

Records Management Success: Building and Leveraging Your Network

ARMA UTAH-SALT LAKE CHAPTER SPRING CONFERENCE 2010

March 25, 2010
8:00 AM–4:00 PM

Karen Gail Miller Conference Center
Salt Lake Community College

Larry Miller Campus

Salt Lake City, UT







Vendor Sponsorship Opportunities

“Records Management Success: Building and Leveraging Your Network”

ARMA Utah – Salt Lake Chapter Spring Conference 2010

March 25, 2010

<p>Platinum Level (1 Available)</p> <ul style="list-style-type: none"> • Lunch - Sponsorship Logo on break sign • 10 minute welcome presentation prior to keynote address • Exhibit space in main meeting room • Full Page Ad in program • Sponsorship Logo Banner January / February Announcement • Brochure or Flyer, Notepad and Promotional Item in bag • Prominent Banner in General Session / Vendor Area (Banner provided by sponsoring vendor) • Two exhibitor meals included 	<p>\$2,000</p> 
<p>Gold Level (2 Available)</p> <ul style="list-style-type: none"> • Break - Sponsorship Logo on break sign • 5 minute presentation prior to first break or prior to closing general session • Exhibit space • Full Page Ad in program • Sponsorship Logo February Announcement • Brochure or Flyer and Promotional Item in bag • Banner in General Session / Vendor Area (Banner to be provided by sponsoring vendor) • One exhibitor meal included 	<p>\$1,000</p> 
<p>Silver Level (2 Available)</p> <ul style="list-style-type: none"> • Lanyard or Nametag Sponsorship (Logo on Nametag or Lanyard) • Exhibit space in main meeting room • 1/2 Page Ad in program • Brochure or Flyer in bag • One exhibitor meal included 	<p>\$650</p> 
<p>Bronze Level (Unlimited Availability)</p> <ul style="list-style-type: none"> • Registration – Sponsorship (Logo of all bronze sponsors displayed at registration table) • Exhibit space in main meeting room • 1/2 Page Ad in program • One exhibitor meal included 	<p>\$400</p> 
<p>Exhibitor (Unlimited Availability)</p> <ul style="list-style-type: none"> • Exhibit space in main meeting room • One exhibitor meal included 	<p>\$250</p>



Conference Day Schedule (Tentative)

Schedule

Vendor Set Up	6:30 – 8:00	
Registration / Continental Breakfast	7:00 – 8:00	Vendor Exhibits Open
Welcome	8:00 – 8:15	
Keynote Speaker	8:15 – 9:30	
Vendor Break / Vendor Giveaways	9:30 – 10:00	Vendor Exhibits Open
Breakout Sessions – 1	10:00 – 11:15	
Lunch / Vendor Exhibits	11:15 – 12:45	Vendor Exhibits Open
Breakout Sessions – 2	12:45 – 2:00	
Afternoon Break	2:00 – 2:15	Vendor Exhibits Open
Breakout Sessions – 3	2:15 – 3:30	
Closing Session / Vendor Giveaways	3:30 – 4:00	

Schedule Notes

1. Sponsor exhibit space will be in the main meeting room where general sessions are held, break refreshments and lunch are served.
2. Set up time begins at 6:30 a.m. and must be complete by 8:00 a.m. Breakdown begins at 4:00.
3. Vendor exhibits will be open during breakfast, lunch and breaks continuously from at 7:00 a.m. (registration) through 2:15 p.m. (end of last break).
4. **Vendors are encouraged to offer door prizes to attendees** as an incentive to visit their booths. All giveaways will be announced during the closing general session.
5.
 - Exhibit space is 11' wide and 6' deep (from wall to front of table). Table is 2' deep x 6' wide and skirted.
 - Exhibit space is open with a minimum of 2.5 feet between exhibitor tables
 - Premier sponsor booths will have Velcro wall available for display (Velcro provided by conference center)
 - Exhibitor can arrange for display boards to be provided by conference center, but may not use wall space