



# Vendor Information Packet



Colorado Association of  
Administrators of Student  
Loans and Accounts Receivable

**2018 Annual Conference**

April 11th - 13th, 2018 | Estes Park, Colorado

# CAASLAR Annual Conference - 2018

## Greetings and Introduction

Dear current, past, and future supporters of CAASLAR,

We are excited to announce the 2018 annual CAASLAR (Colorado Association of Administrators of Student Loans and Accounts Receivable) conference will be located in Estes Park, Colorado at the famous Stanley Hotel starting the **evening of Wednesday, April 11th and commencing the afternoon of Friday, April 13th.**

The annual CAASLAR conference is your opportunity to connect with some of the finest public and private colleges and universities in the Rocky Mountain Region. We typically average between 40-75 attendees representing over a dozen schools from Colorado and its neighboring States. The conference and the group itself is intimate enough to build upon and develop new relationships in our region.

We are offering three different sponsorship packages this year as well as new branding opportunities. The registration deadline will be Friday, March 9th, 2018. The last day to get a full refund will be Friday, March 16th, 2018. This is to provide enough time for our marketing team to print the conference advertisements.

Hotel and other important information can be found on the conference information section of this document.

Again, we thank you for your continued support of our organization and look forward to seeing you in Estes Park this spring. Please email [caaslar@caaslarco.org](mailto:caaslar@caaslarco.org) with any questions.

Sincerely,

The CAASLAR Committee.



**Mail completed form to:**

Bursar's Office  
Attn: James Macias  
150 Regent UCB 47  
Boulder, CO 80309



# Vendor Conference Registration

## Participation Criteria

Vendor participation within the CAASLAR Annual Conference is a great way to market and network with Colorado and surrounding area universities and colleges. The conference attracts school participants from the collections, Bursar's, Financial Aid, Financial Literacy, and Loan departments. Please consider becoming a valued CAASLAR Sponsor.

## Vendor Conference Registration

### Vendor Conference Registration

**\$500.00**

Conference Registration for Vendors. Registration includes CAASLAR Membership, access to CAASLAR Listserv for 1 year, admittance to all conference sessions for 1 representative, 2 breakfasts, 2 lunches, and 1 dinner. Hotel rooms are available at The Stanley Hotel in Estes Park, Colorado - you must book this separately.

## Sponsorship Levels

**Bronze - \$1,000.00** - Bronze Sponsorship includes Conference Registration: admittance to all conference sessions for 1 representative, 2 breakfasts, 2 lunches, and 1 dinner. Bronze Sponsorship also includes: CAASLAR Membership for 1 year, sponsorship recognition during opening session, list of conference attendees prior to the conference, table display in Exhibitor area, vendor logo listed on vendor affiliate packet, banner recognition, and participation in the CAASLAR Listserv for 1 year. Hotel rooms are available at The Stanley Hotel in Estes Park, CO - you must book this separately.

**Silver - \$1,500.00** Silver Sponsorship includes Conference Registration: admittance to all conference sessions for 2 representatives, 2 breakfasts each, 2 lunches each, and 1 dinner each. Silver Sponsorship also includes: CAASLAR Membership for 1 year, sponsorship recognition during opening session, list of conference attendees prior to the conference, table display in Exhibitor area, vendor logo listed on vendor affiliate packet, participation in the CAASLAR Listserv for 1 year, email recognition from CAASLAR, half-page company spotlight in vendor packet, and banner recognition with larger logo placement. Hotel rooms are available at The Stanley Hotel in Estes Park, CO - you must book this separately.

**Gold - \$2,000.00** Gold Sponsorship includes Conference Registration: admittance to all conference sessions for 2 representatives, 2 breakfasts each, 2 lunches each, and 1 dinner each. Gold Sponsorship includes: CAASLAR Membership for 1 year, sponsorship recognition during opening session, list of conference attendees prior to the conference, preferred table display in Exhibitor area, vendor logo listed on vendor affiliate packet, participation in the CAASLAR Listserv for 1 year, email recognition from CAASLAR, full-page company spotlight in vendor packet, table top logo placements, logo displayed on CAASLAR web page for 1 year, acrylic plaque crown trophy, and banner recognition with even larger logo placement. Hotel rooms are available at The Stanley Hotel in Estes Park, CO - you must book this separately.

*Additional Conference Attendees can be purchased for \$500.00\* with any of the above registration or sponsorships*

**Conference Only - \$500\***      **Silver Sponsorship - \$1,500\***      **Additional Attendee - \$500\***

**Circle one:**      **Bronze Sponsorship - \$1,000\***      **Gold Sponsorship - \$2,000\***

\*If purchasing on the [EventBrite](http://EventBrite) website, price will include conference registration cost plus a processing fee.

Company Name: \_\_\_\_\_ ) \_\_\_\_\_

Conference Attendee(s) Name(s): \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State and Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

[caaslarco.org](http://caaslarco.org)

For membership information:

Phone: 970-248-1851 Web: [CaaslarCO.org](http://CaaslarCO.org)

E-Mail: [CAASLAR@CAASLARCO.ORG](mailto:CAASLAR@CAASLARCO.ORG)



# Available Sponsorship Opportunities

**Registration Deadline: Friday, March 9th, 2018**

**\*\*Refunds will not be issued after March 16, 2018.\*\***

<h2>Bronze</h2> <p>Get the Bronze benefits:</p> <ul style="list-style-type: none"><li>One Conference Registration</li><li>2 Breakfasts, 2 Lunches, &amp; 1 Dinner for Attendee</li><li>CAASLAR Membership</li><li>Opening Session Recognition</li><li>List of Attendees Prior to Conference</li><li>Table Display in Exhibitor Area</li><li>Logo in Vendor Packet</li><li>Banner Recognition</li><li>Inclusion in ListSrv for 1 year</li><li>Branding opportunity for one of the following events:<ul style="list-style-type: none"><li>One company branded snack break</li><li>Company branded conference lanyards</li><li>Company branded conference gifts</li></ul></li><li>Additional vendor registration is \$500 per each additional attendee</li></ul> <p><b>\$1,000*</b></p> <p><small>*Doesn't include processing fee if using EventBrite</small></p>	<h2>Silver</h2> <p>Get the Silver benefits:</p> <ul style="list-style-type: none"><li>Two Conference Registration Attendees</li><li>2 Breakfasts, 2 Lunches, &amp; 1 dinner for Attendees</li><li>CAASLAR Membership</li><li>Opening Session Recognition</li><li>List of Attendees Prior to Conference</li><li>Table Display in Exhibitor Area</li><li>Banner Recognition</li><li>Inclusion in Listserv for 1 year</li><li>Email Recognition from CAASLAR</li><li>Half-page Company Spotlight in Vendor Packet</li><li>Larger Logo Placement in Vendor Packet</li><li>Branding opportunity for one of the following events:<ul style="list-style-type: none"><li>One company branded breakfast</li><li>One company branded lunch</li></ul></li><li>Additional vendor registration is \$500 per each additional attendee</li></ul> <p><b>\$1,500*</b></p> <p><small>*Doesn't include processing fee if using EventBrite</small></p>	<h2>Gold</h2> <p>Get the Gold benefits:</p> <ul style="list-style-type: none"><li>Two Conference Registration Attendees</li><li>2 Breakfasts, 2 Lunches, &amp; 1 Dinner for Attendees</li><li>CAASLAR Membership</li><li>Opening Session Recognition</li><li>List of Attendees Prior to Conference</li><li>Banner Recognition</li><li>Inclusion in Listserv for 1 year</li><li>Preferred Table Display in Exhibitor Area</li><li>Email Recognition from CAASLAR</li><li>Full-page Company Spotlight in Vendor Packet</li><li>Even Larger Logo Placement in Vendor Packet</li><li>Table Top Logo Placements</li><li>Logo Displayed on CAASLAR Webpage for 1 year</li><li>Acrylic Plaque Crown Trophy</li><li>Branding opportunity for one of the following events:<ul style="list-style-type: none"><li>Wednesday night networking event</li><li>Thursday ghost tours (taken)</li><li>Thursday birthday party</li><li>Thursday night dinner</li></ul></li><li>Additional vendor registration is \$500 per each additional attendee</li></ul> <p><b>\$2,000*</b></p> <p><small>*Doesn't include processing fee if using EventBrite</small></p>
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Please use our online registration through Eventbrite by clicking the button below or by copying and pasting the following link:

<https://www.eventbrite.com/e/2018-caaslar-conference-tickets-35431644001>

[Register Now](#)

## Paper Registration

If you prefer, please mail your payment addressed to CAASLAR to the following:

*University of Colorado  
Bursar's Office (Attn: James Macias)  
150 Regent UCB 47  
Boulder, CO 80309*

## After Registration (Logo and Company Bio Information)

Once registered please email [caaslar@caaslarco.org](mailto:caaslar@caaslarco.org) with:

- High Quality Company Logo
- Company Bio/Sell Sheet (Half page for Silver Sponsorship, Full page for Gold Sponsorship)

Sponsorship Opportunities and Registration

# Important Vendor Information

## Conference Hotel

The Stanley Hotel  
333 E Wonderview Ave  
Estes Park, CO 80517

Hotel reservations can be made online or over the phone.

Online: [www.stanleyhotel.com](http://www.stanleyhotel.com)

Phone: 970-577-4000

## Hotel Rates:

Classic Queen-\$159.00

Classic King-\$169.00

Classic Double-\$159.00

Deluxe King-\$179.00

## Conference Transportation

The Stanley Hotel is located just 1.5 hours away from the Denver International Airport, 77 miles.

Please be mindful of the current weather conditions and check [www.cotrip.org](http://www.cotrip.org) for road advisories as the mountains can get unexpected snowstorms this time of the year.

There is a shuttle service from DIA to Estes Park through Estes Park Shuttle. You can view shuttle rates and details at [www.estesparkshuttle.com/DIA-airport-shuttle](http://www.estesparkshuttle.com/DIA-airport-shuttle).

## Dress Code and Door Prizes

We encourage business casual dress for the conference. Institutional attendees typically dress casually.

Door prizes are raffled off after the first day of conference sessions. We encourage but do not require participation in our raffle.

## Conference Dinner

The annual Thursday night CAASLAR dinner will be hosted courtesy of one of the GOLD Member Sponsors. All attendees and Vendors are invited to attend for a great opportunity for networking and sharing insights. Location to be determined, and transportation options will be provided.

## Exhibit Hours

Exhibition hours begin Thursday at 8:00am and commence Friday at 3:00pm.

Vendors will be provided with 6' undraped tables in prime locations for ideal networking. Tables will be secured during off hours.

## Cancellations or Refunds

Full refunds will be issued up until Friday, March 16th. Partial refunds, less \$200 administration fees, will be granted between Friday, March 16th and Wednesday, March 28th. There will be no refunds for cancellation after Wednesday, March 28th.

## Booth Setup & Shipping

Booth setup will begin on Wednesday, April 11, at 4pm and will need to be removed during the first break on Friday, April 13st.

Packages may be delivered to Property no earlier than two (2) business days prior to the start of the Event. A handling fee of \$5.00 per package will be added to Group's Master Account. Items that require a large amount of storage space or arrive more than two (2) business days prior to the start of the event will be subject to additional holding and storage fees. Property accepts no responsibility or liability for the delivery, security or condition of the packages. Items must be sent to:

The Stanley Hotel

Attn: Events Department/Attendee Name  
Colorado Association of Administrators of  
Student Loans and Accounts Receivable -  
4/12/2018

333 E Wonderview Ave.  
Estes Park, CO 80517