



PUEBLO, CO
OCTOBER 21-24,
2025



CMCA ANNUAL CONFERENCE

The Colorado Municipal Clerks Association (CMCA) is pleased to announce sponsorship opportunities for the 2025 Annual Conference held in Pueblo, CO on October 21-24.

- **Conference Location**
 - Pueblo Convention Center - 320 Central Main St, Pueblo, CO 81003
- **Hotel Room Block**
 - Courtyard Pueblo Downtown - 110 W City Center Dr, Pueblo, CO 81003 - \$169/per night
 - [Book your CMCA Room Block Hotel](#)
- **Booth Space Information**
 - Each Booth comes with one table and 2 chairs.
 - Items for your booth should be no more than 8 foot tall, 3 foot deep, and 6 foot wide (8h x 3d x 6w).
 - Nothing can be hung on walls; please plan to have floor or table standing signs.
- **Set up information**
 - Tuesday, October 21 or Wednesday, October 22 - Final Times TBD
- **Booth hours**
 - Wednesday, October 22 and Thursday, October 23 - Final Times TBD
 - There will be designated breaks for clerks to visit your booth and incentives will be given to complete a bingo card by visiting booths.
- **Tear down information**
 - Thursday, October 23 at the conclusion of the day
- **Shipping:** Let Nikki at nikki@psc.biz know if you'd like to ship items to the convention center.
- **Pre-Conference and Day-of Contact Information:**
 - Nikki Lucas, nikki@psc.biz, 970-381-1162

Important Deadlines

- **Upon securing sponsorship** - Send High res png or eps logo
- **August 1** - Deadline for Sponsorship Sign Up - Online
 - Sponsorship/Space not guaranteed up to this deadline
- **August 15** - Confirm if you plan to have a booth at the event
- **September 29** - Submit Ad for program, specifications on page 4
- **October 6** - Confirm Conference Staff
- **October 13** - Deliver items for Grab Bag Inclusion

SCAN HERE
TO SECURE A
SPONSORSHIP





2025 CMCA Annual Conference

Premium Sponsorship Levels

\$10,000	\$8,000	\$4,000	\$2,000
1 exclusive	Unlimited	Unlimited	Unlimited
Platinum	Gold	Silver	Bronze
Premium Booth	Premium Booth	Premium Booth	Standard Booth
Opportunity to speak during conference lunch time for 10 minutes at podium	Opportunity to introduce a keynote speaker (first come first serve) - 5 minutes at podium	Opportunity to introduce a session (first come first serve) - 2 minutes at podium	One person allowed to give 30 second elevator pitch in front of attendees
Verbal recognition throughout conference	Verbal recognition throughout conference	Verbal recognition throughout conference	Verbal recognition at opening and closing sessions
Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow
Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags
Full Page Ad in Program (Digital)	Full Page Ad in Program (Digital)	Half Page Ad in Program (Digital)	Half Page Ad in Program (Digital)
Logo inclusion in CMCA President's Memo (sent every two weeks)	Logo inclusion in CMCA President's Memo (sent every two weeks)		
Promoted sponsor webinar to CMCA Distribution List 2 times OR 1 lunch and learn CMCA webinar that offers points to the clerks	Promoted sponsor webinar to CMCA Distribution List 1 time		
Ability to provide a video promotion that would be played at CMCA PDO 4 times	Ability to provide a video promotion that would be played at CMCA PDO 1 time		
Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list
Two comp tickets & acknowledgement as Platinum Sponsors at Awards Dinner	Two comp tickets & acknowledgement as Gold Sponsors at Awards Dinner		
One complimentary hotel room for 2 nights during the conference			



2025 CMCA Annual Conference

Additional Sponsorship Levels

\$1,500	\$1,500	\$1,500	\$750
Limit 1	Limit 1	Limit 1	Limit 15
Wifi	Grab Bag	Lanyard	Exhibitor
Standard Booth	Standard Booth	Standard Booth	Standard Booth
One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees	One person allowed to give 30 second elevator pitch in front of attendees
Verbal recognition at opening and closing sessions	Verbal recognition at opening and closing sessions	Verbal recognition at opening and closing sessions	
Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Logo recognition during ballroom sessions on slideshow	Name recognition during ballroom sessions on slideshow
Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	Ability to add flyer and item to conference grab bags	
Quarter Page Ad in Program (Digital)	Quarter Page Ad in Program (Digital)	Quarter Page Ad in Program (Digital)	
Full conference attendee contact list	Full conference attendee contact list	Full conference attendee contact list	
Logo on onsite signage to represent Wifi Sponsor	Logo on conference attendee grab bag for 2025 conference	Logo or name listing on conference lanyard (space dependent)	

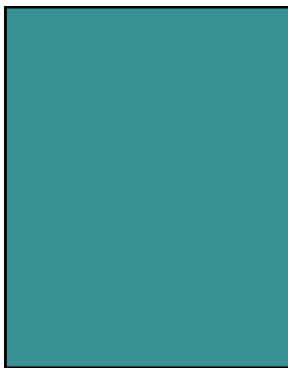
Secure your sponsorship by August 1
to be included in all pre-conference deliverables



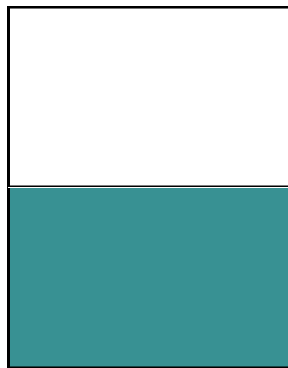
Conference program ad specifications

- Ad should be sent as a png and as a pdf.
- Full color.
- No maximums for file size.
- MS Publisher and graphics in Word documents will not be accepted.

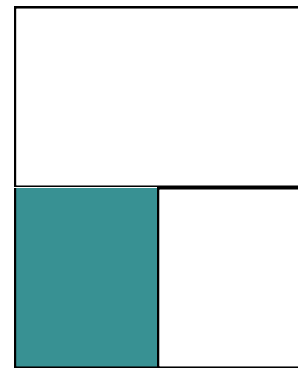
Email files to nikki@psc.biz by September 29, 2025.



Full Page
8.125"w x
10.25"h



Half Page
7.75"w x
4.75"h



Quarter Page
3.75"w x
4.75"h