



My name is [Stephanie Bennett](#) and I am the Executive Director for the Colorado Staffing Association. I can be reached at 720-220-5122 or click on my name for email messages above. Please see the information below and you may also see the details at [www.coloradostaffing.org](http://www.coloradostaffing.org) under Events. Thank you for your interest.

Question	Answer
Affiliation	American Staffing Association (ASA)
Date/s	September 28, 4:30-6pm Social Media Marketing and Time Management Tips 6-9pm Cocktail Party September 29, 2015 7:00am-5:30pm All day conference
Schedule/Agenda: <a href="#">Jenifer Lambert/Terra Staffing Group</a> , <a href="#">Brad Bialy/Haley Marketing</a> , <a href="#">Greg Doerschling/Bullseye Training</a> Four concurrent 2 hour "Best of Staffing" Break Out Sessions: Sales, Recruiting, Admin/HR and Owner/Executives. Each facilitated by 2 Subject Matter Experts.	8/30/16 finalized
Venue: Courtyard Marriott Denver Cherry Creek   1475 S. Colorado Blvd., Denver, CO 80222   303-757-8797 <b>Reservations:</b> Meghan Campos. Meghan is our reservations coordinator and will assist you with the sleeping rooms. If you need to reach her, please reach her at 720-974-3020 and by email at <a href="mailto:meghan.campos@marriott.com">meghan.campos@marriott.com</a> .  <b>Onsite Coordinator:</b> Jenny O'Conner. Jenny will work with you to finalize the details of your event. Jenny is the hotel's on-site coordinator at this location and is copied on this email. She will reach out to you as we get closer to your event date. In the event you need to reach out to her, Jenny can be reached by email at <a href="mailto:Jenny.Oconner@marriott.com">Jenny.Oconner@marriott.com</a> or by phone at 720-974-3024. I'm also happy to assist you at any time.	Please identify yourself as Colorado Staffing Association.  Please pay attention to page 2 for shipping details.
Hotel – website	<a href="#">Courtyard Marriott Denver Cherry Creek</a>
Floor Plan	Skyline Ballroom atop the hotel
# of Attendees for this/previous year?	125
# of Exhibitors for this/previous year?	24
List of Attendees?	Provided two weeks prior and full list after event
List of Exhibitors?	On website
Speaking Engagements?	** See Below
What comes with booth/exhibitor package?	<a href="#">See sponsorship form on line</a>
Cost to Exhibit ONLY?	<a href="#">See sponsorship form on line</a>
Cost for Sponsorship Opportunities	<a href="#">See sponsorship form on line</a>
Shipping info - for Marketing Materials/booth	See below
Main Contact:	Stephanie Ursini-Bennett 720-220-5122 <a href="mailto:Stephanie@ColoradoStaffing.org">Stephanie@ColoradoStaffing.org</a>
PAY TO INFO/ADDRESS	See below

\* For inclusion in brochure/agenda/website (8/30/17) or we can add your information later, but it won't be included in the first round of promotions.



*\*\* Speaking is available on a first come/first served please fill out speaking request form attached and/or 1 or 2 minute promos (level of sponsorship) at lunch.*

**Send Payment by check to:**

Colorado Staffing Association  
c/o ROLINC Staffing/Bob Bidwell  
333 W. Hampden Ave. Suite 545  
Denver, CO 80110  
Credit card payment on line at  
[www.coloradostaffing.org](http://www.coloradostaffing.org)

**Marketing materials and booth shipments:**

Skyline Ballroom  
1<sup>st</sup> Priority Setup: Thursday 9/28 8-9pm  
2<sup>nd</sup> Setup: Friday 6-7am Takedown: Friday 9/29 5:30 pm

**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.