

SHRM Jacksonville Annual Conference & Exposition

Business Partner Toolkit

11th Annual SHRM Jacksonville Conference

Wednesday, April 10 – Friday, April 12, 2019

University of North Florida | Adam W. Herbert University Center



SAMPLE 3-DAY CONFERENCE PROGRAM cont'd

(subject to change)

Date	Time	Activity			
Wednesday, April 10, 2019	1:00 PM – 2:00 PM	Conference Registration			
	2:00 PM - 3:00 PM	Pre-Conference Concurrent Educational Session		Pre-Conference Concurrent Educational Session	
	3:00 PM – 3:15 PM	15-minute BREAK			
	3:15 PM – 4:15 PM	Pre-Conference Concurrent Educational Session		Pre-Conference Concurrent Educational Session	
	4:15 PM – 4:30 PM	15-minute BREAK			
	4:30 PM – 5:30 PM	Pre-Conference Concurrent Educational Session		Pre-Conference Concurrent Educational Session	
	3:00 PM – 6:00 PM	Expo Hall/Business Partner SETUP			
Thursday, April 11, 2019	7:00 AM – 8:00 AM	<i>Breakfast/Expo Hall & Silent Auction</i>			
	8:00 AM – 8:30 AM	Welcome & Announcements			
	8:30 AM – 9:30 AM	Opening Keynote Speaker			
	9:30 AM – 9:45 AM	15-minute BREAK			
	9:45 AM – 10:45 AM	Master Series	Talent Management	Total Rewards	HR Compliance
	11:00 AM – 12:00 PM	Master Series	Talent Management	Total Rewards	HR Compliance
	12:00 PM – 1:00 PM	<i>Lunch/Expo Hall & Silent Auction</i>			
	1:00 PM – 2:00 PM	Master Series	Talent Management	Total Rewards	HR Compliance
	2:15 PM – 3:15 PM	Master Series	Talent Management	Total Rewards	HR Compliance
	3:15 PM – 3:45 PM	30-minute BREAK			
	3:45 PM – 4:45 PM	Master Series	Talent Management	Total Rewards	HR Compliance
	4:45 PM – 7:00 PM	Networking Night/Expo Hall & Silent Auction			
	7:00 PM – 9:00 PM	Expo Hall/Business Partner BREAKDOWN			

SAMPLE 3-DAY CONFERENCE PROGRAM cont'd

(subject to change)

Date	Time	Activity			
Friday, April 12, 2019	8:00 AM – 9:00 AM	<i>Breakfast/Silent Auction</i>			
	9:00 AM – 10:00 AM	Master Series	Talent Management	Total Rewards	HR Compliance
	10:15 AM – 11:15 AM	Master Series	Talent Management	Total Rewards	HR Compliance
	11:15 AM – 12:00 PM	<i>Lunch/Silent Auction</i>			
	12:00 PM – 1:00 PM	Closing Keynote Speaker			
	1:00 PM – 1:30 PM	Wrap-up/Prizes/Silent Auction			

Business Partner Packages

Platinum Partner Package - \$5,000

- **8' X 10' Booth:** In Expo Hall, Pipe & Drape and Wi-Fi included. Electrical available upon request.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to four (4) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- **NEW! App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.
- **List of Attendees:** Electronic List of all conference attendees will be released prior to the conference on **April 3rd** and after the conference on **April 17th** to include all attendees.
- **Monthly Chapter Partner:** Business Partner table at monthly SHRM Jacksonville meeting.
- **Conference Registration:** Access to the Conference for up to four (4) people.
- **Hotel Room:** Thursday night hotel room reserved by SHRM Jacksonville. (One Night/One Room Only.)
- **NEW! In-Room Promotion and Speaker Introduction:** Logo in conference room and on room signage. Introduce speakers for an entire conference track.
- **Microphone Time:** 3-Minute microphone time at Opening General Session.
- **Thank You:** Thank business partner by name during Closing General Session.

Gold Partner Package - \$3,500 *(unlimited)*

- **8' X 10' Booth:** In Expo Hall, Pipe & Drape and Wi-Fi included. Electrical will be available.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to two (2) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- **NEW! App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.
- **List of Attendees:** Electronic List of all conference attendees will be released prior to the conference on **April 3rd** and after the conference on **April 17th** to include all attendees.
- **Monthly Chapter Partner:** Business Partner table at monthly SHRM Jacksonville meeting.
- **Conference Registration:** Access to the Conference for up to two (2) people.
- **Hotel Room:** Thursday night hotel room reserved by SHRM Jacksonville. (One Night/One Room Only.)
- **NEW! In-Room Sponsor and Speaker Introduction:** Logo in conference room and on room signage – up to 3 sessions. Introduce speakers of the session.
- **Thank You:** Thank business partner by name during Closing General Session.

Business Partner Packages

Silver Partner Package - \$2,500 *(unlimited)*

- **8' X 10' Booth:** In Expo Hall, Pipe & Drape and Wi-Fi included. Electrical will be available.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to two (2) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- **NEW! App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.
- **List of Attendees:** Electronic List of all conference attendees.
- **Monthly Chapter Partner:** Business Partner table at monthly SHRM Jacksonville meeting.
- **Conference Registration:** Access to the Conference for one (1) attendee.

Bronze Partner Package - \$1,000 *(unlimited)*

- **8' X 10' Booth:** In Expo Hall, Pipe & Drape and Wi-Fi included. Electrical will be available.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to two (2) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- **NEW! App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.



Business Partner Packages

Non-Profit Partner Package - \$500 *(unlimited)*

- **8' X 10' Booth:** In Expo Hall, Pipe & Drape and Wi-Fi included. Electrical will be available.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to two (2) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- ***NEW!* App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.

Marketing Partner Package - \$500 *(unlimited)*

- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Ad placed in conference program and includes logo ad link on conference website. See page 11 for Ad size requirements.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to two (2) tickets.
- **Ad on SHRM Jacksonville Business Partner Page:** Specific word & time frame allotted on Business Partner Page 7.
- ***NEW!* App promotion:** Company will be showcased in the rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL.

Business Partner Packages

At-a-Glance

Features	Platinum	Gold	Silver	Bronze	Non-Profit	Marketing
Pricing Structure	\$5,000	\$3,500	\$2,500	\$1,000	\$500	\$500
8' X 10' Booth	Y	Y	Y	Y	Y	
Logo on Conference Material	Y	Y	Y	Y	Y	Y
Advertisement in Conference Program <i>(including advertisement, logo, and link on conference website)</i>	Full page	Half page	Quarter page	Business Card Ad	Business Card Ad	Business Card Ad
Conference Bag Insert	Y	Y	Y	Y	Y	Y
Tickets to Thursday Networking Night	4	2	2	2	2	2
Advertisement on SHRM Jacksonville Business Partner Webpage	100 Words; 1 year	50 Words; 6 mos.	25 Words; 3 mos.	Business Card; 1 mo.	Business Card; 1 mo.	Business Card; 1 mo.
NEW! App promotion <i>(rotating sponsor banner displayed at the bottom of the app linked to URL.)</i>	Y	Y	Y	Y	Y	Y
List of attendees	Y	Y	Y			
Monthly Chapter Partner Meetings <i>(based on level)</i> – excludes Legal Chapter Meetings	7	2	2			
Conference Registration	4	2	1			
One-night Hotel Room	Y	Y				
Named “Thank you” at General Session	Y	Y				
General Session Microphone Time	Y					

Exclusive Business Partner Packages

Exclusive Partnerships are limited and will be awarded on first reserved basis.

NEW! Conference App Sponsor Package - \$1,000 *(only 1 available)*

- **Featured App Sponsor** - The premier advertisement spot to gain the most exposure in the app. Your full-screen ad will be displayed after the event is downloaded and before entering the event landing page.
- **Logo on Conference Marketing:** Added when payment is received, logo will be displayed on all conference material.
- **Ad in Conference Program:** Half page advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to four (4) tickets.

Wednesday Pre-Conference Refreshment Break - \$250 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the breakfast station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.

Thursday Breakfast Bon Appetite – \$350 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the breakfast station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.

Thursday Lunch Bon Appetite – \$500 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the lunch station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Networking Night Ticket Included:** One (1) ticket to attend Thursday evening networking/cocktail event.

Thursday Refreshment Break – \$250 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the breakfast station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.

Exclusive Business Partner Packages

Exclusive Partnerships are limited and will be awarded on first reserved basis.

Thursday Networking Night Package - \$1,000 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and during the Networking Social.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Tickets to Networking Night:** Tickets to attend Thursday evening networking/cocktail event – up to four (4) tickets.

Friday Breakfast Bon Appetite - \$350 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the breakfast station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.

Friday Lunch Bon Appetite - \$500 *(2 available)*

- **Logo on Conference Marketing:** Company logo will be displayed on all conference material and by the lunch station.
- **Ad in Conference Program:** Business card size advertisement placed in conference program and includes logo ad link on conference website.
- **Conference Bag Insert:** Marketing insert into conference bag.
- **Ticket to Networking Night Included:** One (1) ticket to attend Thursday evening networking/cocktail event.

Exclusive Business Partner Packages

At-a-Glance

Features	Conference App Sponsor	Wednesday Refreshment Break	Thursday Breakfast Bon Appetite	Thursday Lunch Bon Appetite	Thursday Refreshment Break	Thursday Night Networking	Friday Breakfast Bon Appetite	Friday Lunch Bon Appetite
Pricing Structure	\$1,000	\$250	\$350	\$500	\$250	\$1,000	\$350	\$500
Exclusive Partnerships Available	1	2	2	2	2	2	2	2
Logo & Marketing at Sponsored Event	Y	Y	Y	Y	Y	Y	Y	Y
Advertisement – Conference Program	Half Page	Business Card Ad	Business Card Ad	Business Card Ad	Business Card Ad	Half Page	Business Card Ad	Business Card Ad
Conference Bag Insert	Y	Y	Y	Y	Y	Y	Y	Y
Tickets to Thursday Networking Night	4			1		4		1

***Important Note: Exclusive Partnerships are limited and will be awarded on first reserved basis.**

Additional Descriptions:

Conference App Sponsor - The premier advertisement spot to gain the most exposure in the app. Your full-screen ad will be displayed after the event is downloaded and before entering the event landing page.

Networking Night: Business Partner logo will be advertised during the event and in conference program.

Bon Appetite: Business Partner(s) logo will be advertised during the respective meal and in conference program.

Refreshment: Business Partner(s) logo will be advertised during the respective refreshment break and in conference program.

Graphics Requirements

SHRM Jacksonville offers a unique opportunity to highlight your business or service in our monthly newsletter, conference program, and social media in addition to other marketing venues. SHRM Jacksonville publications reach over 700 members monthly. You can instantly reach decision makers who give advice to other decision makers and who purchase your products.

CONFERENCE PROGRAM AD: Based on your selected level, you will be able to place an ad in our conference program. This ad needs to be returned no later than **Friday, March 15, 2019** for inclusion in the program. Logos, pictures, ads, and other graphics should be submitted as high-resolution files.

SHRM Jacksonville Conference Program Advertisement Space		
Platinum Partner (\$5,000)	Full page	7.5 in. W x 9 in. H
Gold Partner (\$3,500)	½ page ad	7.5 in. W x 4.25 in. H
Silver Partner (\$2,500)	¼ page ad	3.5 in. W x 4.25 in. H
Bronze Partner (\$1,000)	Business Card ad	3.5 in. W x 2 in. H
Non-Profit Partner (\$500)	Business Card ad	3.5 in. W x 2 in. H
Marketing (\$500)	Business Card ad	3.5 in. W x 2 in. H
Exclusive Partnerships		
Conference App Sponsor (\$1,000)	½ page ad	7.5 in. W x 4.25 in. H
Wednesday Refreshment Break (\$250)	Business card ad	3.5 in W x 2 in H
Thursday Breakfast Bon Appetite (\$350)	Business card ad	3.5 in. W x 2 in. H
Thursday Lunch Bon Appetite (\$500)	Business card ad	3.5 in. W x 2 in. H
Thursday Refreshment Break (\$250)	Business card ad	3.5 in W x 2 in H
Thursday Networking Night (\$1,000)	½ page ad	7.5 in. W x 4.25 in. H
Friday Breakfast Bon Appetite (\$350)	Business card ad	3.5 in. W x 2 in. H
Friday Lunch Bon Appetite (\$500)	Business card ad	3.5 in W x 2 in H



SHRM Jacksonville accepts color ads! Payment required in advance. As a reminder, logo graphic and advertisement information (if applicable to your partner level) **MUST BE SUBMITTED BY Friday, March 15, 2019** in order to be included in the conference program.

LOGO FOR WEBSITE/APP: As a Business Partner, you will also have your logo placed on the front page of the SHRM Jacksonville Website (rotating spot) and rotating sponsor banner displayed at the bottom of the app. When the rotating sponsor banner is clicked, it brings attendees directly to the company profile page or a dedicated URL. This must be a JPG and no larger than 152 pixels wide by 92 pixels high. Please email your logo even if you've done so previously to ensure SHRM Jacksonville has the most current version of your company's information.

Ads and logos should be emailed to chaptermgt@shrmjax.org and should be at least 300dpi and a CMYK file. Acceptable formats are PDF, EPS, TIF or JPG. RGB files will be converted to CMYK and we are not responsible for color shifts. Please see the description of the ad size above based on your selected level.

FOR QUESTIONS ABOUT GRAPHICS: Email chaptermgt@shrmjax.org or call (904) 910-0358 for Wendi Howard, Chapter Management.

Conference Business Partner Commitment Form

For information about business partnership levels, please refer to pages 4-12 of this toolkit or visit [here](#).

Please process payment online [here](#) OR complete Commitment Form and send to our mailing address or email.

Submit check payments to the mailing address listed at the bottom of the page.

Place an X in the box(es) of your business partner level.	Social Media accounts to be included in the conference materials and promotion.	Expo Hall attendees. Please list the names of people that will be staffing your booth.
<input type="checkbox"/> Platinum (\$5,000)		1.
<input type="checkbox"/> Gold (\$3,500)		2.
<input type="checkbox"/> Silver (\$2,500)		<p>↑ If paying online, please register each of these people separately here. ↑</p> <p>Limit two (2) attendees at any given time at the conference. All attendees must wear a badge.</p>
<input type="checkbox"/> Bronze (\$1,000)		
<input type="checkbox"/> Non-Profit (\$500)		
<input type="checkbox"/> Marketing only (\$500)		
Exclusive Partnerships		
<input type="checkbox"/> Conference App Partner (\$1,000)		* Limited amount of Exclusive Partnerships provided on first come reserved basis. *
<input type="checkbox"/> Wednesday Refreshment Break (\$250)		
<input type="checkbox"/> Thursday Breakfast Bon Appetite (\$350)		<p>Please consider this form as your invoice. If you need separate invoice paperwork, please contact Wendi Howard at chaptermgt@shrmjax.org.</p>
<input type="checkbox"/> Thursday Lunch Bon Appetite (\$500)		
<input type="checkbox"/> Thursday Refreshment Break (\$250)		
<input type="checkbox"/> Thursday Networking Night (\$1,000)		
<input type="checkbox"/> Friday Breakfast Bon Appetite (\$350)		
<input type="checkbox"/> Friday Lunch Bon Appetite (\$500)		

*For partnership levels with conference attendees (Platinum, Gold and Silver levels only), please email chaptermgt@shrmjax.org to get the conference attendee registration code and registration link.

Business Partner Contact Information

Please enter information **as you want it to appear on the conference materials**.

First Name:	Last Name:
Organization:	
Department:	
Title:	Email:
Address:	
City, State, Zip:	
Phone:	Cell:
How did you hear about this event?	

Paying by Check: <input type="checkbox"/> YES <input type="checkbox"/> NO		Check#:		<p>Total Amount to be Charged:</p> <p>\$ _____</p>	<p>Please process payment online here OR complete Commitment Form and send to our mailing address or email; submit check payments to the mailing address listed below.</p>
Paying by Credit Card	VISA <input type="checkbox"/>	DISCOVER <input type="checkbox"/>	MC <input type="checkbox"/> AMEX <input type="checkbox"/>		
Card Number:					
Exp. Date (MM/YY)		CID Code (3 or 4 digits)			
Name on Card:					

Proceeds from
the Silent Auction
are benefiting:



“SHRM Foundation maximizes the impact of the HR profession on organizational decision making and performance by promoting innovation, education, research and the use of research based knowledge.”

“Empowering families to achieve a better life through a full range of services, both directly and in collaboration with community partners, thus renewing hope & restoring lives back into the fabric of the community.”

For questions regarding the Silent Auction, contact the SHRM Foundation Director at foundation@shrmjax.org.

\$ 4,780

Total money raised during
the 2018 conference for the
SHRM Foundation

Business Partner Giveaway & Silent Auction

We highly recommend that each Business Partner provide a Giveaway at their booth. The item will remain at your booth during the entire conference encouraging additional traffic to your area. All items will be awarded at the end of the conference via general announcement to the attendees.

Thanks to the great participation of our Business Partners in 2017, we were able to raise \$4,535 towards the SHRM Foundation! Again, this year, SHRM Jacksonville will be hosting a SHRM Foundation Silent Auction in the Expo Hall. Business Partners are strongly encouraged to participate in this event by donating an item to the SHRM Foundation Silent Auction with a **minimum value of \$50.00**. The SHRM Foundation is a 501(c)3 organization supporting the HR profession (for more information, click [here](#)). Your donation should be unique or tangible (examples: gift cards, iPad, Kindle, golf pass, dinner for two, etc.). Similar to the Business Partner Giveaways, all items will be awarded at the end of the conference via general announcement to the attendees.

In order to be included in the Silent Auction booklet featuring a detailed description and picture of your donation in addition to showcasing your company, you must complete the attached donation form and submit the completed form before **Friday, March 15, 2019**. For questions regarding the Silent Auction, contact the SHRM Foundation Director at foundation@shrmjax.org.





Silent Auction to Benefit the SHRM Foundation

Thank you for your contribution to our silent auction. Please complete this form and email to Chapter Management at chaptermgt@shrmjax.org or [upload online](#) when completing your registration/payment. If you have questions regarding the silent auction, please contact our SHRM Foundation Director at foundation@shrmjax.org.

Donor Name:	
Organization Name:	
Mailing Address:	
City, State Zip	
Primary Phone:	
Alternative Contact:	
E-mail:	
Describe the item you are donating (Please be as descriptive as possible):	
Approximate retail value:	\$
Email this completed form to chaptermgt@shrmjax.org or upload online by Friday, March 15, 2019.	

Thank you for your support!

CONFERENCE PARTNER CHECKLIST

Use this checklist to help ensure your partnership is a success at the
11th Annual SHRM Jacksonville Conference.

ITEM NEEDED	DUE	EMAIL / SEND TO	QUESTIONS	CHECK WHEN DONE
COMMITMENT FORM WITH PAYMENT IN FULL	Friday, March 15, 2019	Complete online or chaptermgt@shrmjax.org	Wendi Howard (904) 910-0358	
LOGO FOR PROGRAM CHAPTER WEBSITE CONFERENCE APP	Friday, March 15, 2019	Upload online or chaptermgt@shrmjax.org	Wendi Howard (904) 910-0358	
ADVERTISEMENT FOR CONFERENCE PROGRAM	Friday, March 15, 2019	Provide online or chaptermgt@shrmjax.org	Wendi Howard (904) 910-0358	
SILENT AUCTION FORM WITH DESCRIPTION & VALUE	Friday, March 15, 2019	Upload online or chaptermgt@shrmjax.org	SHRM Foundation Director foundation@shrmjax.org	
LITERATURE OR GIVEAWAY FOR CONFERENCE BAG (350 pieces will be needed)	Friday, March 25, 2019	SHRM JACKSONVILLE c/o Tammy Vlah Watson Relocation 7821 Deercreek Club Road Jacksonville, FL 32256	Tammy Vlah (904) 596-5974	
BOOTH/EXHIBIT MATERIALS (Can be brought to set up 4/10/2019 or shipped ahead).	Wednesday, April 10, 2019	If shipping, must arrive <u>no earlier</u> than 3/25/2019 to be held by venue. <i>(Drop off at:)</i> University of North Florida 12000 Alumni Drive Jacksonville, FL 32224	Kim Lambert (904) 414-9796	
BOOTH SET UP Wednesday starting at 3:00 PM BOOTH BREAKDOWN Thursday starting at 7:00 PM	Thursday, April 11, 2018	N/A	Kim Lambert (904) 414-9796	