



# LOVE ALBERTA ENERGY

FEBRUARY 26-28, 2020 - 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@cra.ca](mailto:alberta@cra.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, 2019** to confirm your sponsorship, no exceptions. Payments are non-refundable after **January 3, 2020**.
- All sponsors are to submit company logos in both JPEG and EPS format via email no later than **January 4, 2020**, no exceptions. **WITHOUT YOUR LOGOS YOU WILL NOT BE ADVERTISED!** Logos must be sent to the CLRA Alberta Office ([alberta@cra.ca](mailto:alberta@cra.ca))
- If you have questions regarding sponsorships, please contact Chad Hohol at [chad.hohol@parklandgeo.com](mailto:chad.hohol@parklandgeo.com).

## BOOTH SPONSOR INFORMATION

- All booth delegates **must** be registered separately for the conference. A registration form must be completed for each delegate.
- 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.
  - Corridor 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 26, 2020**. Take down of booth can occur after 3PM only or otherwise indicated, on Friday, **February 28, 2020**. 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 28, 2020**. 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. As this is an ad, it is the responsibility of the sponsor to have the page fully completed and submitted to the CLRA for inclusion into the program no later than **January 3, 2020**.
- 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 27, 2020**.
- 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, 2020**.
- Speaker Gift Sponsors will receive verbal recognition during the gift presentation to the speaker.
- The Tote Bag Sponsor will be responsible for providing a tote bag for each delegate in the design of their choice (approximately 650 – will confirm number closer to event).
- 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<sup>st</sup>, 2019:** Payment for sponsorship, email only.
- **January 3<sup>rd</sup>, 2020:**
  - Sponsorship Fees Non-Refundable
  - Submit company logos in both JPEG and EPS
- **February 26, 2020:** Set-up for booth sponsors 3PM to 8PM
- **February 27, 2020:** Take down for program room sponsors at 5:00PM
- **February 28, 2020:** 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>, 2020</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>	
Corridor Sponsor Booth (\$1,650.00)	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				
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	

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	<b>1 Remaining</b>	
Tote Bag Sponsor (1)	\$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)	\$1,500.00	None included	<b>SOLD OUT</b>	
Program Sponsor (1)	\$1,000.00	None included	<b>SOLD OUT</b>	
Program Room Sponsor - Small (2)	\$500.00	None included	<b>1 Remaining</b>	
Program Room Sponsor - Large (2)	\$750.00	None included	<b>SOLD OUT</b>	
Door Prize Sponsor (6)	Sponsor's Choice	None included		



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<b>5. Scholarship Sponsorships</b> – Please select from the following donation options:									
<input type="checkbox"/> <b>\$500.00</b> (to be matched by CLRA Alberta) Total scholarship equals \$1000.00									
<input type="checkbox"/> <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

<b>6. Conference App Information</b> – As a sponsor, your company will be profiled in the conference app. Please provide the following information for your company profile	
<b>Company Name</b>	
<b>Company Profile</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Twitter</b>	
<b>Facebook</b>	
<b>LinkedIn</b>	
<b>Company Logo</b>	Please email artwork to <a href="mailto:alberta@clra.ca">alberta@clra.ca</a> , no later than <b>January 4, 2020</b> for inclusion.
<b>Promotional Image</b>	

<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.**