



# 2024 CSA Conference Sponsor Packet

August 26-28, 2024  
The Wigwam Resort  
Litchfield Park, AZ



7.26.24

Dear Conference Sponsor,

Thank you for your contribution and participation in the upcoming *Building Knowledge and Empowering Networks* CSA Conference, to be held August 26<sup>th</sup>-28<sup>th</sup> at the Wigwam Resort in Litchfield Park, Arizona. We are so glad you will be joining us as a sponsor, and we look forward to a very successful conference!

Enclosed you will find the following information:

- Exhibitor Information
- Shipping Details
- Raffle Participation Requirements
- Attendee Bag Participation Requirements
- Attendee List Details
- Hotel Information

Note that we have a Sponsor Information Page on our website that includes all information and will be continually updated between now and the conference: <https://www.csa.us/csa-conference/sponsor-information/>.

We hope you enjoy your participation in this year's CSA Conference. Please do not hesitate to contact us at [conference@csa.us](mailto:conference@csa.us), or call 800.653.1785 if you have any questions.

Thank you!

CSA Conference Planning Committee  
800.653.1785  
[conference@csa.us](mailto:conference@csa.us)

## Deadlines

Deadlines	
Review CSA Website Logo and Link for Accuracy ( <a href="http://www.csa.us/conference">www.csa.us/conference</a> )	ASAP
<i>CSA Journal</i> Advertisement Artwork*	ASAP/rolling
Logo update for printed Conference Program (if logo changes)	Mon, July 22 <sup>nd</sup>
Bronze Sponsor Ads for Conference Program	<b>Wed, July 31<sup>st</sup></b>
Confirmation of Participation as Table Host	Thurs, August 1 <sup>st</sup>
Attendee Bag Materials (Received at The Wigwam)**	Sun, August 25 <sup>th</sup> – before 12 PM
Raffle Information and Materials received at The Wigwam***	August 28 <sup>th</sup> 10 AM

\*All conference sponsorships include an ad in a post-conference issue of the *CSA Journal* which is published quarterly. Artwork will be accepted on a rolling basis and your ad will be included in a future issue as space is available.

\*\*Please contact SCSA for information about sending oversized or multiple boxes to the conference.

\*\*\*Confirmation and description of raffle participation is appreciated in advance, but raffle content can be delivered on site at the CSA Conference.

## Information

The CSA Conference Planning Committee will work with you to help you meet all deadlines and make sure you are included in all available opportunities.

Deadlines related to production of the printed CSA Conference Program cannot be extended. Please ensure you closely adhere to all deadlines, but especially related to the Conference Program.

## Exhibitor Information

### Setup and General Information

All Premier, Diamond, Platinum, and Gold packages include an exhibit booth space. All conference events will be in the primary wing of The Wigwam Resort's main building. The Exhibits, Receptions, Breakfasts, and Networking Breaks will be in the Mohave Ballroom and Wigwam Foyer area adjacent to the main ballroom and session breakout rooms. A full 2-page map of The Wigwam Resort can be found here: [Wigwam Resort Map](#).

Exhibitors can start setting up as early as 12:00 PM on Monday, August 26<sup>th</sup> in the **Mohave Ballroom**.

Please complete your exhibit set up by 6:00 PM prior to the Welcome Reception which begins at 6:30 PM in the same area. If necessary, you can complete your exhibit setup after the Reception between 8:00 PM -10:00 PM. Please avoid setting up during the Reception 6:30 – 8:00 PM.

Exhibitors will be provided with an 8 ft exhibit area, including one draped 6 ft table (6' x 30"), two chairs, access to a power strip, and a wastebasket. Any exhibitors who wish to NOT use any of the standard provided materials must communicate requests prior to the event at [conference@csa.us](mailto:conference@csa.us). No other materials are provided by SCSA – you may contract directly with the hotel for additional equipment or setup materials.

### Loading Items In and Out

No shipments or deliveries are to be delivered to the Front Desk. The Resort's delivery entrance is located on Neolin Avenue past the main Resort entrance.

Oversized shipments must be approved by the Conference Services Manager in advance. Heavy items will require a forklift to be rented at the Group's expense. The Resort does not accept responsibility for loading, unloading or placement of these shipments. Special arrangements must be made between the exhibiting party and the contracted delivery company.

## Exhibit Schedule

Exhibitors are encouraged to participate in the entire conference and are welcomed at all sessions, meals, and events. Exhibitors should expect to have traffic at booths beginning at the Welcome Reception on Monday, August 26<sup>th</sup> at 6:30 PM through the closing event on August 28<sup>th</sup>. We have a number of conference events taking place in the Exhibits area (listed below). – all Exhibitors will definitely want to be at their exhibit tables during these times.

### Conference events taking place in the Exhibits Space in the Mohave Ballroom (and adjacent Wigwam Foyer area):

#### Monday, August 26

6:30-8:00 PM – Welcome Reception

#### Tuesday, August 27

7:30-8:25 AM – Breakfast

9:40-10:05 AM – Networking, Exhibits and Coffee Break

2:55-3:20 PM – Networking Break & Exhibits

6:00-7:30 PM – Western Themed Reception

#### Wednesday, August 28

7:15-8:10 AM – Breakfast

9:20-10:15 AM – Networking Break, Exhibits, and Author Book Signing

*Note: the Mohave Ballroom will remain open for any attendees who would like to visit during the 10-minute breaks between sessions and other events as well.*

The full conference schedule includes times for all events, sessions, and networking breaks each day, and is available on the conference website: [www.csa.us/conference](http://www.csa.us/conference).

## Breakdown

The Conference ends at 3:40 PM on Wednesday, August 28<sup>th</sup> with the Closing Event & Raffle. **Please do not begin breakdown until after the conference has concluded if at all possible.** Your sponsorship attendee registrations include

attendance at all sessions and events throughout the conference – please take advantage of joining sessions and the luncheons Tuesday and Wednesday in addition to all of the events in the Exhibits area! **All exhibit space must be vacated by 5:00 PM on August 28<sup>th</sup>.**

## Shipping Details

### Instructions for Sending Materials to The Wigwam:

Sponsors can ship materials directly to The Wigwam Resort. SCSA will cover the handling/storage cost of 2 boxes for each sponsor. The handling fees for additional boxes will be the responsibility of the sponsor (additional details below).

**All shipments should arrive at The Wigwam no earlier than Monday, August 19 (7 days before the start of the conference) to avoid additional storage fees.** To ensure prompt delivery and storage, all materials must contain a label with the following information:

The Wigwam  
300 E. Wigwam Blvd.  
Litchfield Park, AZ 85340  
Attention: CSA Conference / August 26-28  
**Your Company Name**  
c/o **Your Company Attendee Onsite**  
Please hold for arrival on: 8/26/2024

Boxes should have a complete return address and be marked if there is more than 1 box, e.g. Box 1 of 2 and Box 2 of 2.

Please make copies of the Carrier's tracking/air bill/bill of lading numbers and keep in your possession until all items are received. This will enable the Resort to immediately track any shipments and ensure that your Carrier has delivered them.

Please mark the box (separate from the shipping label) with the following information:

1. Your Company Name / Contact
2. Indicate what items in the box are for (using one or more of the following options):
  - “CSA Conference Attendee Bags”
  - “CSA Conference Exhibit Hall”
  - “CSA Conference Raffle”

If you are using one box for more than one of the options above, please list all relevant options (1-3) and ensure materials are easily identifiable as to their final location. CSA Conference staff will make every effort to ensure everything is received and disseminated to its proper location.

**Receipt and storage of 2 boxes will be provided for all sponsors at no cost.** Additional boxes will be subject to the following handling/receiving fees:

Additional Package Handling/Receiving fees for more than 2 boxes:

\$5.00 per box - for both inbound/outbound boxes up to 50 lbs

Boxes 51-100 pounds - \$10.00 per box

Envelopes, both inbound/outbound - \$3.00/envelope

The Wigwam is not responsible for the safe or timely arrival of any packages sent to the resort by or for the group. The resort accepts no liability for lost, stolen or damaged goods.

### **Shipment Tracking:**

Please email [conference@csa.us](mailto:conference@csa.us) with your tracking information and a reference for all materials being sent. In your email, please indicate your company name, what is included in the box, and where those materials should be delivered / what the intended use is (conference program bags, exhibit hall, or raffle).

Please contact the resort directly if you have any special delivery needs to confirm their receiving entrance days/hours and details.

## Outbound Packages

For outgoing shipments, please have all boxes labeled with the correct account number to be charged. If using a freight carrier, please have three (3) copies of the Bill of Lading. The Resort is not responsible for boxing up outgoing packages or repacking pallets/crates.

The Wigwam does have shipping forms onsite if you prefer to fill out and charge to your guestroom.

On the day of teardown once boxes are sealed and labeled, Wigwam staff will take outgoing shipments from your exhibit table and have them shipped out. FedEx and UPS come daily so no need to arrange directly.

## Company Logos and CSA Journal Ad Artwork Information

If you have not already completed your artwork submission form to provide your company details and artwork, please ensure you do so as soon as possible here: <https://www.surveymonkey.com/r/CSA24Sponsor>.

## Attendee Bags

All sponsors may contribute two (2) items for inclusion in the attendee bags. Sponsors may include promotional flyers, swag items, or other materials.

We are anticipating attendance to be 250-275 individuals. **Please provide a quantity of 300 items for inclusion in attendee bags**, as we will make extra bags to have on hand. You are welcome to pick up any leftover items at the Registration Desk during the last day of the conference. *SCSA will not be responsible for shipping any leftover attendee bag items after the conference.*

Special requests for contributions for the attendee bags may be considered. Please contact SCSA directly to confirm contributions. Materials to be included in the attendee bags must be received by the resort by 12 PM on Sunday, August 25<sup>th</sup> in order to be included.



SCSA staff will be assembling attendee bags beginning in the afternoon on August 25<sup>th</sup> – **no additions will be made to attendee bags once assembly has begun – no exceptions.**

Please ensure you refer to the shipping information above to ensure proper delivery!

## Raffle Participation

All sponsors may contribute one item to the closing raffle to be conducted at the Closing Event on Wednesday afternoon. SCSA recommends that raffle items have a value of at least \$50.00.

All raffle items will be described at the time of the drawing by the Closing Event emcee and will be recognized as being provided by your company/organization. Specific descriptions or information may be submitted in advance for use by the CSA Conference emcee to be used during the raffle.

Sponsors may submit their own product/services as a raffle item or may submit any other item (e.g. gift cards, books, etc.). Please communicate your intention to participate along with any specific product/service descriptions as soon as possible to [conference@csa.us](mailto:conference@csa.us).

## Attendee Lists

All conference sponsors will receive a preliminary attendee list as well as an updated and final attendee list, as necessary, based on registrations.

Sponsors have permission to contact each attendee by email up to three (3) times. Email contact may be done before, during, or following the conference but is limited to three communications.

*Sponsors are required to follow all CAN-SPAM requirements and must include the option to opt-out of emails. Any opt-out requests made by recipients must be respected in accordance with requirements of CAN-SPAM.*

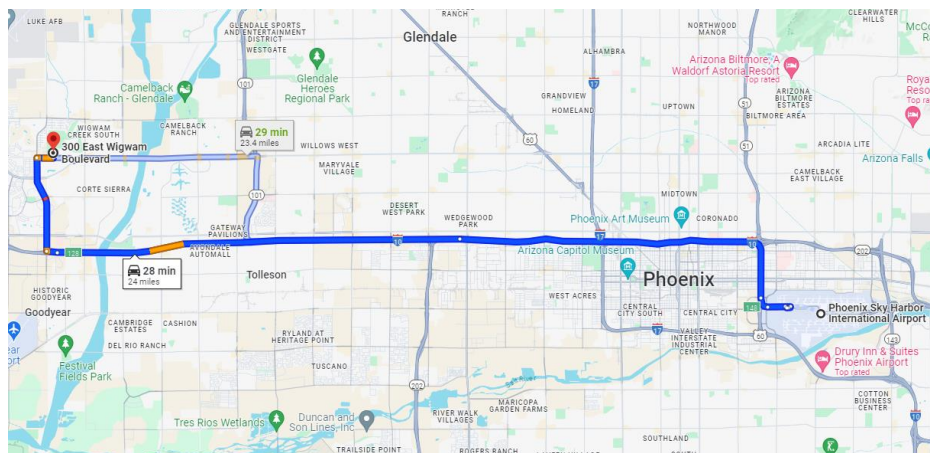
## Hotel Information

### The Wigwam Resort

300 E. Wigwam Blvd.  
Litchfield Park, AZ 85340  
Tel: 844.239.1641

All conference events will be held in the main conference area of the resort.

The historic, award-winning Wigwam Resort is in Phoenix's West Valley and is 25-30 minutes from Phoenix Sky Harbor International Airport (PHX). There is free valet and self-parking on-site.



All conference events will be indoors in the air-conditioning! The resort's rooms are spread on the property, and if you are staying at the resort, you will have a short walk outside from your room to the main hotel lobby and conference area. Golf cart transportation is available for anyone needing a ride from their villa to the main building. The Wigwam features 331 elegant rooms, three signature dining venues, 54 holes of championship golf, three pools, and a 26,000-square-foot spa across 440 lush acres.

**Hotel Room Block Discount:** Be sure to reserve your room at The Wigwam using the SCSA Discount Block link if you need lodging:

<https://book.passkey.com/event/50670558/owner/10492044/home>.

The discounted rooms (\$159/night plus reduced resort fee of \$10/day) are available on a first-come, first-served basis and the resort will continue to honor our group discount for as long as they are able to since our original block is sold out. If the block is sold out, you can contact the Wigwam directly to reserve a room: <https://www.wigwamarizona.com>.

The resort fee includes:

- Complimentary high-speed internet in guestrooms and public areas
- Complimentary Valet and Self-Parking
- Fitness Center & Motion Studio Access
- Free bike rentals, tennis court usage, and discounted spa services

Check-in time is 4:00 PM and checkout is 11:00 AM. Earlier check-in and/or later check out times can be accommodated as available and through the hotel front desk.

## Other Information

### Who to Contact?

On site, sponsors will be provided with a staff contact sheet upon arrival at the CSA registration desk. Please feel free to reach out to any of the conference staff during the event for assistance.

The primary contact for the CSA Conference is:

Ann Witherspoon

Email: [annw@csa.us](mailto:annw@csa.us)

Office: 303.951.6571 Mobile: 720.612.8691

## Thank You

Thank you again for your participation as a sponsor at the CSA Conference. We thank you for your support and encourage you to help promote this event to your networks.

Remember that all up-to-date Sponsor information and a link to this Sponsor Packet is available on the [Sponsor Information Page](#).

See you in Arizona!

CSA Conference Planning Committee  
[conference@csa.us](mailto:conference@csa.us)