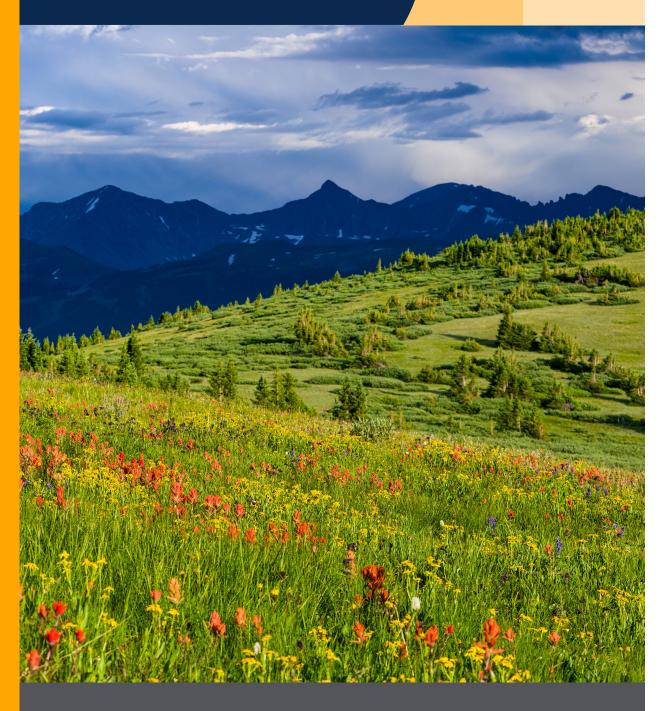
2019 BRATING CELEI

In Conjunction With (ICW) Meetings & Events Packet





Sept. 18 – 20, 2019 Vail Marriott Mountain Resort Vail, CO



IN CONJUNCTION WITH (ICW)

Thank you for sponsoring the 2019 CHA Annual Meeting! We value your support of and your participation throughout the program. To make the most of the conference experience, we have developed the following process for any meetings you may schedule with attendees in conjunction with the conference. Please review, return the form outlining any potential meeting(s) and let us know if you have any questions. Thank you.

All meetings, events, functions and/or activities held in conjunction with the 2019 CHA Annual Meeting by sponsoring companies and related organizations, whether at the Vail Marriott Mountain Resort or at outside venues must be approved by CHA. To receive approval, please contact Valerie Siebert-Thomas, CHA education mangaer, at 720.330.6024 or valerie.siebertthomas@cha.com.

"In Conjunction With (ICW)" events are functions that include the CHA attendees but are not planned by or sponsored by CHA. Notification of ICW must be provided to CHA by Sept. 10, 2019.

Events include but are not limited to the following:

- Social Events
- Focus Groups
- Hospitality Events
- Staff Meetings

Functions involving attendees may not be held during any time that conflicts with official CHA programming, exhibits or events. Events where attendees are invited may be held *only* during the following times.

- Wednesday, Sept. 18: After 6:30 p.m.
- Thursday, Sept. 19: After 6:15 p.m.

Any violation of this "In Conjunction With" clause shall subject the sponsoring company or related organization to lose conference participation privileges for two consecutive years.

Utilize this form or submit an email that includes all details outlined on the next page for review/approval of the planned function. The request will be reviewed and approval/denial will be sent to the contact person submitting the request. Upon approval, for those companies wishing to utilize space at the Vail Marriott Mountain Resort, CHA will communicate approval to the facility and provide your company with contacts to arrange for space, set up, food/beverage, audio visual equipment, etc.

Please note: space rental fees, food/beverage and audio visual costs, etc. will be the sole responsibility of the presenting organization.



Annual Meeting



Company Information

Company/Organization Name		
Primary Contact Name		
Address		
City		
Telephone		
Email		
In Conjunction With (ICW) Event/Functi	on	
Function Name		
Function Type Hospitality Company Meeting Other (please describe)		
Please give a brief description of the purpose of the function		
Attendance by invitation only?		
How will the invitations by distributed?		
Who is the target audience? Company Representative CHA Conference Attendees Other		
Expected Attendance		
Date of Function		
Location of Function		
Time of Function - Beginning Time Ending Tin	ne	

Return this form to Valerie Siebert-Thomas, CHA education manager, at valerie.siebertthomas@cha.com by Sept. 10, 2019.

