



**County Judges Association of Arkansas
1415 West Third Street
Little Rock, AR 72201
501-372-7550 phone – 501-372-0611 fax**

April 12, 2019

To: Vendors
From: Karan Skarda, Coordinator
Re: 2019 Annual Summer County Judges Assoc. of Arkansas Meeting

Enclosed you will find a pre-registration form for the 2019 Annual Spring Meeting of the County Judges Association of Arkansas. The meeting will be held **June 26-28, 2019**. The Hotel Hot Springs, located at 305 Malvern Ave., is the host hotel and the meeting will be held in the Hot Springs Convention Center, 134 Convention Blvd, Hot Springs/Garland County.

The fee for an exhibit table is \$500 and includes registration for two (2) attendees, admission to the Vendor Reception on Wednesday, June 26th and Lunch and Dinner on Thursday, June 27th. We encourage you to register online at www.arcounties.org if you wish to pay by credit card. **Vendor registration and installation of exhibits begins at noon on Wednesday, June 26th.**

The fee to attend this meeting without an exhibit table is \$150 per attendee and the on-site registration fee is \$160.

A sponsorship is an excellent opportunity to maximize your visibility and gain additional exposure at the annual meeting. As a sponsor, your company will be recognized on the agenda, and receive complimentary registrations, among other opportunities. Please see sponsorship levels below:

| | | |
|----------|----------|---|
| Platinum | \$ 1,500 | Includes four (4) company personnel, 5-minute speech during meeting, sponsorship of all events including Thursday dinner and recognition during lunch and on agenda |
| Gold | \$ 800 | Includes three (3) company personnel, lunch sponsorship and recognition during lunch and on agenda |
| Silver | \$ 600 | Includes two (2) company personnel, spouse activity sponsorship and recognition on agenda |
| Bronze | \$ 400 | Includes one (1) company personnel, meeting sponsorship and recognition on agenda |

The cost for additional personnel to attend is \$150 per person.

To make your lodging reservations, you may do so by calling the Hotel Hot Springs at (877) 623-6697. Please advise the receptionist that you will be attending the County Judges Association Meeting to receive the negotiated group rate of \$119.00 single/ \$129 double plus applicable taxes. Breakfast is included in the room rate. To ensure the negotiated rate, please make your lodging reservations by May 31, 2019.

An agenda for the 2019 Annual Spring Meeting of the County Judges Association of Arkansas will be forthcoming. Once finalized, you may also find the agenda on our website, www.arcounties.org.

If you wish to pay by check, please complete the enclosed registration form and mail along with your check to:

County Judges Association of Arkansas
Attn: Karan Skarda
1415 W. Third Street
Little Rock, Arkansas 72201

The deadline to register for the Annual Spring County Judges Association of Arkansas Meeting is **June 5th, 2019**.

Should additional information be required, please do not hesitate to call.

_____ # of people attending Dinner, Thursday, June 27, 2019



**COUNTY JUDGES ASSOCIATION OF ARKANSAS
2019 ANNUAL SPRING MEETING
VENDOR SPONSORSHIP FORM
June 26-28, 2019**

***Sponsorship Levels Available: *See letter for full details**

- | | | | |
|--------------------------|----------|----------|--|
| <input type="checkbox"/> | Platinum | \$ 1,500 | Includes four (4) complimentary registrations |
| <input type="checkbox"/> | Gold | \$ 800 | Includes three (3) complimentary registrations |
| <input type="checkbox"/> | Silver | \$ 600 | Includes two (2) complimentary registrations |
| <input type="checkbox"/> | Bronze | \$ 400 | Includes one (1) complimentary registration |
- Additional attendees - \$150 per person.

Please print or type below the company name exactly as you wish it to appear in printed and posted materials and signage.

Sponsorship Registration – Please complete all information requested

Attendee 1 _____
Name Title

Attendee 2 _____
Name Title

Attendee 3 _____
Name Title

Attendee 4 _____
Name Title

Name of Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email Address: _____

Sponsorship Fee Enclosed: \$ _____

Additional Registration Fee Enclosed (\$150 per person): \$ _____

Total Amount Enclosed \$ _____

***For more than four (4) attendees, please include a list with names and titles for badge info.**

To help us determine meal guarantees, please indicate below how many people will attend each function:

_____ **# of people attending Vendor Reception, Wednesday, June 26, 2019**

_____ **# of people attending Lunch, Thursday, June 27, 2019**

_____ **# of people attending Dinner, Thursday, June 27, 2019**