

**The Colorado Staffing Association**

**Annual Conference October 4/5 2018**

*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! (pThese 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](mailto: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](mailto: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.

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