



Norris Conference Center February 8-9, 2018

Sponsor and Exhibitor Application

Primary Contact Info - Not for Publication		
Company/Organization:	E-mail address:	
Contact:	Office Phone:	
Title:	Mobile Phone:	
Street Address or PO Box:	Fax:	
City:	State:	Zip:
Did you exhibit or sponsor at the 2017 South Texas HR Symposium? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Participant Guide / Website – For Publication		
Please provide the following information as you would like it to appear in the Participant's Guide or other Symposium information. Brief Description of your Company/Organization as you would like it to appear in the Participant Guide (please limit to no more than 65 words). SAHRMA reserves the right to edit or shorten as necessary:		
Company/Organization:	Website:	
Contact:	E-mail address:	
Title:	Office Phone:	
Street Address or PO Box:	Mobile Phone:	
City:	State:	Zip:
Please indicate how you heard about the Symposium below.		
Sponsorship Level (Select One) / Visit www.sahrma.org for more details.		
<input type="checkbox"/> Platinum (\$5,500) / Title Sponsor		
<input type="checkbox"/> Gold (\$3,500) / Indicate your selection:		
<input type="checkbox"/> Silver (\$2,000) / Indicate your selection:		
Total Cost – Sponsorship		\$



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Exhibitors (Select Type)

Note: Sponsorships do not need to make a selection in this section; sponsorships include a booth(s).

Booth Type	By Sept. 30 th	Oct 1st – Nov 15th	Nov. 16th & After	Select # of Booths Desired	Amount Due
Standard (8 foot in-line booth)	\$900	\$1,100	\$1,300	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$
<input type="checkbox"/> Prime (8 foot corner booth)	\$1,100	\$1,300	\$1,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$
Total Cost – Exhibit Booths					\$

Sponsors and Exhibitors - Booth Preferences

Please list up to 5 booth selections, in order of preference. Once your application is accepted and processed, an acknowledgment email will be sent to the primary contact above. Assigned booth information will be sent no later than January 15, 2018.

(Please refer to the attachment regarding booth locations.)

1.	2.	3.	4.	5.
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Please avoid assigning booth space next to the following companies or type of companies:

Booth Assignments

- Booth assignments for sponsors will be made based on sponsorship level and date payment received.
- Booth assignments for exhibitors will be made at the discretion of the Symposium Director.

Other

- Electricity – Some sponsorships include complimentary electricity. For all others, electricity will be an additional cost.
- Attendee Tote – Only sponsored items will be placed in attendee totes.
- Door Prizes – Individual vendor door prizes will be posted in the Exhibit Hall during the Symposium.

Company Representatives Print name as you wish it to appear on the event name badge/lanyard.	Included in Sponsor or Exhibitor Cost	Additional Rep At \$50.00 each	Company Representatives Print name as you wish it to appear on the event name badge/lanyard.	Included in Sponsor or Exhibitor Cost	Additional Rep At \$50.00 each
1.	<input type="checkbox"/>	<input type="checkbox"/>	2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	6.	<input type="checkbox"/>	<input type="checkbox"/>
Fee for additional reps include entry to the Exhibit Hall and lunch; it does not include access to educational sessions.			Total cost for additional reps (Enter Amount)	\$	



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Marketing Options for Exhibitors			
Sponsorships include advertisement in Participant Guide and inclusion on the Exhibit Hall game card based on sponsorship level. The following opportunities are available to Exhibitors for an additional fee as shown.			
Ads in Participant Guide (Ad sizes are estimates. Size and ad requirements will be sent in late February.)			
Select Type	Size (approximate)	Color	B & W
<input type="checkbox"/> Full page	7" x 10"	\$225.00	\$150.00
<input type="checkbox"/> ½ Page	7" x 4.75"	\$125.00	\$75.00
<input type="checkbox"/> ¼ Page	3.25" 4.75"	\$100.00	\$50.00
<input type="checkbox"/> No Marketing Options Selected			\$ 0.00
Total Marketing Options Selected			\$
Payment Calculation & Information – Please enter amounts as applicable			
Total for Sponsorship			\$
Total for Exhibitor Space			\$
Additional Representatives			\$
Marketing Options			\$
Total Due:			\$
Payment Method - Total amount is due upon submission of application			
<input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Check (Payable to SAHRMA) <input type="checkbox"/> Company PO # _____			
Cardholder Name:		Card Expiration:	Amount:
Card Number:		3-digit security code (on back of card):	
NOTE: Full payment saves your space. Partial payments require minimum deposit of \$500 and must be paid in full by discount price date in order to retain that rate. Payment must be in full no later than January 15, 2018. All payments must be submitted in U.S. funds. A company check must be submitted for all amounts over \$5,000. No refunds will be made for cancellations.			



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Acknowledgements

By checking this box and signing this application I acknowledge that

- I agree to abide by Exhibitor/Sponsor instructions as provided by SAHRMA and/or the Norris Conference Center.
- I agree to adhere to the deadline schedule(s) furnished by event organizers.
- I understand that I will be notified via email of my booth(s) location no later than January 15, 2018

I agree that STXHRS and SAHRMA may use information submitted in this application in promotional and informational materials for the event.

Printed Name:

Signature:

Title:

Date:

Please return this application with payment to:
SAHRMA – South Texas HR Symposium
PO Box 690248
San Antonio, TX 78269-0248
Fax: (210) 263-9867

SAHRMA Contact Information:
Mr. David Riggs, STXHRS Sponsor/Exhibitor Committee Lead
Mobile: (210) 710-4976
Email: symposium@sahrma.org