



EXHIBITOR, SPONSORSHIP, AND ADVERTISING OPPORTUNITIES

For the Western Region IPMA-HR
Annual Training Conference
Westminster, Colorado!
April 29 – May 1, 2019

HR INNOVATION AT ELEVATION

WESTERN REGION IPMA-HR 2019 ANNUAL TRAINING CONFERENCE

Reach Your Peak With IPMA-HR

Monday, April 29 - Wednesday, May 1, 2019

The Westin Westminster | 10600 Westminster Blvd | Westminster, CO 80020

<https://wripma-hr.org/>

[www.wripma-hr.org](https://wripma-hr.org/)

Dear Colleague,

The Western Region International Public Management Association for Human Resources (WRIPMA-HR) invites you and your organization to be part of its 2019 conference. The conference will be held from 1:00 p.m. on Monday, April 29, 2019 until noon on Wednesday, May 1, 2019 at the beautiful Westin Westminster. The conference theme is: ***HR Innovation at Elevation!***

Exhibitor dates are Monday, April 29th and Tuesday, April 30th 2019.

The location of the conference is within walking distance from several restaurants, entertainment venues and sporting activities. The conference hotel is easily accessible from DIA as well as Denver, Boulder and the beautiful Rocky Mountains. To facilitate your participation, the conference committee negotiated an excellent hotel rate for conference participants.

The mission of IPMA-HR is to promote excellence in public sector human resources management. Each year hundreds of human resource directors, managers and professionals meet at the regional conference to discuss, learn and share ideas with colleagues from over 13 different states in the Western Region of IPMA-HR. The conference offers your agency an excellent opportunity to meet, network and conduct business with attendees looking for products and services in the public sector human resources field.

We offer many different sponsorship, exhibitor, and advertising options and are confident we have one that will work for you.

If you have any questions, please do not hesitate to contact me!

Sincerely,

Demetrius Parker

Demetrius Parker
Western Region IPMA-HR Conference Sponsorship & Exhibitor Chair
dparker@jeffco.us
303-271-8437

I. EXHIBITOR AND SPONSORSHIP LEVELS

Take advantage of the opportunity to meet and show off your products and services to human resources professionals. Key decision makers will be among conference attendees and they are looking for products and services to improve, employee benefits, professional development, labor relations, HRIS, legal services and much more.

Conference Exhibitor - \$1,250

Includes:

- One (1) Booth Space in Exhibit Hall
- One (1) Exhibitor Representative Registration

BRONZE Sponsor - \$1,250 – Alternative to Exhibiting

Includes:

- Co-sponsorship or sponsorship of break, continental breakfast or conference item
- Listing as sponsor in program and Western Region website
- One 8 ½ x 11 flyer in Conference Bags
- (No Booth in Exhibitor Hall)

SILVER Level Sponsor - \$2,500

Includes:

- One (1) Booth Space in Exhibit Hall
- One (1) Exhibitor Representative Registration
- Sponsorship or co-sponsorship of break, continental breakfast, lunch, speaker, or conference item (i.e. conference bottle, notebook, etc.)
- Listing as sponsor in program and Western Region website.
- One 8 ½ x 11 flyer in Conference Bags

GOLD Level Sponsor - \$3,500

Includes:

- One (1) Booth Space in Exhibit Hall
- Two (2) Exhibitor Representative Registrations
- Exclusive sponsorship of break, continental breakfast, speaker or co-sponsorship of Lunch or President's Reception
- Listing as sponsor in program and Western Region website
- One 8 ½ x 11 flyer in Conference Bags
- Easel announcement and/or promotional materials posted
- ½-page Advertisement in Conference Program
- Opportunity to provide a two-minute introduction at a general session.

PLATINUM Level Sponsor - \$4,500

Benefits Negotiable

Includes:

- Two (2) Preferred Booth Spaces in Exhibit Hall
- Three (3) Exhibitor Representative Registrations
- Exclusive sponsorship of lunch, President's Reception, speaker, break, continental breakfast or promotional item (i.e. conference bag) One 8 ½ x 11 flyer in Conference Bags
- Listing as sponsor in program and Western Region website.
- Easel announcement and/or promotional materials posted
- Western Region Banner Ad (www.wripma-hr.org) for one year with link to organization website.
- Full page Advertisement in Conference Program
- Opportunity to provide a two-minute introduction at a general session.

DIAMOND Level Sponsor - \$5,500

Benefits Negotiable. Includes Breakout Session Presentation.

Includes:

- One (1) Breakout Speaker Presentation Opportunity (maximum of three)
- Two (2) Prime Booth Spaces in Exhibit Hall
- Three (3) Exhibitor Representative Registrations
- Exclusive sponsorship of lunch, President's Reception, speaker, break, continental breakfast or promotional item (i.e. conference bag) One 8 ½ x 11 flyer in Conference Bags
- Listing as sponsor in program and Western Region website.
- Easel announcement and/or promotional materials posted
- Western Region Banner Ad (www.wripma-hr.org) for one year with link to organization website.
- Full page Advertisement in Conference Program
- Opportunity to provide a two-minute introduction at a general session.

Additional Options:

- \$100 for each additional Exhibitor Representative beyond the number provided by exhibiting and/or sponsorships
- \$250 for one 8 ½ x 11 flyer in Conference Bags
- Western Region IPMA-HR Banner Ad – (\$1200/12 Months) See: www.wripma-hr.org

II. REGISTRATION

To submit a sponsorship or to become an exhibitor, go to the IPMA-HR Western Region website at www.wripma-hr.org, and look for “Call for Sponsors/Exhibitors.” All Sponsors and Exhibitors must agree to the Exhibitor, Sponsor, and Advertisement Terms and Conditions below. Please feel free to contact any of the Committee Members if you have questions or need additional information.

WESTERN REGION IPMA-HR CONFERENCE 2019 Exhibitor, Sponsor, and Advertisement Terms and Conditions

1. AGREEMENT

The following terms become binding upon acceptance of this agreement between the applicant, his/her employees and agents, and Western Region IPMA-HR and any additions and amendments thereto that may be established or put into effect by Western Region IPMA-HR in the interest of the Conference and shall be binding on exhibitors and sponsors equally with the terms of this agreement. The acceptance of this agreement is subject to the final approval of the Western Region IPMA-HR.

2. PAYMENTS AND CANCELLATIONS

(A) Applications for space, sponsorship must be accompanied by the required payment per the instructions.

(B) No cancellation shall be acknowledged unless received by Western Region IPMA-HR in writing. The date upon which the notice of cancellation is received shall apply as the official date of the cancellation. Upon receipt of the written cancellation, Western Region IPMA-HR will acknowledge receipt. Unless otherwise agreed by both parties in writing, the only terms applicable to cancellation are as follows:

- (1) If cancellation occurs on or before March 15, 2019, the amount paid, less a \$100 administrative fee, shall be refunded by Western Region IPMA-HR. All refunds will be issued approximately four weeks after the close of the conference.
- (2) No requests for refunds will be granted after March 15, 2019.

3. ADHERENCE TO EXPOSITION RULES

Upon acceptance of the agreement by Western Region IPMA-HR, the exhibiting firm agrees to abide by the terms herein, and any revisions or amendments thereto made by Western Region IPMA-HR. Exhibiting and Sponsoring firms not complying with said rules, having knowledge of them or not, shall be subject to the actions taken by Western Region IPMA-HR.

4. SPACE ASSIGNMENT

General space will be assigned at the level of sponsorships, dates of payment, as well as taking into consideration space requirements. Western Region IPMA-HR reserves the right to make the final space assignment or change the space assignment after the acceptance of the application, should it be necessary in the best interest of the Conference. No exhibitor or sponsor will assign, sublet, or share the whole or any part of the contracted space.

5. SHIPPING AND STORAGE

Each exhibitor and sponsor is responsible for shipping and transporting materials to and from hotel, and any applicable storage fees.

6. INSTALLATION OF EXHIBITS

Display installation may begin as early as 8:00 a.m. on Monday, April 29, 2019. All displays must be fully set up and ready by 11:00 a.m. on Monday. **The Exhibitor room will open at 11:00 a.m. on April 29, 2019.**

7. EXHIBIT OPERATION AND ACTIVITIES

Exhibitors are held liable for compliance with the terms as set forth herein. No activities will be permitted in any exhibit space that are contrary to law or the rules of the Conference or which will disturb exhibitors in the immediate area. All displays, equipment booth furnishings, product demonstrations and marketing/promotional activities, including surveys of any nature conducted by the exhibitor or a contracted survey firm, must be confined to the exhibitor area. Materials, equipment or activities which detract from the atmosphere of the Exposition or which disturb exhibitors are prohibited. Costumed personnel or mannequins must not be offensive or disruptive in their appearance or dress. The Western Region IPMA-HR shall have the right to prohibit any exhibit, which in their opinion is not suitable to the character or purpose of the Conference. No overflow into the aisles will be permitted as fire regulations indicate all aisles must be free for egress in the event of an emergency. The Western Region IPMA-HR reserves the right to remove from the show materials, advertising or literature, which they feel is not in keeping with the standards of the conference.

8. DISMANTLING AND REMOVAL OF EXHIBITS

The dismantling of displays begins no earlier than 4:00 p.m. on Tuesday, April 30, 2019. All displays must be dismantled and removed no later than 7 p.m. on Tuesday, April 30, 2019. Arrangement for the use of Exhibitor services (i.e. labor; shipment of exhibit materials) from the conference site should be made well in advance of the removal date listed in this section. Materials left in the booth after the conference not packed/crated or covered by a bill of lading for shipment will be packed, shipped or stored at the discretion of the hotel and all expenses will be charged to the Exhibitor of record. The exhibit hall must be cleared of all exhibit materials by the end of the dismantling period.

9. SAFETY

The exhibiting firm agrees that the first priority of all personnel in the booth shall be the safety of those attending the booth, during, before or after the conference's open hours. Fire regulations require all display material used for decoration to be flameproof. Any or all electrical equipment used in conjunction with the display's installation, operation and dismantling shall be in good operable condition and able to pass the inspection of the local Fire Marshal. Materials stored in the booth area shall not block access to the exhibit or necessary areas of maintenance or cover electrical wires or outlets.

10. SECURITY/LIABILITIES/INSURANCE

(A) As an exhibiting firm, the exhibitor, our agents, employees, contractor, representatives or guest assume and agree to indemnify, protect, save and hold harmless Western Region IPMA-HR and the hotel, its agents, employees, contractors or representatives from and against any and all losses, damages, injuries, claims, demands, and expenses, including legal expenses of whatsoever kind and nature, arising due to our participation in the Conference during the installation period, conference hours, closed hours and dismantle period.

(B) Western Region IPMA-HR, its agents and employees will not be liable for failure to hold the Conference as scheduled. Payments for exhibit space will be returned in that event, less any actual expenses incurred in connection with the Conference that will be deducted, if the Conference is relocated, delayed or canceled prior to the opening date because of fire or any act of God, or the public enemy, or strike or epidemic or any law or public authority or any reason which makes it impossible or impractical to hold the Conference.

(C) Neither will Western Region IPMA-HR, the hotel, the official service contractors, their members, nor the representatives and or employees thereof be responsible for injury, loss, or damage that may occur to the exhibitor, or to the exhibitor's employees or property, from any cause whatsoever prior, during or subsequent to the period covered by this application/agreement. Exhibitors agree to maintain such insurance that will fully protect, indemnify and hold harmless Western Region IPMA-HR and the hotel from any and all claims of any nature whatsoever, including attorney's fees, which may arise due to the actions or negligence of the exhibiting firm or their employees or members, contractors, or representatives, including claims under the Worker's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display.

11. AMENDMENTS TO REGULATIONS

Any and all matters and questions not specifically covered by the articles in this agreement shall be subject to the decision of Western Region IPMA-HR.