



VENDOR AND SPONSORSHIP INFORMATION CHECKLIST

CONFERENCE REGISTRATION

Register your attendee(s) for the conference using the provided form or on the CFOA website at <https://cfoanv.org/> by August 15, to be included in the printed vendor list and other conference related materials. Vendors are invited to all meals and social functions and will be provided a 6' table and two chairs.

HOTEL REGISTRATION

Make your hotel reservations by September 5 for a guaranteed conference rate of \$89 per night (resort fee waived; free parking; tax not included), subject to availability. Tuscany Suites will extend the conference room rate for the entire stay (Friday and Saturday room rates are \$169 per night). Visit [Tuscany Suites & Casino](#), or call (702) 893-8933 or toll-free (877) TUSCAN1 and mention you are attending for CFOA. Reservations must be canceled 72 hours prior to arrival to avoid fees.



Scan to Make
Hotel Reservations

LOGO AND ADVERTISEMENT SUBMISSION

To be included in the conference printed materials, the deadline for submission is August 15, 2022. Please provide company logo and advertisement (per sponsorship level selected) in a high-quality image format (PNG, JPEG or GIF) via email to CountyClerk@ClarkCountyNV.gov. Advertisement specifications per level are provided below:

SILVER

¼-page

Vertical: 3.5" h X 2" w

GOLD

½-page

Horizontal: 3.5" h X 4.5" w

PLATINUM

Full-page

Vertical: 7.5" h X 4.5" w

REGISTRATION BAG PROMOTIONAL ITEMS

All vendors may contribute one or more items to be included inside of the bags given out at the conference registration check-in table. Please plan to provide up to 175 of each item to ensure equal distribution. These items must arrive at the Clark County Clerk's Office by September 15, at the following address:

Clark County Clerk, Attn: Paula Cook, 200 Lewis Ave, Box 551604, Las Vegas, NV 89155-1604

SHIPPING AND RECEIVING OF MATERIALS TO HOSTING VENUE

Shipments must arrive no earlier than 3 days prior to the event and are subject to the following charges, to be paid and coordinated directly with Tuscany Suites & Casino:

5 - 50 lbs = \$10 • 51- 100 lbs = \$25 • 101+ lbs = \$50 • Pallets (each move) = \$125

All package and box deliveries must be addressed with the on-site contact's name, group name and arrival date to the following address:

Tuscany Suites & Casino, Attn: Catering Department, 255 E Flamingo Rd, Las Vegas NV 89169-4708