



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

August 29, 2020

To: Exhibitors
From: Karan Skarda, Continuing Education Coordinator
Re: County Judges Association of Arkansas Meeting

Enclosed you will find a pre-registration form for the 2020 Annual Fall Meeting of the County Judges Association of Arkansas to be held **September 14-16, 2020** at the Benton Event Center, 17322 I 30 N. Benton/Saline County.

The fee for an exhibit table is \$500 and includes registration for two (2) attendees and admission to lunch* and dinner* on Tuesday with the County Judges. (*Social Distancing Guidelines will be in effect.) 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 10:30 a.m. on Monday, September 14th.** Please set up at your convenience, but note that the Judges will begin arriving by noon and the reception will begin at 4:00 p.m.

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 support the CJAA educational conferences or seminars. Your sponsorship will help defray the costs of the expenses of the CJAA for meeting space rental, audio visual equipment, speakers, printed educational materials, etc. {Meals served by the CJAA at the CJAA Conferences or seminars to the county judges, county employees, and their spouses are explicitly paid for by the registration fees for the county judge, county employee and their spouses.} As a CJAA Conference sponsor, your company will be recognized for your support. Please see sponsorship levels below.

Platinum	\$ 1,500	Registration for four (4) company personnel. Recognition: sponsor sign, tabletop signage, 5-minute educational presentation during meeting, sponsor logo featured on pre-session PowerPoint presentation, one-half page ad in agenda, and exclusive printed recognition in meeting room
Gold	\$ 800	Registration for three (3) company personnel. Recognition: sponsor sign, tabletop signage, and company logo in agenda
Silver	\$ 600	Registration for one (1) company personnel. Recognition: sponsor sign, tabletop signage, and company logo in agenda

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

To make room reservations, contact **the host hotel, Fairfield Inn & Suites**, at **501-722-6330** and ask for the County Judges rate of \$96.00 + tax. The Fairfield Inn & Suites located at 17322 I 30 N Benton/Saline County, is steps away from the Benton Event Center. **The overflow hotel is the Holiday Inn**, located one exit away (or you may remain on the access road) at 7224 Alcoa Rd., Bryant/Saline County. To reserve your room at the **Holiday Inn**, please call **501-778-8400** and ask for the government rate of \$96.00 + tax.

An agenda for the 2020 Annual Fall 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 Fall County Judges Association of Arkansas Meeting is **September 1, 2020**. Due to planning involving social distancing, I encourage everyone to be mindful of this deadline.

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



**COUNTY JUDGES ASSOCIATION OF
ARKANSAS 2020 ANNUAL FALL MEETING
VENDOR REGISTRATION FORM
September 14-16, 2020**

Please return registration form and payment by September 1, 2020

PRE-REGISTRATION WITH EXHIBIT TABLE - Please complete all information requested

Attendee 1 _____ (Complimentary)

Name Title

Attendee 2 _____ (Complimentary)

Name Title

Additional Attendee _____ \$150

Name Title

Additional Attendee _____ \$150

Name Title

Name of Company

Address City State Zip-Code

Telephone Number Email Address

Type of Business: _____ FEES:(Per Additional Attendee)

Pre-Registration	\$150
On-Site	\$160
Exhibit Table	\$500

Exhibit Table: \$ 500

If Electricity or Table Cloth required – Add \$25.00 (inclusive) \$ _____

Additional Attendee(s): \$150 each \$ _____

Total Amount Enclosed \$ _____

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

_____ Number of people attending Reception, Monday, September 14

_____ Number of people attending Breakfast, Tuesday, September 15

_____ Number of people attending Lunch, Tuesday, September 15

_____ Number of people attending Dinner, Tuesday, September 15

_____ Number of people attending Breakfast, Wednesday, September 16

PRE-REGISTRATION WITHOUT EXHIBIT TABLE – Please complete all information

Attendee: _____ \$150/\$160 On-Sight

Name Title

Name of Company:

Telephone _____ Email Address _____

Total Amount Enclosed \$ _____

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

_____ Number of people attending Reception, Monday, September 14

_____ Number of people attending Breakfast, Tuesday, September 15

_____ Number of people attending Lunch, Tuesday, September 15

_____ Number of people attending Dinner, Tuesday, September 15

_____ Number of people attending Breakfast, Wednesday, September 16



**COUNTY JUDGES ASSOCIATION OF
ARKANSAS 2020 ANNUAL FALL MEETING
VENDOR REGISTRATION FORM
September 14-16, 2020**

***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 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 \$ _____

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

_____ Number of people attending Reception, Monday, September 14

_____ Number of people attending Breakfast, Tuesday, September 15

_____ Number of people attending Lunch, Tuesday, September 15

_____ Number of people attending Dinner, Tuesday, September 15

_____ Number of people attending Breakfast, Wednesday, September 16