



# The Colorado Staffing Association Annual Conference September 26/27

*Dear CSA Annual Conference Industry Partner Sponsors:*

Thank you again for your support and we are so excited to see you! We greatly look forward to having you share your time and expertise with Colorado Staffing Companies. Set up is Thursday 6-9pm or 6-7am on Friday. Friday/Take down is 5:30pm Friday. We are in the beautiful Skyline Ballroom on top of the Courtyard Marriott at Denver Cherry Creek. Shipping details on page 2.

## **Conference Information:**

- **Set up is Thursday 8-9pm or Friday 6-7am\* Friday/Take down is 5:30pm Friday**
- **Please be set up by 7:00am on Friday.**
- **Please arrive prior to 7:00 am on Friday for breakfast and Sponsor Exhibit Opening**
- **Courtyard Marriott Denver Cherry Creek**
  - Free Parking is available
- **Sponsor Speaking/Give-a-Way:**
  - 1, 3 or 5-Minute Company Highlights: Per your Sponsorship Level beginning at 3pm.
  - **Each year we request** that you purchase and bring a give-a-way(s) to be given to attendees after you speak. We draw a name from the basket and you award the attendee! (These would be items that are different than your usual SWAG). For example, iTunes gift cards, phone battery booster, wireless Bluetooth speakers, etc. for a give-a-way and you will draw the name after your company highlight. Please let me know ASAP what you will be bringing. Stephanie at 720-220-5122 Stephanie@ColoradoStaffing.org
  - If you have been selected for a break out session, refer to the break out schedule to be emailed one week prior to the event.
- **Table Displays:** Each sponsor will have a 6ft. or 8ft. table with your company name listed
- **Power Supply:** We are somewhat limited for power supply connections. Please share the connections for powering up your laptops as needed. Please let me know if you do indeed **NEED** a direct power supply for your booth/space.
- **Thursday Night Cocktail Party 6-9pm** -- will be held in The Colorado A&B rooms on the main floor of hotel.
- **Friday:** All the catering will be held in the Skyline Ballroom to keep traffic flowing to your table/booth.
- **Best Sponsor Game Cards:** We are distributing a Game Card to each attendee with instructions to visit each sponsor/vendor to talk to you about your company. You will receive a permanent colored marker to initial on your logo that they have visited your booth/space. A drawing will be held at the end of the conference to award a prize. Again, to drive attendees to hear about your offerings.

Questions: Please contact Executive Director, Stephanie Ursini-Bennett: 720-220-5122 Stephanie@ColoradoStaffing.org

**Courtyard Marriott Denver Cherry Creek | 1475 S. Colorado Blvd., Denver, CO 80222 | 303-757-8797**

**Reservations:** 303-757-8797 and mention Colorado Staffing for the block discount room rate.

**Onsite Coordination:** Please use my name as the On-site Contact name and Colorado Staffing when shipping materials to the hotel – address and details on the next page.

**SHIPPING AND SORTAGE OF MATERIALS:**

We cannot guarantee prompt delivery of improperly labeled packages therefore materials being shipped should read:

**On-Site Contact Name**  
**COMPANY/GROUP NAME**  
ARRIVAL: day and date  
c/o Courtyard by Marriott Denver Cherry Creek  
1475 S. Colorado Boulevard  
Denver, CO 80222

There will be a handling fee of \$5.00 per box, up to 50 pounds with five (5) complimentary boxes before charges start. A \$25.00 crate-handling fee per crate received and a \$25.00 per crate shipped out apply, a \$125.00 per pallet received and

shipped. Shipments over 200 pounds are subject to an additional \$25.00 per box. This fee will be charged to the Group, unless separate billing arrangements are made for each individual guest receiving shipments. (Separate billing arrangements for guests can be arranged through our Meeting/Convention Services Department.) For packages the Hotel is shipping out for guests and/or the Group, there will be a \$5.00 service charge per box added to the actual shipping cost. Due to limited space, any storage needs must be arranged with the Sales/Catering Department in advance. Please remember to schedule package delivery to arrive no earlier than 3 days prior to your event and coordinate the delivery and any Hotel restrictions with the catering or sales contact. No packages will be put in the meeting room prior to the event unless they are claimed and noted to the sales department. The Hotel assumes no liability for packages shipped but not received. The Group will be responsible for packing, labeling and shipping of outgoing materials.

The Hotel is not responsible for loss or damage to property of the Group's members while on Hotel premises.