



**OCTOBER 22-25, 2024**

**The Colorado Municipal Clerks Association (CMCA) is pleased to announce sponsorship opportunities for the 2024 Annual Conference held in Fort Collins, CO on October 22-25.**

- **Conference Location and Hotel Room Block**
  - The Elizabeth Hotel, Autograph Collection - 111 Chestnut Street, Fort Collins, CO 80524
  - [Book your CMCA Room Block Hotel](#)
- **Booth Space Information**
  - Each Booth comes with one table and 2 chairs.
  - Items for your booth should be no more than 8 foot tall, 3 foot deep, and 6 foot wide (8h x 3d x 6w).
  - Nothing can be hung on walls; please plan to have floor or table standing signs.
- **Set up information**
  - Tuesday, October 22 or Wednesday, October 23 TBD
- **Booth hours**
  - Wednesday, October 23 and Thursday, October 24 times TBD
  - There will be designated breaks for clerks to visit your booth and incentives will be given to complete a bingo card by visiting all booths.
- **Tear down information**
  - Thursday, October 24 at the conclusion of the day
- **Shipping:** Let Nikki at [nikki@psc.biz](mailto:nikki@psc.biz) know if you'd like to ship items to the hotel.
- **Pre-Conference and Day-of Contact Information:**
  - Nikki Lucas, [nikki@psc.biz](mailto:nikki@psc.biz), 970-381-1162

## Important Deadlines

- **Upon securing sponsorship** - High res png or eps logo
- **August 1** - [Deadline for Sponsorship Sign Up - Online at https://app.associationsphere.com/NZ0Zy\\_](https://app.associationsphere.com/NZ0Zy_) or scan QR code
- **August 2** - Confirm if you plan to have a booth at the event
- **September 13** - Ad for program, specifications on page 4
- **October 7** - Confirm Conference Staff

SCAN HERE  
TO SECURE A  
SPONSORSHIP





# 2024 Premium Sponsorship Levels

\$10,000	\$8,000	\$4,000	\$2,000
Platinum	Gold	Silver	Bronze
1 exclusive	no limit	no limit	no limit
Premium Booth	Premium Booth	Premium Booth	Standard Booth
Opportunity to teach a session (approved topic and material) at Annual Conference. Must not be a sales pitch for your product or service.	Opportunity to sponsor and introduce a keynote speaker (first come first serve) - 5 minutes at podium	Opportunity to introduce a session (first come first serve) - 2 minutes at podium	One person allowed to give 30 second elevator pitch in front of attendees
Verbal recognition throughout conference	Verbal recognition throughout conference	Verbal recognition throughout conference	Verbal recognition at opening and closing sessions
Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow
Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags
Full Page Ad in Program (Digital)	Full Page Ad in Program (Digital)	Half Page Ad in Program (Digital)	Half Page Ad in Program (Digital)
Logo inclusion in CMCA President's Memo (sent weekly)	Logo inclusion in CMCA President's Memo (sent weekly)		
Promoted sponsor webinar to CMCA Distribution List	Promoted sponsor webinar to CMCA Distribution List		
Ability to provide a video promotion that would be played at CMCA PDO 4 times	Ability to provide a video promotion that would be played at CMCA PDO 1 time		
Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list
Tuesday Happy Hour Sponsor	Two comp tickets & acknowledgement as Gold Sponsors at Awards Dinner		
One complimentary hotel room for 2 nights during the conference			



# 2024 Additional Sponsorship Levels

\$1,250	\$1,250	\$1,250	\$750
Limit 1	Limit 1	Limit 1	Limit 5
<b>Wifi</b>	<b>Grab Bag</b>	<b>Lanyard</b>	<b>Exhibitor</b>
Standard Booth	Standard Booth	Standard Booth	Standard Booth
One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees
Verbal recognition at opening and closing sessions	Verbal recognition at opening and closing sessions	Verbal recognition at opening and closing sessions	
Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Name recognition during ballroom sessions on slideshow
Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	
Quarter Page Ad in Program (Digital)	Quarter Page Ad in Program (Digital)	Quarter Page Ad in Program (Digital)	
Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list	
Logo on onsite signage to represent Wifi Sponsor	Logo on conference attendee grab bag for 2024 conference	Logo or name listing on conference lanyard (space dependent)	

Secure your sponsorship by August 1  
to be included in all pre-conference deliverables

<https://app.associationsphere.com/NZ0Zy>

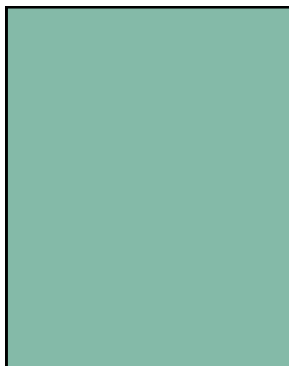




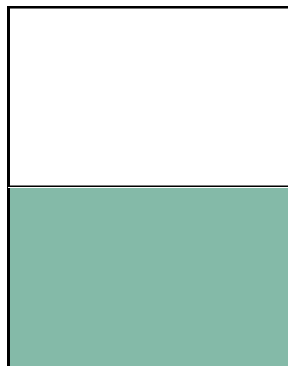
## Conference program ad specifications

- Ad should be sent as a png and as a pdf.
- Full color
- No maximums for file size.
- MS Publisher and graphics in Word documents will not be accepted.

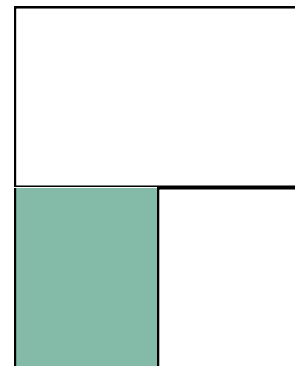
Email files to [nikki@psc.biz](mailto:nikki@psc.biz) by September 13, 2024.



Full Page  
8.125"w x  
10.25"h



Half Page  
7.75"w x  
4.75"h



Quarter Page  
3.75"w x  
4.75"h