



February 26th, 2018 Conference
“HR at the Movies: The Pursuit of Excellence”

Snake River Chapter of SHRM
PO Box 2312
Twin Falls, ID 83303

Dear Colleague:

The Snake River Chapter for Human Resources is hosting its Annual Conference in February. Our focus for the conference will be The Pursuit of Excellence. We are sending you this announcement to invite you to participate in the Trade Show at the conference or Participate as a Sponsor for the Event. We expect to have over 75 - 100 participants. This will allow vendors the opportunity to meet many of Magic Valley employers and employees.

The conference will be located at the College of Southern Idaho in the Taylor Building on campus. The Conference will run from 8:00 am to 5:00 pm. Vendor set up will take place at 7:00 am. There are a limited number of booth spaces available and they will go fast, so submit your confirmation early by completing and emailing or faxing the enclosed form. Exhibitors will need to bring their own display supplies. A table, tablecloth and two chairs will be provided (unless you enter at the bronze level).

In addition, during the conference, we will be hosting vendor prize drawings. Vendors are encouraged to donate prizes that will be included in the prize drawings during the conference. Light refreshments will be offered in designated areas during breaks at the conference. If you wish to host a refreshment break, your vendor Trade Show fee is included in the sponsorship. The CSI culinary school has a great bakery with some very tasty snacks that you could use and would qualify as a tax break. Be sure to mark the appropriate box when you register if you would like to donate a prize or host refreshments. To make the most of the prize donation, we will have forms submitted by participants that will include a place for them to list their business and contact information.

If you are interested in participating, please email Rebekah Yancey at rebekah@cheesepowder.com. Deadline for registration is February 15th.



SPONSORSHIP OPPORTUNITIES -

Please verify your sponsorship commitment with submission of your vendor form and emailed logo by February 15, 2019. Final payment due no later than February 18, 2019. The sooner your registration information is in, the more visibility it will have amongst our members and in the Marketing Materials.

Platinum Title Sponsor - \$1000

- Full page ad in Event Program
- Exhibit Table (which includes one table, tablecloth and two chairs)
- Refreshment Break Sponsor Recognition
- Your web page link on our website for 1 year
- 2 Full Day Event tickets for your Business + lunch for 2 exhibitors
- Event Signage and Recognition*

Gold Sponsor- \$750

- Business name/logo on Marketing Materials
- ½ page ad in Event Program
- Exhibit Table (which includes one table, tablecloth, and two chairs)
- 1 Full Day Event Ticket for your Business + lunch for 2 exhibitors
- Event Signage and Recognition*

Silver Sponsor - \$400

- Business name/logo on Marketing Materials
- Exhibit Table (which includes one table, tablecloth, and two chairs)
- Recognition in Event Program
- Lunch for 2 exhibitors
- Event Signage and Recognition*

Bronze Sponsor (Goody bag Sponsor)- purchase of the bags (No Table)

- Event Signage and Recognition*
- Recognition in Event Program

**Size of Business name and logo on marketing materials and website will be reflective of Sponsorship Level*

VENDOR DRAWINGS

Would you like to donate prizes for Vendor Drawings? Yes No

If yes, please list prizes you are donating: _____



February 26, 2019

VENDOR REGISTRATION

Name of Organization _____

Representative(s): _____

Phone: _____ Email: _____

Address: _____

City, State, Zip: _____

Additional Requests (i.e. electricity, water, etc.): _____

Fax or email completed form and email logo by February 15, 2019 (Payment due by February 18, 2019) to:

FAX: (208) 917-8584 or Email: rebekah@cheesepowder.com

An invoice can be emailed or mailed to you.