



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 under Events. Thank you for your interest.

Question	Answer
Affiliation	American Staffing Association (ASA)
Date/s	October 4th 4:30-6pm Kick off presentation 6-9pm Cocktail Party October 5th 7:00am-5:30pm All day conference
Schedule/Agenda: Don't miss out on our outstanding speakers, Bob Zarlengo , Brad Bialy , Will Matthews , Krista Schaad and over 20 staffing suppliers, with NEW break out sessions for every member of your staff -- Owners, Managers, Sales, Recruiting, Accounting, and Human Resources. This year's event is the largest, most comprehensive conference and expo in the staffing, recruiting and workforce solutions industry in the Rocky Mountain West.	
Venue: Courtyard Marriott Denver Cherry Creek 1475 S. Colorado Blvd., Denver, CO 80222 303-757-8797	Please identify yourself as Colorado Staffing Association. Please pay attention to page 2 for shipping details.
Hotel – website	Courtyard Marriott Denver Cherry Creek
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 one week prior and full list after event
List of Exhibitors?	On website
Speaking Engagements?	** See Below
What comes with booth/exhibitor package?	See sponsorship form on line
Cost to Exhibit ONLY?	See sponsorship form on line
Cost for Sponsorship Opportunities	See sponsorship form on line
Shipping info - for Marketing Materials/booth	See below
Main Contact:	Stephanie Ursini-Bennett 720-220-5122 Stephanie@ColoradoStaffing.org
PAY TO INFO/ADDRESS	See below

*** Speaking is available on a first come/first served please fill out speaking request form on the website home page and/or 1 or 2 minute promos (level of sponsorship) at the end of program.*

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

Marketing materials and booth shipments:

Skyline Ballroom
1st Priority Setup: Thursday 10/4 8-9pm
2nd Setup: Friday 10/5 6-7am
Takedown: Friday 10/5 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.