30 am–12:30 pm

(bus loading at 8:15 am)

40 people maximum

Register On-Line

Visit ELFA Online at www.elfaonline.org for information about this and other educational programs. Go to the Events & Training section for details on the agenda, speakers, location and registration information. You can register directly on-line via American Express, MasterCard, Discover, Diners Club or VISA on our secure server. You will receive a confirmation from the website.

Note: Registration online is highly encouraged. If you require a paper registration form please contact Janet Fianko at jfianko@elfaonline.org.

Cancellations & Substitutions

Cancellation Policy

- **Refund minus \$100:** Should you need to cancel, refunds will be processed less a \$100 administrative fee.
- **No refund:** No refunds of registration fees will be given for cancellations received on or after Monday, April 23, 2018.

Please Note: Cancellations by telephone will be accepted, but must be followed up with a letter that includes the name of the ELFA staff member who accepted the cancellation. This letter may be:

- a. Mailed to Janet Fianko at ELFA Headquarters:
1625 Eye Street, NW, Suite 850
Washington, DC 20006-1203
- b. Faxed to (202) 238-3457, Attn: Janet Fianko, or
- c. Emailed to Janet Fianko at jfianko@elfaonline.org

Substitutions

Substitutions for the entire program may be made at any time including on-site registration.

Photographs Taken at the Conference – Please Note the Following

Photographs of speakers and attendees may be taken at this conference. These may appear in ELFA publications or on the ELFA website. By registering for this conference, you authorize ELFA the right to use any photographs taken of you during the course of the Legal Forum.

Attendee Contact Information – Please Note the Following

By registering for this conference, attendees authorize ELFA to share your contact information, including but not limited to email address and telephone number with other registered attendees, sponsors, and exhibitors. For more information please contact Janet Fianko at jfianko@elfaonline.org.

Membership Information

If you are interested in joining ELFA, please call Julie Benson at (202) 238-3432, or check the appropriate box on the registration form. You may also email Ms. Benson at jbenson@elfaonline.org.

Sponsorship Opportunities

Sponsoring events and functions at ELFA meetings provides excellent exposure for your company. Contact Steve Wafalosky at steve@larichadv.com or (440) 247-1060 if you are interested in becoming a sponsor for this important event:

Wi-Fi in meeting room	\$5,000
Mobile App	\$4,000
Electronic Materials	
Attendee Handouts	\$3,000 Sold!
Conference Bag	\$4,000 Sold!
Hotel Room Keys	\$4,000
Lanyard with Company Logo	\$4,000
Sunday Reception	\$3,500
Monday Reception	\$2,000
Pens with company logo	\$3,000
Coffee sleeves with company logo	\$3,000
Napkins with company logo	\$3,000
Monday Luncheon	\$2,500
Monday Continental Breakfast	\$2,000
Tuesday, Continental Breakfast	\$2,000
Women in Leasing Reception	\$2,000 Sold!

Hotel Reservations:

A block of rooms has been reserved for this conference at the Omni Shoreham Hotel in Washington, D.C., 2500 Calvert Street NW Washington, DC 20008. A special group rate of \$269 single/double (Standard Room) is available for attendees. You can make your hotel reservations online at: <http://bit.ly/2tucV5i>.

Phone-In Reservations:

You can make reservations by calling 1-202-234-0700. Be sure to tell the reservations clerk you will be attending the ELFA 2018 Legal Forum. Reservations should be guaranteed with a credit card and made before the cut-off date of Friday, April 13, 2018. After the cut-off date, rooms are on a first-come, first-served basis and possibly at a higher rate.

Getting There

The Omni Shoreham Hotel located just 8 miles from Reagan National Airport, 28 miles from Dulles International Airport and 33 miles from Baltimore-Washington International Airport.

Inquiries

If you have a question about this conference not related to registration, please call ELFA Professional Development at (202) 238-3400.

Email for registration inquiries:

jfianko@elfaonline.org

(Note: no registrations can be made by telephone)

Email for conference brochure:

rjordan@elfaonline.org

