

-- SPONSOR INFORMATION --
ACHRO/EEO FALL INSTITUTE 2019
OCTOBER 22-25, 2019 (Pre-Conference October 22)

ADS:

<u>Due</u>	August 23, 2019
<u>e-mail to</u>	Ruth Cortez, Klavier88@verizon.net
<u>Format</u>	pdf file, color
	Full page – Platinum \$3500 sponsorship
	¾ page – Gold \$2500 sponsorship
	½ page – Silver \$1500 sponsorship
	¼ page – Bronze \$1000 sponsorship

BACKDROPS AND HANDOUTS: Box handling: \$8.00 - \$25/box

<u>Due</u>	No sooner than October 18
<u>Shipping Label</u>	Hyatt Regency Orange County 11999 Harbor Blvd. Garden Grove, CA 92840 ACHRO/EEO Fall Institute Event Manager: Alexandra Ley Your Company Name ACHRO/EEO Contact: Ruth Cortez Box ____ of ____
<u>Available</u>	6" table with table cloth/skirt and 2-3 chairs Electrical for a minimum charge, to be paid at the hotel
<u>Set up</u>	Any time Tuesday, 10/22 evening, or early Wednesday, 10/23
<u>Tear down</u>	Any time Thursday, 10/24 evening, or Friday, 10/25

ROOM RATES:

\$185 + tax
Day use, Self-park, \$14/day – Overnight, Self-park, \$19/night - Valet at the prevailing rates

TO MAKE HOTEL RESERVATIONS:

Make reservations on-line: hold ctrl on keypad and click on link below

<https://www.hyatt.com/en-US/group-booking/ALICA/G-JACR>

OTHER IMPORTANT INFORMATION TO BE E-MAILED TO:

Ruth Cortez, klavier88@verizon.net

1. Names and positions of those manning your booth
2. If you need electrical, which will be a minimal charge to be paid to the hotel
3. If you would like 1 or 2 tables.

Please note, the hotel will charge your credit card for one night's lodging at the time you make your reservations.

Also, be sure to make your flight reservations early, as the price per ticket rises significantly the last few weeks prior to travel.