



The West Central Arkansas Society for Human Resource Management chapter is pleased to have you as a vendor for the 20th Annual Managers' Seminar at the Hot Springs Convention Center on Thursday, August 21, 2025.

Participants will be able to visit with vendors before the conference, during breaks and during the lunch break. Each attendee will be provided with a form to have you sign in order to be eligible for special prizes.

Setup Time: 6:45 a.m. Please be set up no later than 7:15 a.m.

Vendor Booths:

The booths (tables) are located in the Grand Lobby (downstairs) of the Convention Center by the front door. We provide one unclothed 6-foot table with two chairs. The location is first come, first serve. If you need electricity, please order it no later than 8/11.

Nametags:

Only registered individuals will have a seminar nametag. If you have other staff working at your booth, please recommend they wear your organization's nametag. If you wish to register additional staff, visit our website for the paper registration form or go online to register.

Lunch:

There is one (1) free registrant per vendor, which includes lunch. Additional lunches may be purchased for \$35 through 8/11 (Extra \$15 after this date). If you bring additional representatives, you will need to make other lunch arrangements. (If we have extra boxes at the end of the lunch period, we don't mind if the additional representatives eat the extra lunches. However, we ask that they wait until **all** the registrants eat.)

In an effort to eliminate waste and be more environmentally conscience, you should also bring a refillable water bottle as the Convention Center now has touchless refill stations at all water fountains.

Breaks:

The registrants are encouraged to visit the vendor booths during the breaks and have a form to be signed by all the vendors in order for them to be eligible for seminar door prizes.

Pack up: Vendors can leave after lunch or the 1:50 p.m. break.

Door prizes:

We encourage all of our vendors to provide a door prize opportunity for attendees to visit your booth. If you want us to announce your drawing's winner, please bring the prize and the name to the registration table by 1:00 p.m. We will be texting the winners during the 1:50 p.m. session. If the winner does not pick up the prize by the end of the day, we will use the prize at another WCASHRM event. Otherwise, we'll rely on you to pick it up from the registration table by 3:00 p.m. to deliver to the winner. If you have other questions on door prizes, please contact Bethany at doorprizes@wcashrm.org

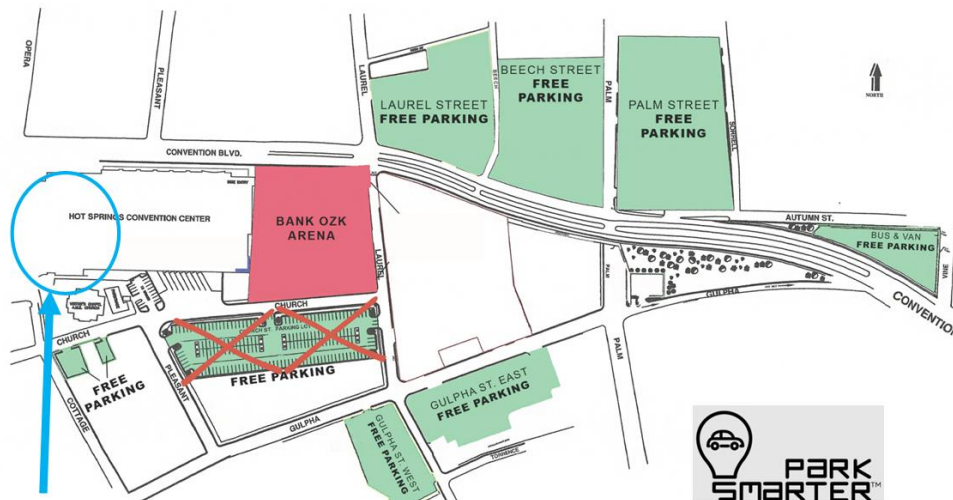
Seminar Schedule:

Please note the schedule below so your booth is adequately staffed during break times. For session details, please visit our www.wcashrm.org/seminar. All sessions will be held in Rooms 207-209 which are located between the Grand Lobby and the Visit Hot Springs office.

7:15 - 8:00 a.m.	Registration/ Visit Exhibitors
8:00 - 9:00 a.m.	Introductions/General Session
9:00 - 9:30 a.m.	Break/Exhibit Hall Time
9:30 - 10:30 a.m.	Concurrents #1
10:30 - 10:40 a.m.	Break/Exhibit Hall Time
10:45 - 11:45 p.m.	Concurrents #2
11:40 - 12:40 p.m.	LUNCH & Exhibit Hall Time
12:40 - 1:40 p.m.	Concurrents #3
1:40 - 1:50 p.m.	Break
1:50 - 2:50 p.m.	Concurrents #4
2:50 - 3:00 p.m.	Break
3:00 - 4:00 p.m.	Concurrents #5

Parking

The Vendors will be set up in the Grand Lobby, which is accessible via Convention Blvd. The seminar sessions will be held upstairs in Rooms 207-209.



The WCASHRM Managers Seminar is held in Rooms 207-209 with the Vendors set up in the Grand Lobby. The best entrance for the Seminar is located off of Church Street, or via the Grand Lobby off of Convention Blvd. Unfortunately, the lot at Church and Pleasant with the Xs is not available for our 2025 event.

There are many free parking lots around the Hot Springs Convention Center. However, Hot Springs has implemented paid parking on many streets around the Convention Center. Download the Park Smarter app to pay via the app or follow the instructions on the signage.

If you have any questions, please feel free to e-mail me at sponsorvendor@wcashrm.org, or call Janet at 501-627-3215 (cell).

Best Regards,

Janet Edgar

2025 WCASHRM Seminar Vendor Booth Chair

sponsorvendor@wcashrm.org