



## CSA Annual Conference September 28/29 2017

*Dear CSA Annual Conference Industry Partner Sponsors:*

Thank you again for your support and we are so excited to meet and/or see you and have 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.

### Detailed 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 Program Agenda below:**
  - 1, 3 or 5-Minute Company Highlight: Per your Sponsorship Level: List to be emailed by 9/15/17
    - *You will introduce the next person, so follow the program for your introduction*
  - If you have been selected for a break out session, refer to the break out schedule to be emailed by 9/20/17.
    - *You will introduce the next person, so follow the program for your introduction*
- **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
- **It's in the BAG!** Please send your **MARKETING\*** materials to the hotel **to arrive no later than Wednesday September 14<sup>th</sup>** and mark them attention to Stephanie Ursini-Bennett/Colorado Staffing. These materials will be placed in the conference bag prior to registration, so please include enough for 150. **\*MARKETING materials** for the conference bags is NOT MANDATORY, this can be something small (SWAG), NO full size brochures, we offer this as a courtesy to include your materials for everyone. You are welcome to bring your own marketing/SWAG for display at your booth as well.
- **Friday:** All the catering will be held in the Skyline Ballroom to keep traffic flowing through your space.
- **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.
- **Hourly Drawings/Prizes:** Are you able to offer CSA any give-a-ways for attendees? (these would be items that are different than your usual SWAG). For example, i-tunes gift cards, phone battery booster, wireless Bluetooth speakers, etc. for a give-a-way and you will draw the name and tell your company name. Please let me know ASAP. Stephanie at 720-220-5122 Stephanie@ColoradoStaffing.org

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:** 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 [meghan.campos@marriott.com](mailto:meghan.campos@marriott.com).

**Onsite Coordinator:** 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 [Jenny.Oconner@marriott.com](mailto:Jenny.Oconner@marriott.com) or by phone at 720-974-3024. I'm also happy to assist you at any time.

**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.