



# Celebrating the profession; collaboration, education, and engagement

MAY 3-5, 2022 - RED DEER, ALBERTA  
TRADE SHOW AND SPONSORSHIPS

Dear Valued Sponsors,

Thank you to all previous, future and interested sponsors of the CLRA Alberta Chapter AGM and Conference. Please read the following rules and guidelines carefully **as failure to comply may result in losing your requested sponsorship of choice**. A limited number of sponsorships are available; we thank all who have applied.

Best Regards,

CLRA Board, AB Chapter

## GENERAL

- As a thank you to long standing sponsors, booth sponsorships will be assigned on a first right of refusal basis with last year's sponsors given one-week advance notice to respond for their prior sponsorship spot. If a sponsor wishes to upgrade their last year's sponsorship, it will be based on availability. Any booth sponsorship available after one week will be open to the general public.
- All other sponsorships and registrations will be on a first come first serve basis and determined by the time stamps on the email correspondence.
- Please pick the top three choices you wish to sponsor; in the event your primary choice is taken.
- All sponsors will have their company name and/or logo displayed on the main conference hall TV screens, on a banner near the registration booth, within the conference program and on the CLRA website.

## PAYMENT, DEADLINES, AND LOGO REQUIREMENTS

- Email your completed form (below) with your credit card information to the CLRA Alberta Office ([alberta@clra.ca](mailto:alberta@clra.ca)). Your emailed sponsorship forms **MUST** be received via this email address, other methods of submission will not be accepted.
- Payment for sponsorship must be received by **December 31, 2021** to confirm your sponsorship, no exceptions. Payments are non-refundable after **January 4, 2022**.
- All sponsors are to submit company logos in both JPEG and EPS format via email no later than **January 4, 2022**, no exceptions. **WITHOUT YOUR LOGOS YOU WILL NOT BE ADVERTISED!** Logos must be sent to the CLRA Alberta Office ([alberta@clra.ca](mailto:alberta@clra.ca))
- If you have questions regarding sponsorships, please contact Chad Hohol at [chad.hohol@gmail.com](mailto:chad.hohol@gmail.com).

## BOOTH SPONSOR INFORMATION

- There are 34 booth spots available in the main hall and 12 booth spots available in the corridor.
  - Gold level booth sponsors (17) are entitled to one booth in the main hall as well as **TWO** delegate passes.
  - Silver level booth sponsors (17) are entitled to one booth in the main hall as well as **ONE** delegate pass.
  - Reclamation road level booth sponsors (12) are entitled to one booth in the main corridor adjoining the main hall as well as **ONE** delegate pass.
- The booth space is approximately 10' by 10' (may vary slightly). Please do not bring a booth or material exceeding these dimensions. Side banners within booth space are not permitted this includes any items that may block the view to adjacent booths.
- Set-up for booth sponsors can occur from 3 PM to 8 PM on Wednesday, **February 23, 2022**. Take down of booth can occur after 3PM only or otherwise indicated, on Friday, **February 25, 2022**. Early teardown of booths will result in loss of sponsorship the following year.



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## OTHER SPONSORS

- The Lanyard Sponsor is responsible for supplying 800 **double-ended lanyards** to the CLRA executive one week prior to the conference. The design is up to the sponsor; however, the lanyards must be no-spin style with clips on each end. Plastic name tag holders are not required.
- The Reception Sponsor will be allowed one delegate included in the cost of the sponsorship.
- The Door Prize Sponsors are responsible for providing a door prize to be drawn at the AGM on Friday, **February 25, 2022**. Suggested value of the door prizes is between \$300 and \$500.
- The Program Sponsor will have their company logo included in the event app and in the program.
- Program Room Sponsors will have the opportunity to have a banner stand and small table inside the room (inside rear corner). This table is to be no more than 4' square or 36" round. Additionally, the sponsor's logo will be displayed on the screen at all times between presentations. No networking will be allowed during presentations. Teardown will be allowed after 5 PM on Thursday, **February 24, 2022**.
- The Room Key Sponsor is responsible for arranging the appropriate number of keys to be purchased and printed with their company logo and be delivered to the hotel no later than **February 8, 2022**.
- Speaker Gift Sponsors will receive verbal recognition during the gift presentation to the speaker.
- Smoothie Sponsor will have their logo featured in the smoothie disbursement area.
- The Stamp Game Sponsor will have logo recognition on the game form.
- The Drink Ticket Sponsors will have their logo placed on each drink ticket provided to the delegates.

## SCHOLARSHIP SPONSORS

- CLRA Scholarships recognize students' academic achievement and hard work and we are pleased to be able to reward their commitment and accomplishments through awards such as yours. These are valued; not only for their monetary value but for the encouragement and recognition they give.
- Scholarship candidates will be selected from the list of CLRA sponsorship programs; your contribution will be rotated on a yearly basis. If you have a certain school of preference, please notify us and we will do our best to accommodate your preference.

**Thank you to all sponsors for helping to make this event a success!**

## IMPORTANT DATES:

- **December 31, 2021:** Payment for sponsorship.
- **January 4, 2022:**
  - Sponsorship Fees Non-Refundable
  - Submit company logos in both JPEG and EPS
- **February 23, 2022:** Set-up for booth sponsors 3PM to 8PM
- **February 24, 2022:** Take down for program room sponsors at 5:00PM
- **February 25, 2022:** Take down of booth after 3PM (unless otherwise indicated)



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| 1. Contact Information (please fill in all information requested) |  |       |  |
|---|--|-------|--|
| Company Name  |  |       |  |
| Contact Name  |  |       |  |
| Mailing Address   |  |       |  |
| E-mail  |  | Phone |  |

| 2. Sponsorship - check one and indicate person(s) attending ( <i>Delegate names to be provided by January 3<sup>rd</sup>, 2022</i> ) |   |                       |                 |
|--|---|-----------------------|-----------------|
|  | Gold Sponsor Booth (\$2,500.00)             | Persons (2) Attending | <b>SOLD OUT</b> |
|  | Silver Sponsor Booth (\$2,000.00)           | Person (1) Attending  | <b>SOLD OUT</b> |
|  | Reclamation Road Sponsor Booth (\$2,000.00) | Person (1) Attending  | <b>SOLD OUT</b> |

**\*\*Please select the top three options you wish to sponsor; in the event your primary choice is taken.**

| 3. Event Sponsorship – Indicate your order of preference <b>SOLD OUT</b> |           |            |                                       |  |
|--|-----------|------------|---------------------------------------|--|
| Event  | Day       | Cost       | Persons Attending                     |  |
| Reception (1)  | Wednesday | \$1,500.00 | Person (1) Attending: <b>SOLD OUT</b> |  |
| Breakfast (1)  | Thursday  | \$850.00   | None included <b>SOLD OUT</b>         |  |
| Lunch (1)  | Thursday  | \$1,250.00 | None included <b>SOLD OUT</b>         |  |
| Exhibition Hall (1)  | Thursday  | \$1,000.00 | None included <b>SOLD OUT</b>         |  |
| Breakfast (1)  | Friday    | \$850.00   | None included <b>SOLD OUT</b>         |  |
| Lunch (1)  | Friday    | \$1,250.00 | None included <b>SOLD OUT</b>         |  |
| Exhibition Hall (1)  | Friday    | \$1,000.00 | None included <b>SOLD OUT</b>         |  |
| Friday Keynote Speaker (1)   | Friday    | \$1,250.00 | None included <b>SOLD OUT</b>         |  |

| 4. Miscellaneous Sponsorships – Indicate your order of preference |                  |                               |  |
|---|------------------|-------------------------------|--|
| Event   | Cost             | Person(s) Attending           |  |
| Coffee Station in Main Hall (1)                                   | \$750.00         | None included <b>SOLD OUT</b> |  |
| Speaker Gift Sponsor (2)  | \$750.00         | None included                 |  |
| Smoothie Sponsor (1)  | \$750.00         | None included <b>SOLD OUT</b> |  |
| Stamp Game Sponsor (1)  | \$500.00         | None included <b>SOLD OUT</b> |  |
| Wednesday Drink Ticket Sponsor (1)                                | \$500.00         | None included <b>SOLD OUT</b> |  |
| Thursday Drink Ticket Sponsor (1)                                 | \$750.00         | None included <b>SOLD OUT</b> |  |
| Room Key Sponsor (1)  | \$1,500.00       | None included <b>SOLD OUT</b> |  |
| Lanyard Sponsor (1)   | \$2,000.00       | None included <b>SOLD OUT</b> |  |
| Program/App Sponsor (1)   | \$1,000.00       | None included <b>SOLD OUT</b> |  |
| Program Room Sponsor - Small (3)                                  | \$500.00         | None included <b>SOLD OUT</b> |  |
| Program Room Sponsor - Large (2)                                  | \$750.00         | None included <b>SOLD OUT</b> |  |
| Door Prize Sponsor  | Sponsor's Choice | None included                 |  |



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|   |                          |        |  |                          |        |  |                          |        |  |                          |        |  |                          |        |
|---|--------------------------|--------|--|--------------------------|--------|--|--------------------------|--------|--|--------------------------|--------|--|--------------------------|--------|
| <b>5. Scholarship Sponsorships</b> – Please select from the following donation options: <b>SOLD OUT</b> |                          |        |  |                          |        |  |                          |        |  |                          |        |  |                          |        |
| <b>\$500.00</b> (to be matched by CLRA Alberta) Total scholarship equals \$1000.00                      |                          |        |  |                          |        |  |                          |        |  |                          |        |  |                          |        |
| <b>\$1000.00</b> (to be matched by CLRA Alberta) Total scholarship equals \$2000.00                     |                          |        |  |                          |        |  |                          |        |  |                          |        |  |                          |        |
| Please select from the following donations terms:   |                          |        |  |                          |        |  |                          |        |  |                          |        |  |                          |        |
|   | <input type="checkbox"/> | 1 year |  | <input type="checkbox"/> | 2 year |  | <input type="checkbox"/> | 3 year |  | <input type="checkbox"/> | 4 year |  | <input type="checkbox"/> | 5 year |

We will be utilizing a conference app for this year's event. After you have been notified of your successful sponsorship, you will receive a link to complete your sponsor profile.

|                                      |                             |  |  |  |  |  |  |                    |  |  |  |
|--------------------------------------|-----------------------------|--|--|--|--|--|--|--------------------|--|--|--|
| <b>Payment Type</b>                  | <b>Company Name</b>         |  |  |  |  |  |  |                    |  |  |  |
| <input type="checkbox"/> Credit Card | <b>Credit Card/Cheque #</b> |  |  |  |  |  |  | <b>Expiry Date</b> |  |  |  |
| <input type="checkbox"/> Cheque      | <b>Cardholder Name</b>      |  |  |  |  |  |  | <b>CSV #</b>       |  |  |  |

*By signing here, I am authorizing the Total Amount(s) shown above to be charged to my credit card.*

|                   |
|-------------------|
|                   |
| <b>Signature*</b> |

|              |
|--------------|
|              |
| <b>Date*</b> |

**Note: The pricing list does not include GST. GST will be added to the final total.**